

Health and Wellbeing Policy

July 2011: Policy introduced

January 2018: Sections reordered

January 2021: Reviewed by HR; no changes made

June 2022: A new Disabled staff section (section 2) added in response to feedback from our Staff DisAbility Network

July 2022: updates approved by SLT

Health and wellbeing policy

1. Promoting, encouraging and supporting health and wellbeing

- 1.1 We value the health and wellbeing of our staff and seek to support them through a number of initiatives related to wellbeing, work/life balance, health promotion and stress management.
- 1.2 We encourage staff to take full advantage of the support available to them to promote their health and wellbeing. This support includes:
 - Our [Employee Assistance programme](#) provided by [PAM Assist](#)
 - Our [occupational health service](#) provided by [OH Works](#)
 - Free eye tests and discounted spectacles through our [eye care voucher scheme](#)¹
 - Onsite free [sport and fitness facilities](#) including free gym membership and free classes
 - Wellbeing resources
 - Healthy food and drink choices at our catering outlets
 - Detailed assessment of workstations with a variety of remedial treatments
 - Our onsite [sports injuries clinic](#)
- 1.2 We provide some [tools](#) to staff to help them manage their health and wellbeing and publish [links](#) to external sources of health and wellbeing support on the [health and wellbeing section](#) of the intranet.
- 1.3 We also offer staff access to a private health care plan through the [Simply Health cash plan](#).

2. Disabled staff

Our disability commitments are set out in the Disability section of our Equality and Diversity Policy. To demonstrate our commitment to disabled staff we have signed up as a [Disability Confident Employer](#). We publish information for staff including [guidance on disclosing a disability](#) and a link to the support offered by [Access to Work](#) on our [Disability Information webpage](#).

3. Mental health and wellbeing

To demonstrate our commitment to the mental wellbeing of our staff we have signed up to the [mindful employer charter](#) for employers who are positive about mental health. We have introduced links to a range of [staff support materials](#) via our Mental Health Support web page. We also publish the link to the UCEA's Stress and mental wellbeing resources for Higher Education Institutions.

- 3.1 We have published [guidance from MIND](#) to help us effectively support and manage mental health in the workplace.

¹ From [Vision express](#)

3.2 We provide a suite of mental health awareness training for staff including:

- mental health essentials training for all staff;
- targeted mental health first aider qualification training;
- mental health awareness training;
- safeguarding essentials and Student Mental Health online training;

and we support fora for discussing mental health issues.

4. Work/life balance

4.1 The university is committed to promoting the work/life balance of its staff to help staff manage the demands of their work and home lives.

4.2 To assist staff, the university has a range of [work/life balance policies](#) including its maternity policy, flexible working policy and special leave policy.

5. Stress management

5.1 We recognise that stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors as well as supporting those with health, financial or home based triggers.

5.2 We realise that some stress is good for us but we need to support staff who experience excessive work related stress.

5.3 We provide [staff development workshops](#) for staff on managing stress and developing personal resilience and have [web based resources](#) to help staff recognise stress in themselves and others and help them to manage it in a productive way.

5.4 We also provide training to line managers on how to identify stress in their staff and how to manage staff who appear to be suffering from stress.

5.5 The Health and Safety Committee and the Senior Management team maintain an overview of stress related sickness reported through staff surveys and sickness absence data. They also monitor sickness absence for pre-cursors of stress/mental well-being issues.

5.6 The Committee routinely review current initiatives in place at the university and develop action plans for managing and reducing sickness absence and stress.

5.7 The Health and Safety Committee receives an annual report, which includes sickness absence levels; reasons for referrals to the Occupational Health service; and reasons for staff in general contacting the confidential Employee Assistance Programme.

6. Occupational Health Service

- 6.1 Our [Occupational Health \(OH\) Service](#) assists with health promotion initiatives and information for staff.

7. Union health and safety representatives

- 7.1 Each of our recognised [trade unions](#) have appointed health and safety representatives, who we consult via the Health and Safety Committee.