



Health & Wellbeing Policy

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Key contact	The Administrator
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1. Introduction

This policy has been developed to promote and encourage health and wellbeing at work.

Staff wellbeing is an important factor in the job satisfaction of staff and is therefore a management issue for the Trust. This policy is designed to help create an organisational culture where negative wellbeing issues are identified, minimised and managed before they affect the wellbeing of staff. We have a clear aim to promote the positive aspects and ideas associated with health and wellbeing at work.

The Trust is fully committed to supporting staff in achieving good attendance levels although it recognises that employees experiencing ill-health may require periods of sickness absence from time to time. It is also recognised that some ailments may not preclude individuals from working and making a valid contribution, albeit that it may not be at their normal level of performance. In these circumstances, the Trust will make all reasonable efforts to support employees whose performance may be reduced due to a health issue.

Sickness is defined as personal illness or injury which prevents an employee from pursuing normal working activities and attendance.

On occasions, an employee may need to be absent from work, not due to his/her own personal illness or injury but for other circumstances – e.g. a dependent's illness, bereavement etc. In these circumstances, an individual should discuss other types of leave arrangements the Trust has in place with their manager, such as annual leave, taking time off in lieu (TOIL) and compassionate leave.

2. Aims

We aim to:

- promote good practice in both physical and mental health & wellbeing activities
- ensure necessary resources are provided to enable managers to implement the health & wellbeing strategy

- identify those circumstances that may contribute to inappropriate levels of work-related stress

3. Responsibilities

Responsibility of the Management Team

Our Managers will:

- Annually evaluate the impact of the policy
- Make recommendations following consultation with staff on developments and improvements to the policy
- Ensure staff are trained to discharge their duties
- Ensure staff are provided with developmental opportunities
- Monitor workloads and working hours to ensure staff are not overworking, and monitor holidays to ensure staff are taking their full entitlement
- Attend relevant training as required, including management training and health and safety training
- Ensure any potential staff wellbeing issues are communicated to a senior member of staff as soon as possible in order to secure appropriate advice and support
- Ensure effective measures are in place for monitoring all sickness absences for stress-related absence
- Ensure absence patterns are monitored, and anomalies are reported to senior staff
- Be vigilant to employees' personal circumstances that may affect their performance
- Ensure effective communication between management and staff, particularly where there are organisational and procedural changes
- Ensure that bullying, harassment and discrimination are not tolerated
- Refer employees (with their consent) to an Occupational Health Service where appropriate
- Ensure that, as part of induction, employees are made aware of the Trust's Health and Wellbeing Policy and supporting procedures
- Ensure that employees who are absent through sickness are treated in a fair and consistent way, with sensitivity and confidentiality
- Provide support and encouragement to facilitate the smooth return to work for employees after longer periods of absence
- Make all reasonable efforts to support employees whose level of performance at work may be temporarily reduced as a result of a health issue

Responsibility of Staff

All staff are expected to:

- Treat each member of staff with dignity and respect as an individual
- Take advantage of training and information sources
- Uphold confidentiality (wherever safety is not at risk)
- Recognise the limits to what they can do and seek advice at the earliest opportunity
- Share ideas for promoting health and wellbeing in the workplace
- Raise issues of concern with their line manager

- Take personal responsibility for his/her attendance at work, recognising that full attendance is the standard expected
- Make him/herself familiar with the provisions of the Trust's Health and Wellbeing Policy and follow the Sickness Absence Policy
- Follow any medical advice received from his/her own General Practitioner/Specialist in order to restore good health as quickly as possible
- Take personal responsibility for his/her recovery and timely return to work.

4. Confidentiality

While all dealings with staff are subject to the organisation's policy on confidentiality it must be emphasised that this is often of paramount importance with regard to those experiencing mental health difficulties. However, it must also be emphasised that confidentiality may be necessarily breached in certain circumstances where the individual is deemed to be a risk either to him/herself or to other people. If there is a conflict between these two statements then it should be stressed that the safety of the individual and or the safety of other members of our community takes precedence over confidentiality.

5. Key Indicators

Experience demonstrates that organisations which adopt a positive approach to improving health and wellbeing across the organisation, can achieve

- Reduced absenteeism
- Reduced staff turnover
- Better risk management
- Increased staff morale, job enrichment, quality of work life
- Continuous improvement of achievement
- Improved productivity and overall organisational performance

7. Related Policies

The Trust exercises that duty of care through this Policy and through the following related policies:

Complaints Policy
 Data Protection Policy
 Equal Opportunities Policy
 Grievance & Disciplinary Procedures Policy
 Harassment Policy and Procedure
 Health & Safety Policy
 Homeworking Policy
 Lone Working Policy
 Return to Work Interview Form
 Sickness Absence Policy
 Supervision Policy

APPENDIX ONE

Causes of stress:

The Health & Safety Executive (HSE) has identified six primary areas of risk in the causes of stress.

The following HSE chart identifies the main causes of stress and provides a brief indicator of what can be done to manage these risks:

Cause of Stress	What can be done
Demands. <i>Employees often become overloaded if they cannot cope with the amount of work or type of work they are asked to do</i>	The job design and the provision should be considered to identify ways to manage the overload. Consideration should also be given to alternative work patterns and environment.
Control. <i>Employees can feel disaffected and perform poorly if they have no say over how and when they do their work.</i>	Consideration should be given to how employees are involved in decision making and their contribution as individuals and as part of teams.
Support. <i>Employees can feel isolated and stressed if they feel they cannot speak with their line managers or if they do not feel they have adequate support or provided with constructive feedback and advice</i>	Employees should be given the opportunity to discuss the issues causing stress with their line manager sympathetically and should be kept informed of any developments or changes.
Relationships. <i>Employees can often experience problems relating to bullying, harassment or discipline as a result of poor working relationships or lack of recognition or reward.</i>	The policies and procedures relating to handling grievances, absence, misconduct and bullying and harassment should be reviewed on a regular basis.
Role <i>Employees can feel anxious if there is ambiguity regarding their role or where there is a lack of clarity in terms of what is expected of them.</i>	Particular attention should be paid to the induction of new staff and the creation of meaningful and well-structured job descriptions. Every effort should be made to maintain a close link between individual targets and organisational goals.
Change <i>Changes in market demands, technology and organisational structure can lead to insecurity and uncertainty.</i>	Where changes are anticipated every effort must be made to communicate / consult with all those affected and to discuss and resolve issues together.