



Employee Well-Being Policy

Inmind Reference:	HR15
Category:	Human Resources
Version Number:	1.2
Reviewed on:	February 2018
Next review date:	February 2020
Lead Officer:	HR Manager
Equality Impact Assessment completed:	Yes

Applicable Legislation/Regulations:
The Equality Act 2010; Management of Health and Safety at Work Regulations 1999 The Employment Relations Act 1999; The Human Rights Act 1998 The Public Interest Disclosure Act 1998; The Employment Rights Act 1996; Health and Safety at Work Act 1974
Codes of Practice:
Purpose:
To set out the strategic management of employee health and wellbeing throughout Inmind Healthcare Group and to advise all those who work within Inmind of the resources available to them in relation to their health and wellbeing.

Version Control Table		
Date Ratified	Version Number	Status
	1.2	Live

Date	Key Revision
11/02/2018	Policy Name Change from Staff Immunisation Policy and incorporates staff health & well-being

Please check to ensure this is the most current electronic copy of this document as it is updated and published in electronic format only (hard copies may become out of date).

1.0 The Policy

- a) Inmind Healthcare Group acknowledges that the work, health and well-being of our employees is interlinked, and will commit to promoting a culture where all employees embrace well-being.
- b) Inmind acknowledges its responsibility to recognise and accept its “duty of care” as an employer to provide a safe and healthy workplace, and working environment, for all its employees in line with the Health and Safety at Work Act 1974.
- c) This responsibility applies to both the physical and mental well-being of employees and Inmind understands that by promoting positive mental health will improve not only the quality of employees working lives but also the quality of care delivered to service users.
- d) Inmind aims to ensure the workforce is physically and mentally able to work, using fair and consistent management. Ensure that Health and Safety Policies, Procedures and Practices reflect the requirements of current legislation

2.0 The Procedure

2.1 Responsibilities for health and well-being

- a) Employees are required to take personal responsibility for their health and well-being and to access opportunities provided for them to learn about health and lifestyle factors and how to improve them.
- b) It is an employee's responsibility to:
 - raise with their manager any health issues which negatively impact on their ability to function effectively at work and ensure that harm is not caused to others through their own actions
 - engage with the company in exploring ways to manage their health issues in the workplace
 - actively seek out ways that they can manage/minimise the impact of any health issues that occur
- c) All managers must be aware of their responsibilities towards the health and well-being of their teams and the actions they can take in helping to reduce causes that have an adverse effect on individuals and to proactively manage these in the workplace.

2.2 Health and Safety at Work

- a) Inmind will fulfil its statutory rights and responsibilities under the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, and expects all its employees and those who work at Inmind to fulfil their own responsibilities under this legislation.
- b) Inmind recognises that the provision of a safe place of work and safe working practices is essential to the well-being of employees, service users and visitors. Accordingly, Inmind takes its responsibilities for health and safety very seriously and encourages a health and safety culture among its employees. For further information, please see *Health and Safety Policy*.
- c) In keeping with the above, Inmind operates a smoke free policy across all its services, which applies to all employees, service users and visitors. Employees are not permitted to smoke in buildings, grounds or vehicles owned or leased by Inmind.

2.3 Dignity at Work

- a) Inmind strives towards the provision of a working environment that is free from bullying and harassment. In the event that an employee believes bullying or harassment is occurring, procedures are in place to provide them with a safe and controlled system via which to raise their concerns. For further information, please see *Dignity at Work Policy*.

2.4 Management of (and support during) sickness absence

- a) All employees have the responsibility to look after their own health and well-being as far as reasonably practicable with a view to maintaining consistent and reliable attendance at work. This includes ensuring that they are fit to attend work and staying away when they are unwell. All employees have a responsibility to maintain their attendance at work in order to fulfil their contract of employment.
- b) Inmind has procedures in place to ensure that any attendance issues are managed appropriately and that support can be offered to employees to help them in maintaining their attendance at work (including referral to an occupational health service where appropriate). For further detail, please see Sickness and Absence Policy.

2.5 Access to vaccinations

- a) Inmind encourage all employees have access to health vaccinations appropriate to their role.
- b) All employees should be aware that it is their individual responsibility to attend any external vaccination appointments to which they have agreed.
- c) If an employee does not request an available vaccination, Inmind will assume that they understand the risk they are taking in making this decision.

2.6 Support following serious incidents

- a) Inmind recognises that from time to time, employees may be affected by a serious untoward incident in the workplace. In such circumstances, the Company will ensure that appropriate support is offered to the employee.

2.7 Work life balance

- a) Work-life balance is about finding a satisfactory balance between the demands of work and the demands of other personal or domestic interests and responsibilities. Inmind is committed to improving the working lives of staff and policies are in place to support both the employees and service requirements. Inmind is committed to enable employees to combine work with the demands of home life and other personal responsibilities without having adverse effect on care delivery.

2.8 Engagement

- a) Inmind is committed to encouraging engagement amongst its workforce.
- b) It is the responsibility of Registered Managers to ensure that employees are given regular opportunity to share their views and opinions, that ideas and concerns are listened to and that staff within their service are actively encouraged to share their views and opinions.

- c) The Registered Manager should ensure that in liaison with the Group Operations Director, an annual survey is conducted to anonymously seek the views of their team.

2.9 Recognising and managing stress

- a) Inmind is committed to promoting the mental health of its staff by:
- identifying the contributing factors within the workplace
 - taking all reasonable measures to eliminate or reduce factors
 - supporting those staff who are experiencing a mental ill health problem as a result of work related issues
- b) Registered Managers should:
- Conduct and implement recommendations of risks assessments within their jurisdiction.
 - Ensure good communication between themselves and the staff team, particularly where there are organisational and procedural changes.
 - Ensure staff are fully trained to undertake their role.
 - Ensure staff are provided with meaningful developmental opportunities through the Development Review process
 - Monitor workloads to ensure that people are not overloaded.
 - Monitor working hours and overtime to ensure that staff are not overworking.
 - Monitor holidays to ensure that staff are taking their full entitlement.
 - 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.
 - Ensure that themes and trends are regularly monitored, and any required actions implemented, using the HSE indicator tool (<http://www.hse.gov.uk/stress/standards/pdfs/indicatortool.pdf>)
- c) All employees have a responsibility to alert their Registered Manager at the earliest opportunity if they are experiencing any difficulties in their role that may negatively impact their health.
- d) This will allow all parties the opportunity to discuss the issues and agree an appropriate plan to support the individual.
- e) All employees can find further useful information relating to this issue at: <http://www.hse.gov.uk/stress/dealingwith.htm>

2.10 Monitoring of employee well-being

- a) Inmind has systems in place to ensure that employee well-being is regularly monitored at a senior level.
- b) Environmental audits take place monthly to identify any environmental issues that require action and help maintain a positive space for both service users and employees.

Appendix 1

Equality Impact Assessment for this policy

Protected Characteristic (domain)	Area of conflict	Resolution
Age	Nil	N/A
Disability	Nil	N/A
Gender Reassignment	Nil	N/A
Pregnancy & Maternity	Nil	N/A
Race	Nil	N/A
Religion or Belief	Nil	N/A
Sex	Nil	N/A
Sexual Orientation	Nil	N/A
Marriage and Civil Partnership	Nil	N/A

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you feel you are disadvantaged by this policy, please contact the Registered Manager and the service will actively respond to the enquiry.