

---

# **HEALTH & WELLBEING POLICY**

---

<b>Recommended by:</b>	HT Manager
<b>Recommendation Date:</b>	18/09/2018
<b>Ratified by:</b>	TB
<b>Ratification Date</b>	26/09/18
<b>Next Review:</b>	September 2021
<b>Policy Tier (Central/Hub/School):</b>	Central

**Foreword:**

*This policy is overarching and the procedures that operate underneath it will be depicted by a flowchart for guidance of managers and employees. The HCSS People system allows for triggers and management as well as data dashboards moving forward.*

*In addition, with the development of the Let's Talk People agenda, we may seek to amend the policy to highlight and support the initiatives that compliment this policy or as part of the wider People agenda.*

The Trust has developed an employee wellbeing policy to manage its obligations to promote positive health and wellbeing of all staff. It covers our commitment to employee health, the responsibilities of managers and others for maintaining health, health promotion initiatives, communicating and training on health issues, and organisational commitment to handling individual issues.

The aim of this policy is to describe the Trust commitment to the promoting positive mental health and wellbeing of employees in its broadest, holistic sense, setting out how the we fulfil our legal obligations, the responsibilities of different functions and specialists and the range of services available to help employees maintain health and wellbeing.

The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved performance.

This procedure does not form part of any employee's contract of employment and it may be amended at any time.

We may vary any of the provision detailed within this policy without consultation. It has been formally adopted by the Trust

## **1. Who is covered by the policy?**

The procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

## **2. Responsibilities**

### **2.1 Trust**

The Trust has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Trust will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

The Trust will give regard to ACAS, Government & Health & Safety Executive guidance on this topic

In addition to reducing safety risks, this means operating in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing mental ill health at work.

Promoting the training and coaching of line managers to support staff with health related issues.

### **2.2 Line Managers**

- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- that induction prepares the individual well for their role and continues to support them
- keeping employees in the team up to date with developments at work and how these might affect their job and workload;
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues;
- Ensuring they manage health issues fairly and consistently and with consideration to promoting the health and well being of the individual

The Trust will engage with their HR support to develop Trust wide policies and procedures, to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good psychological health.

The Trust operates practices and policies that ensure staff are able to achieve a satisfactory balance between their work and other commitments, and adhere to the working limits set out in the Working Time Regulations 1998.

## **2.3 Occupational health**

The Trust has engaged occupational health professionals who will provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from the Trust liaising with GPs and working with individuals to help them to retain employment.

Occupational health professionals will play a critical part in developing rehabilitation plans for employees returning to work after absences related to ill health, and work with GPs and line managers on designing jobs and working environments to ensure that rehabilitation is successful.

Advice may also be taken from our occupational health professionals regarding design and implementation of any suitable health promotion and lifestyle behaviour management programmes, including initiatives on managing pressure and ongoing health conditions at work.

A referral to the occupational health team will be made if this is considered appropriate after an employee's initial discussion with their manager or the HR department. Discussions between employees and the occupational health professionals are confidential, although the occupational health team will provide a report on the employee's fitness to work, and any recommended adaptations to the working environment, to the Trust.

## **2.4 Employees**

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing the Trust if they believe work or the work environment poses a risk to their health.

Any health-related information disclosed by an employee during discussions with managers, the HR department or the occupational health service is treated in confidence. However, it needs to be recognised that, in supporting employees, some degree of information sharing is likely to be necessary.

As part of the application of this policy, the Trust may collect, process and store personal data and special categories of data in accordance with our data protection policy. We will comply with the requirements of the **Data Protection Legislation** (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998). Records will be kept in accordance with our Workforce Privacy Notice, our Retention and Destruction Procedures and in line with the requirements of Data Protection Legislation.

## **3. Health Initiatives**

The Trust will encourage and sign post health initiatives for Employees that are likely to improve health and well being.

## **4. Training & Communication**

Managers and employees are encouraged to participate in communication/feedback exercises, including stress audits and staff surveys. All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, electronic

communications and [school/academy/trust]-wide methods. The Trust will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

The Trust will ensure it offers CPD in range of areas that impact health for example:

Mental Health First Aid  
Stress Management  
Behaviours & Lifestyle Coaching

## **5. Related policies**

There are a number of policies which may be used in conjunction with this policy in order to promote health and well-being such as Flexible Working, Special Leave Policies, Health & Safety policies.

## **6. Procedures**

Each school will attach to this policy a flowchart of procedure in the event of ill health of an employee, it will set out clear expectations of contact, triggers and action taken and at what stage. This will be consistently applied.