

# HEALTH AND WELLBEING POLICY

**The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 26<sup>th</sup> November 2015.**

Jay Mercer  
Chair of OHCAT Board



Darren Coghlan  
Chair of OHC Board



# Health & Wellbeing Policy

## INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students. This is partly achieved by recruiting and retaining the highest quality staff across all OHC&AT settings.

The aims of this policy are to:

- Promote and encourage health and wellbeing at Orchard Hill College and Academy Trust (OHC&AT).
- Signpost to training and necessary resources, to enable all managers to implement OHC&AT's agreed health and wellbeing action plan.
- Identify work-related stress, and conduct risk assessments to eliminate or reduce these risks.

OHC&AT aims to:

- Provide a central resource for both staff and students with an advice and guidance service.
- Offer training for staff in managing stress related incidents.
- Provide a clear support structure across departments within OHC&AT.
- Monitor the effectiveness of this policy through annual reporting.

All references to Orchard Hill College and Academy Trust (OHC&AT) include both Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT) as employers unless otherwise specified.

## HEALTH AND WELLBEING

OHC&AT recognises that organisations that adopt a positive approach to improving health and wellbeing across the organisation, may achieve substantial improvements in:

- Absenteeism
- Risk management
- Staff morale, job satisfaction and quality of work life
- Staff turnover
- Productivity and overall organisational performance
- Staff achievement levels

Many psycho-social factors influence personal health and wellbeing. Promoting mental health in the workplace can promote an understanding of mental illness and prevent stress factors that are associated with long term health difficulties.

Effective leadership and administration systems as well as including staff in decision making are important contributors to increasing staff health and wellbeing.

OHC&AT will promote health and wellbeing through its management policies, information and support services, consultation with staff, liaison with external agencies and by health promotions including alcohol awareness, diet, exercise, anti-smoking and self-management.

## **ROLES AND RESPONSIBILITIES**

All Heads/Principals and managers influence the culture of OHC&AT and therefore should actively:

- Set an example to staff by adopting and adhering to the agreed health and wellbeing strategy;
- Show vigilance to employees' personal circumstances and offer additional support where appropriate. This should include risks to their wellbeing derived from outside work, e.g. separation or bereavement;
- Ensure effective communication between management and staff, particularly during organisational and procedural changes;
- Adopt a zero tolerance attitude to bullying, discrimination and harassment in the workplace;
- Refer employees (with their consent) to Occupational Health or counselling services, through the Employee Assistance Programme, in consultation with OHC&AT Human Resources;
- Allocate resources to deliver the agreed strategy on the promotion of health and wellbeing, reactive response and health referrals where necessary.

All line managers or staff with supervisory responsibilities are required to:

- Facilitate risk assessments relating to staff wellbeing, and implement agreed findings;
- Monitor workloads to ensure staff are not overloaded;
- Ensure staff are fully trained to carry out their role at OHC&AT;
- Ensure staff are provided with developmental opportunities;
- Ensure they communicate with their line manager and OHC&AT HR with regard to any potential staff wellbeing matters and secure appropriate advice and support;
- Ensure adequate measures are in place to monitor staff sickness absences for stress related causes;

- Ensure anomalies in staff absence patterns are communicated to their line manager;
- Record all information relevant to this policy.

It is also the responsibility of all staff to:

- Treat all people with dignity and respect;
- Uphold confidentiality (wherever safety is not at risk);
- Take advantage of training and information sources;
- Approach their line manager, health & safety/staff council representative or member of senior management if they have any issues of concern;
- Accept opportunities for occupational health review or counselling where recommended.

## **CONFIDENTIALITY**

OHC&AT understands that all dealings with staff are subject to confidentiality. This is especially relevant when dealing with those experiencing mental health issues. However, it must also be clearly stated that confidentiality may be necessarily breached when it is deemed to be a risk either to the person themselves, or to other people. If there is a conflict between these two statements, then the safety of the individual or other people within OHC&AT will take precedence over confidentiality.

## **POLICY REVIEW DETAILS**

<i>Version:</i>	1.0
<i>Reviewer:</i>	Janet Sherborne
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	26 <sup>th</sup> November 2015
<i>Due for review:</i>	Autumn 2018

## **RELATED POLICIES AND PROCEDURES**

Appraisal Procedure  
Capability Procedure  
Child Protection Safeguarding Policy and Procedure  
Dignity at Work Policy  
Disciplinary Procedure  
Equality and Diversity Policy  
Family Friendly Policies and Procedures  
Flexible Working Policy  
Grievance Procedure

Health and Safety Policy  
Incident and Accident Policy  
Induction and Probation Policy  
Managing Sickness Absence Procedure  
Recruitment and Selection Procedure  
Risk Assessment Policy  
Staff Code of Conduct  
Staff Development Policy  
Training and Development Strategy

### **RELATED LEGISLATION**

The Health and Safety at Work Act (1974)  
The Management of Health and Safety at Work Regulations (1999)  
The Working Time Regulations (1998)  
The Part Time Workers Regulations (2000)  
The Employment Act (2002)  
The Maternity and Parental Leave Regulations (1999)  
The Equality Act 2010