



Health and Well-Being Policy 2019

North Warwickshire and South Leicestershire
College

Director Human Resources, Organisational Development and
Marketing

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Health and Well-Being Policy 2019

1. Policy Statement

- 1.1 North Warwickshire and South Leicester College places a high value on maintaining a healthy and safe working environment for all its employees and recognises its duty of care extends to mental health as well as physical health at work. All staff have different experiences in relation to health and well-being and it is the aim of this Policy to understand the individual needs of all staff.

2. Policy Aims

- 2.1 This Policy aims to:
- i. manage well-being through effective and sensitive management;
 - ii. develop working practices which enable employees to achieve their full potential; physical, mental, social, intellectual and spiritual;
 - iii. develop procedures to manage problems that occur and to support individuals whose health and well-being are adversely affected;
 - iv. increase awareness of health and well-being and the support and services available to staff;
 - v. assist staff in managing well-being in themselves and others;
 - vi. monitor procedures and outcomes and to assess the effectiveness of the policy.

3. The Policy

- 3.1 The College is committed to providing a supportive working environment that maintains and promotes the health and well-being of all its employees. This includes; improving the organisational environment through effective and sensitive management, enabling individuals to cope successfully with the demands and pressures of reasonable workloads; effectively engaging with staff about their work and role within the College and providing support for employees whose health and well-being are adversely affected.
- 3.1 We all have a role to play in ensuring the health and well-being of ourselves and others and they can be defined as;
- 3.3 The Role of Executive:
- i. The engagement of management at all levels in the importance of managing staff well-being;
 - ii. Promote a culture of consultation, participation and open communication throughout the organisation;
 - iii. Promote a values based working environment and management style;
 - iv. Develop a programme to promote good management and team building skills for those with management responsibility;
 - v. Raise the awareness of support and services available to staff;
 - vi. Provide opportunities for employees to maintain and promote their health and well-being within their capabilities;
 - vii. Promote a culture of mutual respect and dignity;
 - viii. Risk assess the workplace for organisational factors that may impact the health and well-being of staff;

- ix. Evaluate the impact of the wellbeing policy on health and well-being.

3.4 The Role of Managers:

- i. Ensure that employees receive appropriate training and resources to carry out their duties;
- ii. Ensure that staff are provided with appropriate developmental opportunities
- iii. Consider workloads to ensure jobs and targets set are realistic and manageable;
- iv. Ensure that employees are consulted at all times over all aspects of their employment that may impact on their health and well-being when changes affecting them are planned;
- v. Manage pressures which may affect employees by anticipating likely problems and taking actions to reduce the effects of them;
- vi. Manage absence in accordance with the absence management policy;
- vii. Monitor working hours, overtime and holidays to ensure staff take appropriate breaks;
- viii. Encourage a two way dialogue;
- ix. Ensure that bullying, harassment and discrimination are not tolerated in the department;
- x. Recognise that staff may have experiences in their personal lives that may make them vulnerable to pressures at work and which may have a temporary influence on their work performance;
- xi. Treat all discussions with staff around personal stress as confidential;
- xii. Where appropriate seek the advice of HR or the Care First Manager's Advice Line
- xiii. Implement the recommendations/act on results of assessments and surveys within own department.

3.5 The role of Human Resources:

- i. To provide support and guidance to staff on the well-being policy;
- ii. To monitor the implementation of the policy;
- iii. Provide managers with training in support of this policy;
- iv. To provide guidance and support to managers on the implementation of the policy;
- v. Promote the importance of work-life balance; e.g. advice on flexible working
- vi. Make referrals to Occupational Health on behalf of managers;
- vii. Ensure staff are aware of the support available including EAP, Eye Tests, and Well-Being Events

3.5 The role of all staff;

- i. Take reasonable care of their own health and well-being within their own capability;
- ii. Co-operate with their manager in any measures taken to help manage health and well-being;
- iii. Work effectively in their role to avoid causing stress or ill-health in themselves or other;
- iv. Take an active role in practices that aim to support health and well-being e.g. probationary reviews, one to ones, appraisals;
- v. Be aware of the College's policies that support the well-being policy and co-operate with those policies;
- vi. Recognise that each member of staff has individual needs, experiences and capabilities;
- vii. Avoid causing health and well-being problems for other members of staff by behaving in a manner that is conducive to the positive physical and mental wellbeing of colleagues;
- viii. Be proactive in identifying occasion when they may be suffering from health and well-being problems, either at work or externally and discuss with manager;

- ix. If unable to discuss issues with their manager, to seek the advice of a member of the HR team, their trade union rep, or Care First, the College counselling service. Where the manager is the cause, in part or wholly for the issue, the issue can be discussed with HR a more senior manager;
- x. Take advantage of support and services available.

3.6 The role of JNCC;

- i. Work with the College to raise awareness and promote the importance of health and well-being in the workplace;
- ii. Where aware of concerns, identify these to the Human Resources Department and work with the College in resolving the issues.

4. Actively Managing Health and Well-being

4.1 Well-being and health are affected by many contributory factors and therefore the following linked policies and guides are supportive of this policy;

- i. Flexible Working;
- ii. Equal Opportunities;
- iii. Harassment and Bullying;
- iv. Absence Management;
- v. Performance Capability;
- vi. Appraisal Policy;
- vii. Probationary;
- viii. Grievance;
- ix. Whistle blowing;
- x. H&S risk assessments.

4.2 In addition, the College provides:

- i. Care First EAP counselling service;
- ii. Occupational Health service;
- iii. Staff development and training programme;
- iv. Discounted holistic therapies treatments;
- v. On-site Gym and Exercise Classes;
- vi. On-site child care nursery;
- vii. Well-being clinics - e.g. flu;
- viii. Eye Test vouchers;
- ix. Health Surveillance via Health and Safety / DSE assessments.

5. Impact

5.1 The impact of this Policy will be reviewed by the Executive and the Wellbeing Group.

6. Equality Analysis

- 6.1 By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:
 - i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
 - ii. advance equality of opportunity between people of different groups;
 - iii. foster good relations between people from different groups.
- 6.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.
- 6.3 Where necessary a full equality impact assessment will be undertaken.

7. Implementation, Monitoring and Review

- 7.1 This Policy will be reviewed every three years, or as otherwise directed by the Principal, College policy or legislative changes.