West Suffolk **NHS**

NHS Foundation Trust

Trust Policy and Procedure   **Document Ref PP(15)288**

West Suffolk Hospital Health and Wellbeing at Work Policy

For use in:	All areas of the Trust
For use by:	All Trust Staff
For use for:	The Management of the Health & Wellbeing
Document Owner:	Health & Wellbeing Steering Group
Status:	Approved

Purpose of this document

West Suffolk Hospital NHS Foundation Trust's Health and Wellbeing at Work Policy has been developed to promote and encourage health and wellbeing at work.

In accordance with the Trust Vision supporting and valuing staff, it is acknowledged that staff wellbeing is of paramount importance. Wellbeing is an important factor in the job satisfaction of our staff and is therefore a management issue for the Trust. This policy is designed to bring existing staff wellbeing issues to the fore, whilst seeking to create a culture where negative wellbeing issues are identified, minimised and managed before they affect the wellbeing of staff.

The issue of staff health and wellbeing at work is recognised as part of a broader approach to health promotion that involves all stakeholders associated with the Trust.

Definitions:

The term "mental health" is one which encompasses a wide range of experiences which affect an individual's ability to balance his/her life. The difficulties can range from stress and anxiety through to serious mental health conditions diagnosed and treated by the health services.

Disability is defined as "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day to day activities" and defines "long-term" as "12 months or more". Certain mental health difficulties may fall under this definition and will therefore qualify as disabilities.

1.   Background

Studies have shown that regular, daily light or moderate exercise is beneficial for the prevention of heart disease and other life threatening diseases. The provision of opportunities for physical activity is one way that the workplace can contribute to promoting health and preventing illness.

There are many psycho-social factors which influence personal health and wellbeing. Mental health promotion in the workplace can prevent stress as well as promoting an understanding of mental illness.

Harmonious working relationships created by effective leadership and staff and involvement in decision making, together with effective administration systems, are important contributors to staff health and wellbeing. Effective administrative and professional support can assist staff to undertake their designated role with purpose and direction

Evidence demonstrates that organisations which adopt a positive approach to improving health and wellbeing across the organisation, may achieve substantially reduced costs associated with:

- Sickness absence

- Staff turnover

- Risk management

- Increased staff moral, job enrichment, quality of work life

- Continuous improvement of achievement

- Improved productivity and overall organisational performance

2.   Aims:

- To prevent, so far as is practicable, those circumstances detrimental to mental health and wellbeing

- To raise awareness of the benefits of a healthy lifestyle and share successes across the Trust.

- To promote health and wellbeing through its management policies, support services, and information networks to include alcohol awareness, diet, exercise, self management, and by liaising with external agencies

- To provide training for managers and supervisory staff in good management practices appropriate to this policy

- To identify those circumstances that may contribute to inappropriate levels of work-related stress and conduct risk assessments to eliminate or control the risks from such stress.

- To consult with relevant trade union safety representatives and other stakeholders, where appropriate, on all proposed action relating to staff wellbeing and the prevention of workplace stress

- To provide confidential counselling for staff whose wellbeing is affected by either work or external factors

3.   Responsibilities of the Trust

The Trust has a responsibility to:

- Promote an emphasis toward good physical and mental health and wellbeing

- Provide support, resources and advisory services

- Provide training for staff

- Monitor the effectiveness of this policy through annual reporting

4.   Responsibility of the Senior Management Team

Senior Managers have a responsibility to:

- Establish effective monitoring processes so as to be able to evaluate the impact of the policy

- Make recommendations following consultation with staff on developments and improvements to the policy

- Ensure the promotion of the policy throughout the organisation

- Provide support and guidance for individuals

- Allocate resources necessary to allow managers to deliver the agreed strategy on reactive response, promotion of health and wellbeing activities

In addition to the general duties of all managers, Senior Managers influence the culture in their part of the organisation. Their specific responsibilities include:

- Setting an example as role model by adopting and adhering to the agreed health & wellbeing strategy

- Actively promoting the principles and behaviours contributing to positive staff wellbeing

- Vigilance to employees' personal circumstances and offering additional support where appropriate to members of staff experiencing risks to their wellbeing derived from outside work, e.g. bereavement or separation

- Ensuring effective communication between management and staff, particularly where there are organisational and procedural changes

- Ensuring that bullying, harassment and discrimination are not tolerated

- Referring employees (with their consent) to Occupational Health & Wellbeing Service

- Working with LIine Managers to ensure departments are represented in the quarterly staff Health & Wellbeing Forum where appropriate.

- Conducting any investigation necessary to protect staff wellbeing – with input from the most appropriate line manager in the circumstances.

5. Line Managers Responsibility

All line managers and those with supervisory responsibility for other employees are required to:

- Facilitate risk assessments relating to staff wellbeing, and implement agreed findings

- Ensure staff are fully trained to discharge their duties

- Ensure staff are provided with meaningful developmental opportunities

- Monitor workloads to ensure staff are not overloaded

- Monitor 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 member of the Senior Management Team 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 Management.

6. Responsibility of all Members 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, their Health & Safety Representative or member of the Senior Management Team

- Accept opportunities for occupational health review or counselling when recommended.

7. Confidentiality

It must be emphasised that confidentiality is 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 others should take precedence over confidentiality.

8. Review/Monitoring

8.1 This policy will be reviewed by the Director Workforce and Communications in conjunction with the Health and Safety Committee, and Occupational Health Department.

8.2 The HR department will monitor sickness absence, turnover and exit interviews as well as records of Grievances due to Bullying and Harassment.

8.3 Monitoring of attendance to the Occupational Health Department due to stress in the workplace will be carried out by the Occupational Health Service, including monitoring of data relating to members of staff referred to external counsellors. An annonymised report will be issued to the Health & Safety Committee

8.4 Records of all PDP's/Appraisals will be maintained by Workforce Information in the HR Directorate

9. Development of the Policy

9.1 Other Relevant Documents

- Annualised Hours Policy - PP()103
- Appraisal Personal Development Planning & KSF Policy – PP()184
- Bullying & Harassment Policy – PP()080
- Career or Service Break Policy – PP()092
- Disabilities (Recruitment and retention of people with) Policy – PP()077
- Equality & Diversity supporting Equal Opportunities Policy – PP()021
- Exit Interviews Policy – PP()128
- Flexible Working Policy – PP()127
- Induction (Management Guidelines) Policy – PP()076
- Job Sharing Policy – PP()047
- NICE Guidelines – PP()218
- Non-Attendance Policy – PP()270
- Occupational Health Service Policy – PP()046
- Recruitment & Selection Policy – PP()049
- Security Policy – PP()050
- Smoke-free Environment Policy – PP()004
- Special Leave (Domestic Personal & Family Reasons) Policy – PP()066
- Stress (Management in the Workplace) Policy- PP()149
- Term-time Working Policy – PP()091
- Whistleblowing (staff concerns about Patient Care) Policy – PP()056

9.2 **Changes compared to previous Documents**

This is a new Policy

9.3 **Contributors and Peer Review**

This document was developed by the Health & Well being Steering Group, submitted to the Health & Safety Committee and Risk Management Executive Committee for agreement and ratification.

9.4 **Distribution and Implementation**

This document will be widely circulated within the Trust, including all Heads of Department and Ward Managers and will be made available on the Trust's Intranet and Internet sites.

Health & Safety training programmes including induction. Training will also be targeted and those with responsibility for managing this risk.

References:

Working for A Healthier Tomorrow, Dame Carol Black 2007
Boorman Report 2009
NHS Health & Well-being Improvement Framework 2011/2012
NICE Guidance
Health and Safety at Work Act 1974
Data Protection Act 1988
PH Responsibility Deal 2010
Equality Act 2010

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Equality Assessed	Yes
Implementation	This document will be widely circulated within the Trust, including all Heads of Department and Ward Managers and will be made available on the Trust's Intranet and Internet sites. Relevant changes will be brought to the attention of staff during circulation.
Monitoring: (give brief details how this will be done)	See Section 8
Other relevant policies/docs/references:	See Section 9