

EMPLOYEE HEALTH AND WELLBEING POLICY

November 2020

The Rodillian Multi Academy Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will comply at all times with the requirements of the Equalities Act 2010 and associated guidance produced by the Department for Education.



Summary	The Rodillian Multi Academy Trust understands the importance of maintaining and promoting the mental, physical and emotional welfare of our staff. This policy sets out the Trust's commitment to this principle and outlines the strategies for ensuring the health and well-being of staff.		
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Applies to: (please circle/delete as appropriate)	Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Community <input type="checkbox"/>		
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November 2020	1.0	Draft policy approved	N/A

1. Introduction

- 1.1 The active promotion of a culture within which all aspects of staff well-being thrive, therefore creating a positive working environment, is a key principle for the Rodillian Multi Academy Trust (RMAT). The RMAT recognises that its workforce is its most valuable asset. The Trust places an expectation on all staff to contribute to building healthy, supportive relationships in the workplace leading to a productive atmosphere where both staff and students flourish. This policy sets out the requirements for securing this.
- 1.2 The Health and Safety at Work Act 1974 enshrines in law the employer's responsibility to maintain the health, safety and welfare of their employees. It also places legal responsibilities on employees to exercise reasonable care concerning the health and safety of themselves and others in the workplace.
- 1.3 The Labour Force Survey (LFS) estimates that in the period 2018-19 stress, depression or anxiety and musculoskeletal disorders accounted for the majority of days lost due to work-related ill health, 12.8 million and 6.9 million respectively. On average, each person suffering took around 15.1 days off work. Investing in employee well-being can lead to increased resilience, reduced sickness absence and higher performance and productivity.
- 1.4 One in four people in the UK will have a mental health problem at some point in their lives. Anxiety and depression are the most common mental health problems. They are often a reaction to a difficult life event, such as bereavement, but can also be caused by work-related issues. Work can also aggravate pre-existing conditions, and problems at work can bring on symptoms or make their effects worse. It is the duty of the employer to support staff in relation to such conditions.

2. Policy statement

- 2.1 The RMAT is committed to providing suitable support for all members of staff for their positive mental, physical and emotional welfare. To develop a healthy, motivated workforce who are able to deliver a high-standard of education to pupils, the RMAT will:
- provide a working environment which enables staff to carry out their duties effectively;
 - ensure that it promotes the health and wellbeing of all staff members and a healthy work-life balance;
 - make staff members aware of the channels which can be used to manage and deal with stress, mental health and work related health and wellbeing issues;
 - create an environment in which staff are encouraged to seek any help and support they may need and identify and implement appropriate measures to actively support them;

- develop and maintain a positive health and safety culture through communication and consultation with staff and their representatives on health and safety matters;
- comply with statutory requirements.

3. Scope

3.1 The policy applies to all employees of the Trust.

4. Dissemination and implementation

4.1 The policy will be held on the Trust and academy/centre websites where it will be accessible to all staff. Following any review of the policy resulting in an updated version being adopted by the Trust Board, staff will be advised by email where they may access it. Appropriate training and guidance will be provided by HR regarding the implementation of the policy for the relevant managers where appropriate in relation to any new or revised procedures and guidelines within an appropriate timescale.

5. Definitions used in this policy

5.1 **Health** is defined by the World Health Organisation (WHO) as '*...a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity*'.

5.2 **Wellbeing**: "*...a state of being with others, where human needs are met, where one can act meaningfully to pursue one's goals, and where one enjoys a satisfactory quality of life*" (Economic and Social Research Council).

5.3 **Stress** is a physical and psychological reaction when pressures and demands are beyond an individual's ability to cope. Stress presents as a range of symptoms, often overlapping and interconnected. The Health and Safety Executive (HSE) define stress as: 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. In the workplace, it is important to distinguish between excessive pressure and demands from those that are reasonable and provide stimulating and challenging work.

5.4 **Mental illness** covers a very wide spectrum, from the worries and grief we all experience as part of everyday life to serious anxiety and depression or complete loss of touch with everyday reality. Common types of mental health illnesses include:

- **Depression** - Depression lowers your mood, and can make you feel hopeless, worthless, unmotivated and exhausted. It can affect sleep, appetite, libido and self-esteem. It can also interfere with daily activities and, sometimes, your physical health. Depression is often associated with anxiety.
- **Anxiety** - Anxiety can mean constant and unrealistic worry about any aspect of daily life. It may cause restlessness, sleeping problems and possibly physical symptoms; for example, an increased heart-beat, stomach upset,

muscle tension or feeling shaky. Highly anxious people may also develop related problems, such as panic attacks, a phobia or obsessive compulsive disorder.

- **Bipolar disorder** - (formerly known as manic depression) People with bipolar disorder will experience swings in mood. There are different types of bipolar disorder which depend on how often these swings in mood occur and how severe they are.

6. Roles and responsibilities

6.1 The Trust Board is responsible for:

- ensuring that the employer's duties under the Health, Safety and Welfare Act 1974 are carried out as far as is reasonably practicable;
- ensuring that the appropriate policies are in place in relation to the above.;
- ensuring that policies are in place to ensure that the appropriate risk assessments are carried out in line with the HSE guidelines as outlined in the Management of Health and Safety at Work Regulations 1999;
- reviewing health and well-being regularly within the Trust and taking into account information including the following:
 - Attendance reports.
 - Key Performance Indicators
 - Staff Well-Being Surveys

6.2 The Chief Executive Officer (CEO)

The CEO is responsible for:

- the overall day to day responsibility for health, safety and wellbeing matters at the Trust;
- actively promoting a culture where well-being is supported and a positive working environment established;
- seek opportunity to highlight well-being and reward or praise positivity in the workplace;
- disseminating the bi-annual Staff Wellbeing Survey across the Trust, reviewing feedback with the Director of HR and Principals, implementing supportive change if deemed necessary.
- delegating responsibility for undertaking aspects of these duties through Principals., the Director of HT and the Facilities and Health and Safety Manager.

6.3 The Principals for:

- implementing and promoting the principles and behaviours embedded in Trust policies and procedures that contribute to positive staff wellbeing.
- implementing any line management responsibilities for those teams and areas that they directly line manage;
- overseeing the work-life balance of employees and addressing any concerns arising in relation to this;
- seek opportunity to highlight well-being and reward or praise positivity in the workplace;

- consulting with staff in relation to significant changes within the organisation in a timely way;
- actively promoting a culture where well-being is supported and a positive working environment established
- ensuring that any agreed risk assessments and reasonable adjustments within the work place setting and PEEPs are implemented and reviewed where deemed necessary with the support of HR and the Facilities and H&S Manager
- seeking the advice of HR in relation to any concerns regarding staff well-being.
- seeking the advice of the Facilities and H&S Manager in relation to any concerns with regards to Health and Safety

6.4 **The Director of HR** is responsible for:

- ensuring that Principals and line manager adhere to the Trust's Managing Attendance Policy and Procedure;
- ensuring that risks to health and wellbeing are appropriately risk assessed and that identified control measures, including Personal Emergency Evacuation Plan (PEEPs), are carried out and implemented so that risks are reduced to a tolerable level;
- ensuring Principals fulfil their responsibilities under this policy;
- actively promoting a culture where well-being is supported and a positive working environment established;
- providing guidance and support to the Principals in relation to any identified areas for supportive improvement/change as a result of the Staff Wellbeing Survey or staff consultation;
- ensuring that appropriate reasonable adjustments are carried out in line with the Equality Act 2010 in relation to staff who may have a disability;
- ensuring that employees returning to work following absence are appropriately supported;
- ensuring that staff are directed to the appropriate support from organisations such as Access to Work as applicable;
- ensuring that the Working Time Directive is adhered to;
- ensuring that any confidential health information disclosed by staff is maintained as confidential in line with GDPR requirements and that it is only shared where there is a need to do so in order to support the individual or to protect their health, safety and wellbeing or that of anyone else who might be affected;
- ensuring that prospective employees confidentially disclose health issues through the pre-employment health questionnaire prior to taking up employment to enable reasonable adjustments to be identified and implemented prior to employment commencing;
- the promotion of employee health and wellbeing within the Trust in consultation with the Facilities and Health and Safety Manager;
- ensuring that advice is obtained as appropriate from Occupational Health.
- ensuring employees are referred to HELP counselling services where necessary.

- 6.5 **The Facilities and Health and Safety Manager** is responsible for:
- providing specialist advice to the Director of HR and Principals in relation to strategies to support the health safety and well-being of employees;
 - actively promoting a culture where well-being is supported and a positive working environment established;
 - providing support to the HR team and the Principals in relation to employee risk assessments, reasonable adjustments within the work place setting and PEEPs as necessary.
- 6.6 **Line Managers** are responsible for:
- ensuring employees take appropriate breaks and exercise their leave entitlements in the course of their employment;
 - monitoring workload to ensure allocated tasks are capable of being completed within the time provided and ensuring that appropriate resources are allocated in order that they may carry these out;
 - actively promoting a culture where well-being is supported and a positive working environment established;
 - where required, providing support to employees in relation to any agreed risk assessments, reasonable adjustments within the work place setting and PEEPs as necessary;
 - seeking advice from HR if they have concerns about any member of their team who they believe would benefit from support from HR, Occupational Health and/or the HELP counselling scheme.
- 6.7 **Employees** are responsible for:
- helping to create a healthy and positive working environment;
 - a duty of care to themselves, other employees/visitors and students raising any concerns they may have in relation to Health, Safety and Wellbeing;
 - a duty to cooperate with the employer on matters of health and safety, and to protect their own health and safety and that of any other person who may be affected by their acts or omissions as follows:
 - adhering to the Trust's Managing Attendance Policy and Procedure
 - disclosing any relevant health and wellbeing information to line management to enable the academy to identify and implement any support measures to sustain attendance and support health and wellbeing
 - attending Occupational Health appointments where this is recommended and consent to relevant information being disclosed to line management.
 - accessing support services and any other support (for example coaching, training and mentoring) where this is recommended.
 - Where required, working within any agreed adjustments to their role within an agreed risk assessment and PEEPs as necessary, making their line manager aware of any concerns or problems which may occur

7. Links to useful information

A full detailed list of useful information and contacts can be found at Appendix 1

8. Monitoring

- 8.1 HR will monitor the implementation and effectiveness of the policy by liaising with the Principal in each academy on a regular basis and the Facilities and Health & Safety Manager. Issues arising from regular reporting will also help inform this process as will any ad hoc concerns raised by staff, students or the community. HR will monitor the relevant legislation, guidelines and information forthcoming from the relevant statutory bodies for any recommendation or changes. Where a gap, potential inequality or shortfall in performance is identified within the policy HR will advise of any changes that are needed and a proposal will be submitted to the Trust Board within an appropriate timescale. There will be a full review of the policy by HR prior to the stated review date where recommendations will be made for consideration by the Trust Board.

9. References

- 9.1 This policy complements and supports the implementation of other Trust policies and procedures including, but not limited to:

- Managing Attendance Policy and Procedure
- Managing Attendance Guidance
- Equality and Diversity Policy;
- Personal and Professional Conduct of Staff;
- Safe Working Practice;
- Work and Families Policy and Procedure
- Work and Families Guidance
- Flexible Working Guidance
- First Aid Policy
- Health and Safety Policy and linked policies.

- 9.2 External Legislation which also covers this matter, includes:

- The Health and Safety at Work Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- Equality Act 2010.
- HSE Management Standards
- ACAS Framework for Positive Mental Health at Work
- CIPD People Managers Guide to Mental Health

Links to Useful information and contacts

Bereavement and Loss

- **Cruse Bereavement Care**
 - ☎ - 0333 257 8340
 - 💻 - www.crusebereavementcare.org.uk
- **Miscarriage**

The Miscarriage Association is a charity providing support and information to people affected by miscarriage

 - ☎ - 01924 200799
 - 💻 - www.miscarriageassociation.org.uk
- **Stillbirth and Neonatal Death**

Sands offers support to anyone affected by the death of a baby

 - ☎ - 0808 164 3332

Psychological Health

- **British Association for Counselling and Psychotherapy**. Information to help you find a local registered practitioner
 - 💻 - www.bacp.co.uk
- **Bullying at work. Andrea Adams Trust** – a charity dedicated to tackling workplace bullying
 - 💻 - www.andreaadamstrust.org
- **Employee Assistance Programme** - Provided by HELP offering telephone counselling and advice for Leeds City Council employees.
 - ☎ - 0800 028 5149
 - 💻 - www.leeds.helpeap.com

Depression

- **Mind** - Charity providing help, support and information on mental health for individuals, employers and their families. They have an excellent range of downloadable factsheets.
 - ☎ - 0208 519 2122
 - ☎ - Info line 0845 766 0163
 - ☎ - www.mind.org.uk
- **National Phobics Society** - A helpline for people affected by anxiety, phobias, compulsive disorders or panic attacks
 - ☎ - www.phobics-society.org.uk
- **The Samaritans** - Freephone helpline for anyone who wants to talk anonymously to someone who will be supportive and non-judgemental. ☎ - 116 123
 - ☎ - www.samaritans.org.uk
- **Saneline** - A helpline offering information and advice on all aspects of mental health for individuals, family, friends and employers. Good selection of printable factsheets.
 - ☎ - 0300 304 7000
 - ☎ 💻 - www.sane.org.uk

Information and leaflets about a number of **mental health issues**

- **The Royal College of Psychiatrists** provide a range of resources on their web site particularly about major psychological conditions. They also have information about anxiety and managing depression in the workplace.
🖥️ - <https://www.rcpsych.ac.uk/mental-health>

Stress

- **International Stress Management Association** - A voluntary association that sets standards for trainers and promotes knowledge and awareness about stress management
🖥️ - www.isma.org.uk
- Stress at work - **Health and Safety Executive**
🖥️ - www.hse.gov.uk/stress

Drugs and Addiction

- **Alcoholics Anonymous** - Support group for people with alcohol problems
☎️ - 0800 917 7650
🖥️ - www.alcoholics-anonymous.org.uk
- **Alcohol Concern** - Organisation offering information on alcohol and problem drinking. Downloadable factsheets
☎️ - 0300 123 1110
🖥️ - www.alcoholconcern.org.uk
- **Gamblers Anonymous** - Organisation to support individuals with gambling problems Offers helpline and information.
☎️ - 0207 384 3040
- **Gamcare** - An organisation aimed at supporting problem gamblers. Offers helpline and support
☎️ - 020 7801 7000
🖥️ - www.gamcare.org.uk
- **Frank** - National Drugs Helpline
National drugs helpline Includes website and 24/7 helpline offering advice, information and support to anyone concerned about drug and solvent / volatile substance misuse. Offers support to family and friends as well as individuals seeking help.
☎️ - 0300 123 6600
🖥️ - www.talktofrank.com

Citizens Advice Bureau, Leeds

- ☎️ - 0844 4774788 (advice line)
- ☎️ - 0113 281 6749 (Mincom)

Carers

- **Carers line**. A free phone helpline providing advice to carers about their legal rights and entitlements.
☎️ - 020 7378 7986

Relate - For relationship counselling for individuals and couples

- ☎ - 0300 100 1234 (General)
- ☎ - 01302 847 444 (Appointments Leeds)
- 💻 - www.relate.org.uk

Personal Safety

- Suzy Lamplugh Trust offers comprehensive information about personal safety.
 - ☎ - 0808 802 0300
 - 💻 - www.suzylamplugh.org

Health, Wellbeing and illness

- Back Pain - **Back Care** is a charitable organisation providing information and support to help people to manage back pain. Comprehensive range of downloadable fact sheets including information on complimentary therapy and exercise. Also has links on how to get the best out of the NHS if you have back pain.
 - 💻 - www.backpain.org
- The **British Occupational Health Research Association** produce a back care leaflet for people who work and their employers can be downloaded via the following link:
 - 💻 - www.bohrf.org.uk/downloads/backleaf.pdf
- **British Heart Foundation** - The BHF is a charitable organisation offering help support and information about a number of heart related health issues. It offers a confidential heart information line for individuals to discuss any issues relating to stress and coronary heart disease. Can discuss making positive changes to lifestyle to combat stress. Large selection of downloadable leaflets relating to all aspects of health and wellbeing, including smoking, drinking, exercise and diet. (Heart help Information Line)
 - ☎ - 0300 330 3311
 - 💻 - www.bhf.org.uk
- **Macmillan Cancer Support** - Support for people with cancer, their carers and families. Their helpline offers access to specialist nurses. Comprehensive factsheets on diseases, treatments and coping.
 - ☎ - 0808 808 0000

Healthy diet

- **British Dietetic Association** Comprehensive advice on healthy eating and drinking.
 - 💻 - <https://www.bda.uk.com/practice-and-education/nutrition-and-dietetic-practice.html>

General Health

- **NHS Direct** Offers health advice, helpline, disease information factsheets.
 - ☎ - 111
 - 💻 - www.nhsdirect.nhs.uk
- **NHS Choices** offers information (website only) on health and illness, local services, finding a doctor / dentist, local waiting lists for treatment, infection rates in local

hospitals and some useful interactive tools on healthy eating, lifestyle and fitness. Also offers links to other government / healthcare resources.

 - www.nhs.uk/Pages/homepage.aspx


- Migraine - **The Migraine Trust** is a charity which offers help and advice to people with migraine. Comprehensive information includes factsheets, information on treatment and self help and how to find a specialist NHS migraine clinic.

 - www.migrainetrust.org

- Smoking - **NHS smoking helpline** has information and support to help people who want to stop smoking.


 - www.nhs.uk/livewell/smoking

- **Quit** has information to help people stop smoking

 - 0800 00 22 00

 - www.quit.org.uk

- **Voice Care** - Charity which devotes itself to helping people to keep their voices healthy.

 - 01926 864000

 - www.voicecare.org.uk

