



# TEMPLATE DOCUMENT: Health and Wellbeing Policy

## Introduction:

This document is an optional policy, which can be used to help you to set out how you support your employee's health and wellbeing through various initiatives. It is a useful optional policy that can support your existing main Health and Safety Policy.

As this is an optional policy, it can be tailored by removing any section which you feel is not appropriate to your place of work.

For further guidance on this topic, please refer to the appropriate pages on our HR Knowledge Base.

## Legal considerations:

The following pieces of legislation apply to this policy:

- Health and Safety at Work etc Act 1974 (HASAWA)
- Workplace Health, Safety and Welfare Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Corporate Manslaughter and Corporate Homicide Act 2007
- The Equality Act 2010 (harassing arising from a protected characteristic)
- Protection from Harassment Act 1997
- Plus, all regulations and Codes of Practice relevant to your individual business activities and working environment.

## How to generate your policy:

Throughout the policy, you will see icons and highlighted areas (see key below). The icons used are for guidance on how to amend the document and should be deleted from the final document, together with any non-applicable optional clauses.

## Key:

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
| <b>INFORMATION</b>                                       | <b>ACTION</b>  | <b>OPTIONAL</b>                                  | <b>WARNING</b>   |
| This icon demonstrates the text is for information only. | This icon means you need to make an amendment to the text. | This icon means the advice provided is optional. | This icon means the text is important. Please take note of the advice. |

## Health and Wellbeing Policy

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Any text you find highlighted should be amended to **suit your customisations** and/or removed from the document.

### Customising your policy:

In addition to the text emphasised with icons and highlights, you can also amend the font, margins and footer information to suit your needs.

All fonts used throughout the document are set in the Styles panel (under the Home Tab in Word 2007+). To change the font settings, right click on the style and click *Modify*. Make the appropriate changes and click OK. Your document will automatically update wherever that style is used.

To remove the icons, click on them and press delete.

You will find a checklist of customisations at the end of the document. Please run through this once you have completed your customisations. You will also need to **delete this page by clicking Insert -> Cover Page -> Remove Current Cover Page. You should delete this prior to updating your table of contents, to ensure that the page references are all correct.**

# Health and Wellbeing Policy

## Contents

|     |  |    |
|-----|--|----|
| 1   | Purpose.....   | 3  |
| 2   | Scope.....   | 3  |
| 3   | Communications .....   | 3  |
| 4   | Responsibilities .....   | 4  |
| 4.1 | Employer’s duties .....  | 4  |
| 4.2 | Employees’ responsibilities .....                                  | 4  |
| 5   | Benefits of a healthy lifestyle.....                               | 4  |
| 6   | Physical wellbeing .....   | 5  |
| 6.1 | Healthy eating.....  | 5  |
| 6.2 | Physical activity .....  | 5  |
| 6.3 | Our commitments to healthy eating and being physically active..... | 5  |
| 6.4 | Smoking.....   | 6  |
| 6.9 | Drugs, alcohol, and substance abuse .....                          | 6  |
| 7   | Mental wellbeing .....   | 7  |
| 7.2 | Mental health first aiders.....                                    | 7  |
| 7.3 | Individual support plans.....                                      | 8  |
| 7.4 | Stress .....   | 8  |
| 7.7 | The right to disconnect.....                                       | 9  |
| 8   | Related policies and documents .....                               | 9  |
| 9   | Further information.....   | 9  |
| 10  | Policy owner .....   | 10 |
| 11  | Policy review date .....   | 10 |

## Health and Wellbeing Policy

### 1 Purpose

- 1.1 Being in employment positively impacts a person's overall wellbeing. It provides a sense of identity, intellectual challenge, builds on and develops new skills, opens up opportunities to form new relationships and can provide a person a sense of achievement. We are committed to ensuring that our employment provides all our employees with opportunities to ensure their health and wellbeing is supported.
- 1.2 We wish to provide a culture which empowers individuals to take positive steps to improve their health and wellbeing when at work.
- 1.3 Our aim is to ensure that we offer appropriate workplace health and wellbeing initiatives because by doing so, it can positively impact on overall health and wellbeing and lead to improved presenteeism at work.
- 1.4 The aim of this policy is to:
- Promote positive mental and physical health and wellbeing
  - Raise awareness of the importance in taking care of yourself both physically and mentally
  - Highlight common issues that are associated with poor mental and physical health
  - Provide support to line managers in how to manage poor mental and physical health
  - Signpost line managers and employees to reputable sources of information for help on mental and physical health and wellbeing
  - Promote the roles and responsibilities of those within the company who take a leading role in supporting the health and wellbeing of colleagues.



<We advise that you make all your policies non-contractual to minimise the risk of a breach of contract claim, and also to enable ease of updating.>

- 1.5 This policy is not contractual but outlines the way in which we aim to build and maintain a workplace culture that supports the health and wellbeing of individuals within the workplace.

### 2 Scope



- 2.1 <Tailor to suit the range of workers in your business:> This policy covers all employees, including those on fixed-term or temporary contracts, as well as casual workers.

### 3 Communications

- 3.1 This policy will be promoted to all staff on an annual basis and will be readily available to [download/print/view](#) by [\[insert how employees can access the policy\]](#).
- 3.2 [\[Optional / Tailor to suit the relevant options in your business\]](#) There will be Workplace Health at Work Ambassadors and Mental Health First Aiders throughout the company who can advise on all health and wellbeing matters and be a central point of contact.

## 4 Responsibilities

### 4.1 Employer's duties

#### 4.1.1 We will:

- provide and maintain a health and wellbeing culture which meet the standards set out in our health and safety policy
- provide training, instructions and information to employees, which enable employees to carry out their work without risk to health
- adopt a proactive approach towards the prevention of poor health and wellbeing
- make available appropriate measures and facilities which support a working environment which promotes positive health and wellbeing
- ensure that each new employee is given induction training which covers the importance of taking positive steps at work to support their own health and wellbeing
- inform employees either on an individual basis [Optional if applicable] or through our health and safety committee of any changes to health and wellbeing working practices, amendments to health and safety procedures or changes in legislation
- ensure that all managers are aware of their roles and responsibilities in implementing a positive culture supporting the health and wellbeing of all employees

### 4.2 Employees' responsibilities

#### 4.2.1 We encourage all employees to be supportive of our commitment to maintaining a positive health and wellbeing culture by:

- ensuring they are aware of all their responsibilities regarding health and welfare
- following healthy working practices as defined in our health and safety policy and departmental work processes
- informing <specify whom, eg "their manager, Health and Wellbeing Ambassador or Mental Health First Aider"> of any serious or imminent danger and reporting any shortcomings that they see in health and wellbeing arrangements
- seeking guidance from their manager if they are in any doubt concerning any health and wellbeing safety issue



## 5 Benefits of a healthy lifestyle

5.1 According to the NHS, people maintaining a healthy lifestyle of regular exercise and a healthy diet, reduce their risk of major illness such as type 2 diabetes, strokes, cancer, and coronary heart disease. It can also reduce the risk from early death.

5.2 The NHS further report that being physically active improves mental wellbeing by raising self-esteem, helping to set goals and achieving them, and causing chemical changes in the brain which can positively change a person's mood.

5.3 Eating a healthy balanced diet is important for maintaining good health and body weight.

- 5.4 It is also known that those employees who focus on a healthy lifecycle will also need less time out from the workplace due to sickness and poor health. When in work, a person feels like they are contributing which is very good for positive mental health.

## 6 Physical wellbeing

### 6.1 Healthy eating

- 6.1.1 Health eating is essential for good health and nutrition and protects you from many chronic medical conditions and diseases, such as heart disease, diabetes, and cancer. We fully support employees in making healthy food choices when at work.

### 6.2 Physical activity

- 6.2.1 Engaging in physical activity is essential to ageing well. Regular physical activity is linked to improved immune functions as well as resilience to illness. The company recognises the positive benefits that carrying out physical activities has on the body and the mind and will encourage and support employees in keeping physically active.

### 6.3 Our commitments to healthy eating and being physically active

- 6.3.1 We are committed to raising awareness of the importance and benefits of healthy eating and physical exercise and will support employees in making healthier life choices. We will do this by:

Keep, remove, or add to, as appropriate



- Providing educational leaflets/links to official educational websites providing resources on healthy eating and exercise
- Include workplace health on the agenda at team meetings
- Hold healthy eating and physical activity promotional events
- Encourage employees to make healthy eating and active life choices using promotional and motivational resources
- Have at least [insert number, such as 5] healthy choices in our vending machines
- Provide food storage and preparation areas on site to enable employees to bring in healthy eating options
- Take part in Healthy Eating Week, the annual event created by the British Nutritional Foundation (BNF). During this week we will promote healthy eating, drinking and physical activity
- Provide information on local weight management groups, such as Weight Watchers, Slimming World
- Provide free fruit at least [insert number] days per week for employees
- Keep our current provision of food services under review and work with our onsite caterers to trial more healthy choices
- Develop links with local food providers who will deliver healthy food options to the workplace
- Encourage employees to eat meals away from their desk

## Health and Wellbeing Policy

- Map out walking trails or routes within the grounds or local area and publicise them with times and distances
- Provide information on local sports and leisure facilities, classes, and clubs
- Establish a lunchtime activity group e.g., walking/running
- Establish and support sports or activity clubs e.g., swimming or football
- Introduce a HMRC approved 'Cycle to Work' scheme, a salary sacrifice scheme which would also lead to savings on income tax and national insurance contributions
- Provide corporate memberships at local fitness facilities or swimming/health spa
- Provide flexible working hours to allow for physical activity before, during and after work
- Provide incentives to staff who walk or cycle to meetings, e.g., paying activity mileage
- Provide safe storage racks for bicycles
- Provide showering and/or changing facilities

### 6.4 Smoking

6.5 Smoking is detrimental to a person's health. We also know that passive smoking adversely affects the health of someone who is subjected to it.

6.5.1 Due to the significant health risks, smoking is prohibited in any enclosed area on our premises. **<Tailor to reflect your premises:>** This includes the reception area and entrances, corridors, stairs and lifts, meeting rooms, rest rooms, toilets and around the entrance to our offices as well as production and storage areas and workshops. In addition, smoking is not allowed in any of our offices. When working away from our premises, such as attending meetings or working at **<specify, eg "a client's/customer's premises/home">**, our employees should adhere to our policy of not smoking.

6.6 We are, however, mindful that smoking is a personal choice, it can be an addiction and may even be difficult for somebody to stop. We acknowledge that those employees who do smoke, may wish to do so at some stage during the working day, therefore we provide appropriate outdoor facilities in which to do so. These areas are in locations that guarantee to non-smokers their right to work in air that is free of tobacco smoke.

6.7 For those who want to give up smoking, we endorse the use of any treatments or therapies recommended by a GP or cessation clinic. **<Optional: specify any assistance offered, eg:>** To assist such employees, we will authorise up to five hours paid time off to attend any course/clinic that will assist smokers in quitting.

6.8 We also offer an Employee Assistance Programme, which can be used to seek advice and counselling from our external provider, details provided at the end of the policy.

### 6.9 Drugs, alcohol, and substance abuse

6.9.1 Employees with drug-related, alcohol and/or substance mis-use problems require help and treatment.

6.10 Employees must recognise that it is their responsibility and in their best interests to seek help at the earliest possible stage, when treatment is more effective and before the problems affect their work sufficiently to become a disciplinary matter. Employees enrolled in a rehabilitation programme will be subject to our normal sickness absence rules.

6.11 Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to seek help voluntarily and may make direct contact with their GP who will treat the case in confidence. The employee may also inform <specify whom eg "their manager or a member of the HR team"> who may, with their consent, arrange an initial interview with an occupational health provider or counsellor for assistance and advice.



## 7 Mental wellbeing

7.1.1 The World Health Organisation defines mental health as “a state of wellbeing in which every individual realises their own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to their community”. The company recognises the positive benefits that offering mental health initiatives can have on the body and mind and will encourage and support employees in keeping mentally well by:

Keep, remove, or add to, as appropriate



- Having mental health first aiders in the workplace
- Providing educational leaflets/links to official educational websites providing resources on mental health
- Raise awareness and increase employee’s understanding of mental ill health and common issues that are associated with it
- Support line managers who need support managing a team member with mental health and wellbeing issues
- Offer line managers necessary resources and support to be able to work with their team member in drawing up an individual care plan that supports the management of their mental health diagnosis or provide support to an employee with mental health concerns that may not yet be diagnosed
- Support all employees who may have a family member at home who suffers with mental ill health
- Hold physical promotional events promoting good mental health practices
- Encourage employees to make active choices using promotional and motivational resources, for example encouraging them to carry out exercise and taking regular breaks from work
- Encourage employees to manage their annual leave entitlement in a way so that it is taken evenly throughout the holiday year and not left to the end
- Provide corporate memberships at local fitness facilities or swimming/health spa as we recognise the importance that physical activity has on the mind

### 7.2 Mental health first aiders

7.2.1 We have workplace Mental Health First Aiders, who provide initial support to an employee at work experiencing a mental health crisis. Their role is to provide immediate support until professional help is received or until the crisis is resolved.

- 7.2.2 The aim of a Mental Health First Aider is to:
- Preserve life where a person could be in danger to themselves or others
  - Alleviate suffering by providing immediate comfort and support
  - Prevent the condition from developing into a more serious problem
  - Promote a recovery of good mental health by signposting and obtaining professional support

- 7.2.3 The role and responsibilities of the Mental Health First Aider includes:
- A point of contact for anyone experiencing a mental health problem
  - Identifying the signs and symptoms of mental ill health
  - Start supportive conversations and know what language and questions to use
  - Listen non-judgementally and provide reassurance
  - Assess the risk of self-harm and if the person is a danger to themselves or others
  - Signpost and encourage professional support
  - Reduce mental health stigma at work and challenge stigma, discrimination and bullying
  - Promote a positive culture in the workplace
  - Call for the appropriate emergency services if necessary
  - Maintain confidentiality, record keeping and follow up

### 7.3 Individual support plans

7.3.1 We will provide line managers with the necessary resources and support to work with their team member in drawing up an individual support plan that supports the management of their mental health diagnosis or provide support to an employee with mental health concerns that may not yet be diagnosed.

7.3.2 Individual support plans are drawn up involving the employee and include reasonable adjustments and other special requirements and precautions, what to do, and who to contact in an emergency and the role the company can play.

### 7.4 Stress

7.4.1 The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressures or other types of demands placed on them”.

7.4.2 A certain amount of stress can be good, in certain circumstances. We become concerned when employees experience stress that has an adverse reaction and places excessive pressure on to them as a result.

7.4.3 [Optional if applicable] We have a Stress at Work Policy which sets out how we support employees who may be experiencing stress in the workplace.

7.5 Any employee who believes they are suffering from the negative effects of stress, rather than worrying about it, is encouraged firstly to speak to <specify whom, eg “their manager”>. Alternatively, they should speak with <insert job title, eg “the HR Manager”>.



## Health and Wellbeing Policy

- 7.6 If necessary, we will carry out a stress risk assessment. This will include a review of the employee's actual duties against those described in their job description. The risk assessment will identify pressures at work that could cause high and long-lasting levels of stress, identifying who could be affected by these pressures and taking appropriate steps to deal with them, such as reducing workload or transferring to other duties where appropriate. The results of the risk assessment will be communicated to those involved.

### 7.7 The right to disconnect

- 7.7.1 We understand the importance of being in work for employees but work/life balance is equally important in being able to maintain a healthy level of working hours. We fully support an employees' right to disconnect from work outside of their contractual hours, regardless of job title or grade.

- 7.7.2 We support the right to disconnect from work by:

 Keep, remove, or add to, as appropriate

- Management, including Senior Leadership will not send work correspondence such as emails, telephone calls or instant messaging, to employees outside of normal business hours
- We will not expect employees to respond to work correspondence such as emails, telephone calls and instant messaging, outside of their core working hours
- Senior Leadership will not correspond with employees outside of normal business hours
- There may be, on occasion, times where business needs require additional hours to be worked. In this event, these additional hours will only ever be short term and only in the event of exceptional and/or unforeseen circumstances which require action that cannot wait until the next working day.
- Even in these events, we proactively encourage employees to continue taking rest breaks to manage the excess hours

## 8 Related policies and documents

 <Tailor your list as appropriate to the policies and documents in place within your business – the list below contains only suggestions:>

- Absence due to ill health and injury policy
- Bullying and harassment policy
- Flexible working policy
- Grievance policy
- Menopause policy
- Health and Safety policy
- Stress at Work policy

The above list is not exhaustive.

## 9 Further information

 Any queries or comments about this policy should be addressed to <specify whom>.

## 10 Policy owner



This policy is owned and maintained by <specify whom eg “the Managing Director”>.

## 11 Policy review date



Date last reviewed:

\_\_/\_\_/\_\_

### Checklist

Upon completion of customisations please ensure you have:

- ✓ customised all relevant text and removed pink highlighted text
- ✓ removed all icons
- ✓ removed the front cover (see instructions on front cover)
- ✓ updated the Table of Contents at the front of the document (highlight the ToC and press F9 or right click and update entire table)
- ✓ diarised a reminder to review and update the policy
- ✓ removed this checklist!