EMPLOYEE WELLBEING PROCEDURE

PROCEDURE SUMMARY

The procedure sets out the framework for the Trust’s approach to achievement and maintenance of employee wellbeing in the workplace. It confirms the commitment to ensuring that measures taken to achieve workforce wellbeing will be fair, equitable and reasonable in the circumstances. The procedure should be read in conjunction with the Employee Wellbeing Policy [HR26] and its associated procedures.

The Trust monitors the implementation of and compliance with this procedure in the following ways:

This procedure will be subject to review as per the agreed review schedule of Trust HR policies and as agreed by the Trust’s Joint Partnership Committee. Compliance with this procedure will be against the measures set out in the Employee Wellbeing Policy [HR26].

The Director responsible for monitoring and reviewing this procedure is Executive Director of People and Culture.
CONTENTS

THIS IS AN INTERACTIVE CONTENTS LIST – PLEASE CLICK ON THE SECTION HEADINGS TO GO TO THE SECTIONS

1 INTRODUCTION
2 OCCUPATIONAL HEALTH SUPPORT
3 HEALTH PROMOTION INITIATIVES
4 MANAGEMENT OF STRESS
5 TRAINING & COMMUNICATIONS
6 OTHER MEASURES TO SUPPORT HEALTH & WELLBEING
7 MONITORING OF IMPLEMENTATION & GOVERNANCE

APPENDICES

Appendix 1 – Risk Assessment for Work Related Ill Health
Appendix 2 – Identifying Stress in Self
Appendix 3 – Identifying Stress in Others
Appendix 4 – Stress & where to go to for help
1. INTRODUCTION

1.1 This procedure will be used to guide managers in supporting and maintaining the wellbeing of their staff.

The Trust will:

- Adhere to its duty of care under current legislation, national frameworks and best practice.
- Promote a culture of consultation, participation and open communication throughout the organisation.
- Provide opportunities for staff to maintain and promote their health and wellbeing.
- Aim to reduce the adverse effects of contributing factors such as workplace stress on staff and promote wellbeing through effective strategies, procedures and training.
- Monitor and audit occupational wellbeing regularly.

2. OCCUPATIONAL HEALTH SUPPORT

2.1 A comprehensive Occupational Health service is available, from individual health screening to advice on return-to-work plans for those rehabilitating after a period of long-term sickness absence.

Workplace wellbeing services provided by the Occupational Health service include:

- Pre-employment screening
- Fitness-for-work assessments
- In-work screening for health risks
- Immunisations
- Post-incident support
- Designing and advising on health promotion initiatives.
- Annual flu immunisation

Further information is available in the Occupational Health Procedure.
2.2 If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager. The discussion should cover workload and other aspects of job demands, and raise issues such as identified training needs.

2.3 A referral to the Occupational Health service, including referrals to Fast Track Physiotherapy service will be made if this is considered appropriate after an employee's initial discussion with their manager. Discussions between employees and the Occupational Health professionals are confidential, although with the employee’s consent, Occupational Health service will provide a report on the employee's fitness to work, and any recommended reasonable adjustments to the working environment, to the line manager and HR.

### 3 HEALTH PROMOTION INITIATIVES

3.1 The Trust will develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting health and wellbeing. The Staff Engagement Team and Occupational Health professionals will have primary responsibility for leading these programmes. In addition it is a requirement of Managers to promote and create healthy cultures in their place of work and to run and organise programmes of their own which support the individual needs of their staff.

The programmes will cover:

- Mental health and wellbeing including stress management;
- Access to Fast Track Physiotherapy
- Disability awareness;
- Bullying and harassment;
- Positive Cultures;
- Handling violence and traumatic incidents at work;
- Lifestyle behaviours, with voluntary screening (for example in relation to alcohol, drugs and smoking); and
  - Physical activity and fitness.
  - Support after Serious Untoward Incidents.

3.2 Employees will also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking or dancing/exercise clubs and mindfulness sessions.
4. MANAGEMENT OF STRESS

4.1 Stress is difficult to define objectively as each individual reacts to different stressors in different ways. Individuals also have different thresholds for dealing with stress; however the Health and Safety Executive and the Trust describe workplace stress as 'the adverse reaction people have to excessive pressures or other types of demands placed on them'.

4.2 It is important to note the distinction between the beneficial effects of reasonable pressure and challenge (that can be stimulating and motivating) and work related stress, which is the natural (but distressing) reaction to demands or pressures that the person perceives they cannot cope with at a given time as defined by the Health and Safety Executive.

4.3 Managers and staff have a responsibility for identifying workplace stressors. The Trust encourages proactive risk assessment e.g. when a known service change is happening and is supportive in assisting in risk reduction measures. Assessment of workplace stressors should be on-going, not just following a traumatic event.

4.4 Managers and staff should refer to the Stress & Mental Health toolkit which can be found on the Trust’s website:
https://input.eput.nhs.uk/Staff/support/Shared%20Documents/Stress%20&%20Mental%20Health%20Toolkit.pdf#search=stress%20toolkit

5. TRAINING AND COMMUNICATIONS

5.1 Line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

5.2 Managers and employees are encouraged to participate in communication/feedback exercises, including staff surveys.

5.3 The Trust will consider special communication media during periods of significant organisational change.
6 OTHER MEASURES TO SUPPORT HEALTH AND WELLBEING

6.1 The Trust is committed to the health and wellbeing of staff and can provide advice and information about a range of other measures to support employees, including:

- An Employee Assistance Programme including counselling provision
- Staff Engagement Champions and Anti-Bullying Ambassadors
- Discounted gym/sports facilities
- Smoking cessation support
- Cycle to work scheme
- Online training tools – some of which are mandatory
- Equality Networks
- Freedom to Speak up Guardians Scheme
- Special leave arrangements
- Opportunities for flexible working

7 MONITORING OF IMPLEMENTATION AND GOVERNANCE

7.1 Monitoring of the implementation and effectiveness of this procedure will be undertaken in accordance with the Employee Wellbeing Policy [HR26].

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