



STAFF HEALTH AND WELLBEING POLICY

Document Management Information

Applicable to:	All staff in all Academies and Central Support Services including individuals employed by the Trust. All Members and Trustees.
Dissemination:	The policy will be available to staff via the Trust's Policy Centre and website
Training:	On request
Review Frequency:	The policy will be reviewed biennially. The policy will be reviewed earlier if needed in the light of new evidence, legislation and guidance
Policy Author:	Adopted Policy
Executive Policy Owner:	Owen McColgan - Chief Executive
Approval by:	Level 2 - Finance, Audit and Resources Committee
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HEALTH AND WELLBEING POLICY

The purpose of the Healthy Workplace Policies is to provide all employees of The Howard Academy Trust with a reference manual to the internal support and external advice provided in health.

Aims and Objectives

Through these policies and guidance, The Howard Academy Trust aims to:

- Help engage with employees to improve their overall wellbeing.
- Provide a healthy and appealing place to work.
- Help reduce absence from work due to ill health.
- Provide support for employee's choices to improve their personal health.

The Howard Academy Trust is dedicated to improving all areas of our business and will have ongoing consultation and communication with staff. Healthy workplace ideas and schemes will be discussed at staff meetings to allow for an open involvement of staff and provide an opportunity for all employees to put forward ideas.

Mental Health and Stress

Policy Statement

As an organisation, we are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. Whilst stress itself is not a mental health condition, we recognise that undue or unmanaged stress can lead to Mental Health conditions. Mental Health conditions can also affect 1 in 6 people in the workplace, and thus should be treated as a valid issue and natural state.

This policy will apply to everyone in the Trust. Senior Leadership are responsible for implementation and the Trust are responsible for providing the necessary resources.

Definition of Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Definition of Mental Health and Mental Ill Health

Mental health does not mean that you have a mental ill health problem. Mental health refers to our state of mental wellbeing, whether healthy or in ill health. Mental Ill Health, or mental health problems refers to a range of conditions from the worries we all experience as part of everyday life to serious long-term conditions.

Mental health problems affect the way you think, feel and behave. They are problems that can be diagnosed by a doctor, not personal weaknesses.

Mental health problems are very common. About a quarter of the population experience some kind of mental health problem in any one year.

Aims and Objectives

The Howard Academy Trust will:

- Identify workplace stressors to eliminate stress or control the risks from stress.
- Encourage training for all managers and supervisory staff in good management practices.
- Provide confidential counselling for staff affected by stress caused by work e.g., witnessing an injury, on site harassment etc.
- Provide adequate resources to enable managers to implement the company's agreed stress management strategy. Promote habits for good mental wellbeing.
- The organisation promotes good communication and provides key managers with Mental Health awareness training to support staff and help to remove the barriers and stigma around mental ill health.
- The organisation will take part in campaigns which promote good Mental Wellbeing such as World Mental Health Day and Mental Health Awareness Week.
- The Howard Academy Trust recognises that mental health problems are valid and will provide support to staff experiencing these through local services or their staff members own GP.

Responsibilities

Managers

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Ensure that at least one director attends mental health training.
- Promote campaigns to reduce stigma around mental ill health, such as MIND campaigns.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement. Monitor breaks to ensure that staff take their legal entitlements.
- Attend training as requested in good management practice and health and safety and wellbeing.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g., bereavement or separation.
- Encourage staff who may be experiencing a mental health problem to seek help and

support them in doing so through allowing flexible working or time off for appointments where appropriate.

- Recognise the importance of positive feedback for mental wellbeing. Reward good work and positive client comments. Positive feedback received from clients are circulated around all employees and followed with an email or verbal thank you to the employee by the directors.
- **Employees** Raise issues of concern with your Safety Representative or line manager.
- Accept opportunities for counselling or treatment when recommended.
- Be respectful of colleagues who may be experiencing stress or mental health problems and support them where practicable.

Further sources of information and support

Kent and Medway offer 24-hour confidential, emotional support, free of charge.

Support from the helpline 'Mental Health Matters' is available round the clock by calling the helpline on 0800 107 0160.

www.mind.org.uk

www.samaritans.org or call 08457 90 90 90 (24 hours a day)

<http://www.hse.gov.uk/stress/standards/downloads.htm>

Carefirst (www.carefirst-lifestyle.co.uk)

[NHS mental health helplines](#)

[Benenden Health \(for members\) 24/7 Mental Health Helpline 0800 414 8247](#)

Smoking and Tobacco

Policy Statement

As part of promoting a healthy workplace The Howard Academy Trust is dedicated to providing a smoke free working environment.

Smoking causes more preventable deaths than anything else - nearly 80,000 in England during 2011. There's also an impact on smokers' families: each year, UK hospitals see around 9,500 admissions of children with illnesses caused by second-hand smoke.

Smoking was banned in the UK for all enclosed workplaces and public spaces in 2007.

Smoking in the Howard Academy Trust premises is prohibited. Smoking is also prohibited in the company vehicles. Breach of this regulation may result in disciplinary action being taken.

The term "smoking" applies to e-cigarettes as well as traditional tobacco cigarettes.

The Howard Academy Trust will encourage and support its employees should they decide to stop smoking. This may include time off to attend stop smoking meetings or appointments, incentives for quitting and team support within the office. This will be implemented on an individual basis.

Help and support can be found at:

<http://www.nhs.uk/smokefree>

<http://www.abettermedway.co.uk/smokefree/stopsmokingservice.aspx>

Medway Stop Smoking Service Tel: 0800 234 6805

Email: medwaystopsmokingservice@nhs.net

<http://www.nhs.uk/Livewell/smoking/Pages/Gethelp.aspx>

Government guidance on employee entitlement to smoking breaks:

<https://www.gov.uk/rest-breaks-work/taking-breaks>

Physical Activity

Policy Statement

The health and wellbeing of all The Howard Academy Trust staff is of great importance and our organisation strives to create an environment in which staff members feel valued and supported to maintain good health and wellbeing as part of an effective work-life balance. The Howard Academy Trust understands the numerous benefits associated with physical activity and as such we aim to break down barriers to participation, provide support and encourage all employees to be active both during and outside the working day.

We respect the right of all staff to make free choices on whether they wish to engage in physical activity and recognise that every individual has different capabilities. Any workplace initiatives and activities will be entirely optional. Those who do not wish to engage in physical activity or are unable to do so, during or outside the working day, will not be criticised or disadvantaged in any way and no punitive action will ever be taken on these grounds.

Aims and objectives

The Howard Academy Trust seeks to provide information, support and encouragement to allow all employees to feel able to engage in physical activity as part of the working day and beyond. In order to achieve these aims our organisation will focus on Awareness, Access, Opportunities and Support.

Awareness

The Howard Academy Trust will provide all employees with information:

- on current physical activity guidelines;
- on the benefits of regular physical activity;
- on further sources of information on the health benefits of physical activity; and
- on links to local physical activity providers, initiatives and events.

For a fitness self-assessment, follow the link below:

<http://www.abettermedway.co.uk/getactive/fitnessselfassessment.aspx>

Access

The Howard Academy Trust will:

- Promote the use of alternative forms of transport to work which allow for physical activity to be incorporated before and after the working day.
- Allow staff to store clothing, shoes etc in the workplace to enable staff to engage in physical activity before or after work.
- Encourage all staff to walk, cycle or use public transport to travel for business purposes where appropriate

- Ensure all staff are aware of their entitlement to at least the legal minimum required break periods during the working day (as set out in individual contracts of employment) and encourage staff to move away from their usual workspace during this time.

Opportunities

The Howard Academy Trust will:

- Encourage staff to take opportunities to be active during the working day.
- Provide an opportunity for the workforce to engage in physical activity as a group at least once per year as part of a team event/challenge.
- Encourage business activities which allow staff members to be physically active as part of their role such as 'walking lunches'.

Support

The Howard Academy Trust will:

- Break down barriers to participation for all staff who wish to be active, through the provision of supportive measures where appropriate.
- Allow appointments for physiotherapy to alleviate musculoskeletal injuries to be taken during work time, without accruing an absence or using annual leave. Appointments are to be arranged around work commitments where possible, should not impinge on normal business operation and are to be agreed at line-manager's discretion.

External help and advice

- Fitness tips and more from the NHS

<http://www.nhs.uk/LiveWell/Fitness/Pages/Fitnesshome.aspx>

- Medway Health Walks

<http://www.abettermedway.co.uk/getactive/findanactivity/walkinggroup.aspx>

- A free, easy to use, online health service that will help you to assess your lifestyle and improve your future health.

<http://www.nhs.uk/Tools/Pages/Lifecheck.aspx>

- Activity tip from A Better Medway_

<http://www.abettermedway.co.uk/getactive/activitytips.aspx>

Healthy Eating

Policy Statement

At The Howard Academy Trust we believe that healthy eating is essential for good health and contributes to the positive wellbeing of our employees. We strive to provide a safe, injury free and healthy workplace.

The workplace is an important setting in which people can increase their intake of healthy foods to benefit their health and protect against illness. Central to these principles, we believe that a healthy diet is of benefit to our employees and our business. We aim to promote a healthy diet amongst our workforce both through the food and snack options available locally and encouragement toward healthy food purchases outside of the working environment.

Although we have no control over the diets of our employees, we hope that the promotion of healthy food choices will have an influence on their lifestyles both inside and outside of work.

Aims and Objectives

As an organisation we aim:

- To support and encourage employees to make healthy eating choices.
- To promote our healthy eating policy that raises awareness of the benefits of healthy eating.
- To support individuals to improve their diet.
- Ensure onsite catering provides healthy options and choices within the menu

To successfully implement this, we will:

- Link this policy to other policies that can have a positive impact on health and wellbeing.
- Provide links to educational and resources on healthy eating.
- Regularly review and promote this policy.
- Link to local and national campaigns and organisations.
- Hold healthy eating promotional events.
- Promote 5 A-Day.
- Provide access to drinking water for staff

We will ensure that:

- Kitchen facilities are in good condition, good hygiene and user friendly.
- We encourage employees to eat away from their desks/ workspaces to allow regular breaks.

External help and advice

- 5 A Day advice. <http://www.nhs.uk/livewell/5aday/pages/5adayhome.aspx/>
- Cookery Workshops
<http://www.abettermedway.co.uk/healthyeating/medwaycooks/coursesandworkshops.aspx>
- Change4Life Visit: www.nhs.uk/Change4Life to help your family eat well, move and live longer.
- Take a healthy eating test:
<http://www.abettermedway.co.uk/healthyeating/healthyeatingadvice/healthyeatingtest.aspx>

Alcohol and Substance Misuse

Policy Statement

The Howard Academy Trust recognises that alcohol and drug abuse related problems are an area of health and social concern. The Howard Academy Trust also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour.

It is The Howard Academy Trust policy that staff may not bring or consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to the workplace. Special rules may apply in relation to alcohol, where the Company sponsors an event for staff e.g., the Christmas party, client meetings, business events etc. In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event and options for transport will be provided.

The Howard Academy Trust recognises that a member of staff with alcohol or drug abuse problems needs help and support from his/her employer. However, The Howard Academy Trust also understands that it has a responsibility to all its employees and other stakeholders to ensure that any risks related to this are minimised.

Aims and Objectives

The Howard Academy Trust is committed to:

- Providing reasonable assistance to employees with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment is not possible or has not succeeded.

Although The Howard Academy Trust does not have the internal resources to provide or arrange treatment or other forms of specialist assistance, such services are provided by GPs, hospitals and other agencies and The Howard Academy Trust is committed to assisting a member of staff in obtaining such specialist help, and to protect their employment.

The Howard Academy Trust will, where possible, provide the following assistance to an employee:

- Helping the employee to recognise the nature of the problem, through referral to a qualified diagnostic or counselling service.
- Support during a period of treatment. This may include a period of sick leave or approved other leave, continuation in post or transfer to other work, depending upon what is appropriate in terms of the staff member's condition.
- The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's own post or an alternative post.

In line with the Company's disciplinary rules, the following will be regarded as serious misconduct:

- Attending work and/or carrying out duties under the influence of alcohol or drugs.
- Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

External help and support services for:

Alcohol

Turning Point

Medway Active Recovery Service: <http://www.turning-point.co.uk/Medway-Active-Recovery-Service>

Alcohol Test <https://dontbottleitup.org.uk/> Quick, free and confidential.

NHS Choices Website <http://www.nhs.uk/conditions/Alcohol-misuse/Pages/Introduction.aspx> National Health Service advice page.

Drinkaware

<https://www.drinkaware.co.uk/>

Drinkaware works to reduce alcohol misuse and harm in the UK.

Drug Dependence

NHS Choices Website

<http://www.nhs.uk/Livewell/drugs/Pages/Drugtreatment.aspx>

National Health Service advice page.

Talk to Frank

<http://www.talktofrank.com/>

National drugs awareness site for young people and parents/carers.

Narcotics Anonymous

<http://ukna.org/>

Helpline for the UK: 0300 999 1212

Monitoring and Evaluation

The Health and Wellbeing Policy monitored by Local Academy Boards and evaluated by the Finance, Audit and Resources Committee.