Staff Health and Wellbeing Policy

March 2013
**Policy Checklist**

<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Staff Health and Wellbeing Policy</th>
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<tbody>
<tr>
<td>Purpose of Policy:</td>
<td>This Policy aims to promote and provide a healthy and safe working environment to support staff in maintaining and enhancing their personal health and wellbeing at work.</td>
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<tr>
<td>Directorate responsible for Policy</td>
<td>Directorate of Human Resources &amp; Organisational Development</td>
</tr>
</tbody>
</table>
| Name & Title of Authors: | Vivienne Toal, Head of Employee Engagement & Relations  
Catriona Campbell, Head of Occupational Health  
Rosemary Daly, Senior Health Promotion Officer  
Margaret Dooley, Staffside Representative  
Lesley Dowey, Project Support Manager  
Jennifer Taylor, Senior Health & Safety Manager  
Rita Trainor, Senior HR Advisor |
| Does this meet criteria of a Policy? | Yes/No/Not Applicable |
| Trade Union consultation? | Yes/No/Not Applicable |
| Equality Screened by: | N/A |
| Date Policy submitted to Policy Scrutiny Committee: | 19 March 2013 |
| Members of Policy Scrutiny Committee in Attendance: | Vivienne Toal, Head of Employee Engagement & Relations (Chair), Anita Carroll, Assistant Director of Acute Services – Functional Support Services, Claire Graham, Head of Corporate Records (for Siobhan Hanna), Melanie McClements, Assistant Director of Older People’s Services |
| Policy Approved/Rejected/Amended | Approved |
| Policy Implementation Plan included? | N/A |
| Any other comments: | |
| Date presented to SMT | |
| Director Responsible | Mr Kieran Donaghy |
| SMT Approved/Rejected/Amended | |
| SMT Comments | |
| Date received by Employee Engagement & Relations for database/Intranet/Internet | 19 March 2013 |
| Date for further review | 2 year default |
Circulation List:

This policy was reviewed by the SHSCT Health and Wellbeing Group, which includes Trade Union side.

Following SMT and Trust Board approval this Policy document will be circulated to the following:
All trust staff
Trust Internet site (for public release under the Freedom of Information Act 2000)
Trust Intranet site

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<tr>
<th>POLICY DOCUMENT – VERSION CONTROL SHEET</th>
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</table>
| **Title** | Title: Staff Health and Wellbeing Policy  
Version: 2.0  
Reference number/document name: |
| **Supersedes** | Supersedes: Version 1.0  
Description of Amendments(s)/Previous Policy or Version:  
Up-to-date information used in introduction and minor changes to wording throughout. Appendix 1 revised. |
| **Originator** | Name of Author: Vivienne Toal  
Title: Head of Employee Engagement & Relations |
| **Scrutiny Committee & SMT approval** | Referred for approval by:  
Date of Referral:  
Scrutiny Policy Committee Approval (Date) 19 March 2013  
SMT approval (Date) |
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Issued To: As per circulation List (details below) |
| **Review** | Review Date: March 2015  
Responsibility of (Name): Vivienne Toal  
Title: Head of Employee Engagement & Relations |
1.0 Introduction

1.1 Various strategies at both regional and European level all focus on workplaces as a key setting to promote the health and wellbeing of employees. The Dame Carol Black Review (2008) reinforces the compelling evidence that work has an inherently beneficial impact on an individual’s state of health.

Fit and Well, Changing Lives 2012-2022 highlights that good work is linked to positive health and sets long term outcomes in respect of adults having:

- safe and supportive healthy living, learning, working and social environments and opportunities for participation in community life
- access to opportunities for good employment /development and are equipped for later years and retirement

1.2 The Health & Safety at Work Northern Ireland Order 1978 states that employers are under a general obligation to safeguard the health, safety and welfare of all their employees, so far as is reasonably practicable. The Management of Health & Safety at Work Regulations 1999 (amended) and associated regulations strengthen general employer obligations under the Health & Safety at Work Order and this includes the statutory duty to identify and assess risks to employees health and safety and to take appropriate preventative or protective measures to remove or reduce those risks.

1.3 Focusing on staff health & wellbeing is critical to meeting the following Trust priorities:

- Supporting people and communities to live healthy lives and to improve their health and wellbeing
- Being a great place to work, valuing our people
1.4 This Policy describes the Trust’s commitment to and responsibility of staff. The Trust will positively promote the health and wellbeing of all employees through information, maximising opportunities for staff to participate in accessible health and wellbeing initiatives / programmes and the creation of working environments that are conducive to good health and safe working practices.

1.5 This Policy will be communicated to all staff during their induction phase and a copy will be available at all other times in their respective work areas and on the Trust intranet. Managers will be expected to communicate programmes / initiatives at staff meetings.

2.0 Purpose

The purpose of this Policy is to ensure a framework is in place to:

Maximise the physical, mental and social wellbeing of all staff.

Encourage the creation of a working environment in which staff and managers are proactive in the identification of opportunities to enhance staff wellbeing.

Provide a workplace which is safe, supportive and health promoting.

3.0 Staff Health & Wellbeing Policy Statement

3.1 The Trust has put this Policy in place to confirm its commitment to ensuring, as far as reasonably practicable a planned approach to:

- a healthy and safe working environment to support staff in maintaining and enhancing their personal health and wellbeing;
- the reduction and control of risk in the workplace;
- ensuring that related policies, procedures and processes have a positive impact on employees’ health and wellbeing.
3.2 The Trust will continue to develop, implement and periodically review, policies and procedures aimed at promoting health, safety and wellbeing of employees. eg. Managing Stress in the Workplace and Worklife Balance.

3.3 The Trust will provide a proactive Occupational Health Service which will promote and protect the health and wellbeing of all staff by assisting in the prevention of ill health throughout their employment enabling them to remain at work.

3.4 The Trust will deliver a range of workplace programmes / initiatives as part of a commitment to improving and maintaining the health and wellbeing of employees. eg. Cycle to Work Scheme, Manual Handling and Head First at Work Training.

3.5 The Trust will implement action aimed at creating and maintaining healthy and safe working environments to ensure the health and wellbeing of staff.

4.0 Scope of Policy

This policy applies to all Trust employees and refers to all services and activities of the Trust.

5.0 Organisation

The Trust Board, Directors and Senior Managers fully accept their responsibility for health and wellbeing in the workplace and will discharge this through their organisational responsibilities.

5.1.1 Trust Board

The overall responsibility for health and wellbeing resides with Trust Board. The Trust Board’s responsibility for ensuring the implementation of this policy will be managed through the Chief Executive. The Trust Board will receive an annual Health and Wellbeing Report and Action Plan for the following year that will be coordinated and managed through the Workplace Health & Wellbeing Group.
5.1.2 Chief Executive

The Chief Executive has responsibility for ensuring that there is an appropriate structure for the monitoring and review of health and wellbeing arrangements.

The Chief Executive has appointed the Director of Human Resources and Organisational Development as Lead Director with responsibility for establishing and monitoring the implementation of the Workplace Health & Wellbeing Policy.

5.1.3 Director of Human Resources and Organisational Development

The Director of Human Resources and Organisational Development is responsible for the management of the Workplace Health & Wellbeing Policy and Action Plan within the Trust and will provide strategic leadership, direction and oversight of the health and wellbeing management process.

The Director of Human Resources and Organisational Development will ensure that:

- guidance is given to managers on promoting and maintaining staff health and wellbeing
- a proactive Occupational Health Service to support all employees
- arrangements are in place for the provision of an independent confidential employee assistance programme eg. Carecall
- support is provided to managers and individuals undergoing organisational change
- the effectiveness of measures to address health and wellbeing are monitored by collating and analysing sickness absence statistics and using qualitative data in the form of staff feedback on the health and wellbeing programme attended by all levels of staff
• the effective promotion and maintenance of a positive health and safety culture within the Trust is achieved through the implementation of policies and procedures leading to effective health and safety management.

5.1.4 Directors

The Chief Executive requires Directors to establish and monitor the implementation of this Policy within their area of responsibility.

Directors are required to support this Staff Health and Wellbeing Policy by:

• ensuring the policy and related programmes / initiatives are promoted and disseminated for onward circulation to staff;
• ensuring strategies and actions to promote health and wellbeing are fully implemented;
• ensuring all staff within their directorate are competent to undertake their role and responsibilities;
• operating a safety culture and ensuring adequate communication, training and assessment & monitoring of risks;
• monitoring how managers within their directorate promote the health and wellbeing of their staff.

5.1.5 Management responsibilities below Director level

All managers, in addition to their duties as employees, are responsible for:

• managing staff in a positive, respectful and empowering manner;
• undertaking risk assessments, to ensure as far as possible, that any risks to the physical and mental health of staff are reduced or removed;
• analysing the causes of ill health amongst the team and taking action where such causes are work related;
• seeking advice from Occupational Health, Health and Safety and Employee Engagement & Relations in relation to issues affecting the health and wellbeing of their staff;
• promote and support staff to attend the health and wellbeing programmes / initiatives;
• supporting staff on their return to work following sickness absence;
• ensuring staff health and wellbeing is a standing agenda item at team meetings.

5.2 Employee Responsibilities

All employees have a responsibility for their own health and wellbeing and should ensure that they:

• work with their colleagues in a positive and respectful manner;
• bring to the attention of their line manager any issues that they feel is having an adverse impact on them or their colleagues;
• comply with any steps taken by their line manager to reduce or eliminate risks;
• report any adverse incidents or illness associated with their work;
• consider any health and wellbeing support including programmes / initiatives being offered to them.

5.3 Workplace Health and Wellbeing Group

The Trust has established a Workplace Health and Wellbeing Group. The Chair of the Workplace Health and Wellbeing Group is the Director of Human Resources and Organisational Development or their designate.

Membership is made up of Trust Representatives from Human Resources Employee Engagement and Relations, Health & Safety, Trade Union Side, Promoting Wellbeing Department and Occupational Health.

The Workplace Health & Wellbeing Group will:

• ensure that the policy is implemented, monitored and reviewed;
• identify and develop services to address staff needs that will ultimately contribute to an improvement in the health and wellbeing of the Trust workforce;
• develop an annual Health and Wellbeing Action Plan;
• monitor and report progress to the Senior Management Team and Trust Board via the Director of Human Resources and Organisational Development.

Sub-groups may be established where required to undertake specific elements of work as identified by the Workplace Health & Wellbeing Group.

6.0 Arrangements

The Trust already has in place a range of policies, procedures and schemes that support health and wellbeing. These are detailed in Appendix 1.

6.1 Monitoring & Review

This Policy will be reviewed by the Workplace Health and Wellbeing Group two yearly.

The Workplace Health & Wellbeing Group will monitor health and wellbeing activity and provide an annual report to the Trust Board and an annual action plan and health and wellbeing programme for the following year.

7.0 Sources of Advice and Further Information

7.1 Further advice and information regarding this policy document can be obtained from the Director of Human Resources and Organisational Development or any member of the Workplace Health and Wellbeing Group.

7.2 Trade Union Side

Trade Union side are available to offer support, advice and assistance for staff in dealing with stress in the workplace. For information on how to contact your union for this support please contact the Trade Union Side Office, telephone number: 028 30835166.
7.3 This policy should be read in conjunction with related policies, procedures and schemes (Appendix 1).

8.0 Equality & Human Rights Considerations

8.1 This policy has been screened for equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1998. Using the Equality Commissions screening criteria, no significant equality implications have been identified. The policy is therefore not subject to equality impact assessment.

8.2 This policy has been considered under the terms of the Human Rights Act 1998 and was deemed compatible with the European Convention Rights contained in the Act.

9.0 Alternative Formats

This document can be made available on request in alternative formats, eg. Plain English, Braille, disc, audio cassette and in other languages to meet the needs of those who are fluent in English.

10.0 Records Management

The supply of information under the Freedom of Information does not give the recipient or organisation that receives it the automatic right to re-use it in any way that would infringe copyright. This includes, for example, making multiple copies, publishing and issuing copies to the public. Permission to re-use the information must be obtained in advance from the Trust.
Staff Health and Wellbeing Policy – Making the Links with other Policies, Schemes and Programmes (Appendix 1) The Trust has a wide range of health and wellbeing initiatives available to staff.

The following provides ‘signposts’ to staff on what is available.
References: