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| Testing Protocol for Breathalysers |

**This protocol document should be read in conjunction with the Principles of Managing Alcohol, Drugs and other Substance Misuse. The Principles can be found on the intranet.**  
Where management has reasonable grounds to believe that an employee is or may be under the influence of alcohol, testing in the form of a breathalyser may be carried out on members of staff who work in safety critical roles. These roles include those working with machinery, those whose job duties involve driving and those whose job involve responsibility for the care of others.

Breathalysers can be purchased from [http://www.surescreen.com](http://www.surescreen.com/) or on ph: +44 (0) 1332 365318.

Outlined below is the correct protocol for the use of such breathalysers within the Council.

1. The breathalyser unit will be kept locked in a secure place between tests with a key held by the line manager.
2. All tests will be logged to ensure calibration at the defined intervals.
3. Random testing will be conducted by the line manager in private, in accordance with manufacturer’s instructions.
4. Test outcomes will be recorded on the attached proforma and both parties will sign the agreed reading.
5. If there is a positive reading this will be recorded as above and a further reading taken 15 minutes later. This will determine whether the alcohol taken was from the previous day (reading reduces) or whether recent (reading increases). Further test outcome to be recorded on the proforma. If the reading is increasing, further tests will be required until the level stabilises.
6. If the reading exceeds the 35mg/l level legal driving limit the employee will be suspended immediately. The Council will allow an independent test by another manager or a Human Resources representative if the employee requests this endorsement as long as this can be arranged within a period of 30 minutes from the previous test.
7. If the employee refuses to have the test or refuses to sign the test outcome proforma, seek advice from Human Resources.
8. In relation to the specific circumstances of the case under review, it is also recommended that if a morning test indicates increasing levels of alcohol that action is taken in accordance with the Principles of Managing Alcohol, Drugs and other Substance Misuse.

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| **Test Result Proforma** |

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| **Date** | **Time** | **Location** | **Tester** | **Employee** | **Result** | **Signature - Tester** | **Signature**  **- Employee** |
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