



**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN  
ARDEN MULTI-ACADEMY TRUST**

<b>Name of Policy</b>	<b>Health &amp; Wellbeing Policy</b>	
<b>Lead</b>	Martin Murphy, Chief Executive Officer	
<b>Governor Committee</b>	Business & Personnel Committee	
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<b>Reviewed</b>		



## **Aim of the policy**

- To promote and encourage employee participation in regular moderate intensity physical activity
- To support and encourage employees to make healthy eating choices
- To create a workplace environment that promotes the mental wellbeing of all employees
- To support and encourage employees to access smoking cessation services, raise awareness of the risks of smoking and help staff to quit
- To raise awareness of recommended guidelines for alcohol intake and encourage staff to reduce consumption of alcohol where necessary.
- To increase the opportunities for physical activity around the workplace
- To increase employees knowledge of nutrition
- To set out a coordinated approach to increase the availability of healthier eating options to ensure that the working environment promotes the health and wellbeing of employees, students and visitors

## **Objectives**

### **1. Physical activity**

#### **a) To raise awareness of the benefits of physical activity:**

- Provide educational leaflets and resources on physical activity.
- Provide staff courses and seminars on the benefits of activity and risks of inactivity/sedentary behaviour.
- Hold physical activity sessions for staff.

#### **b) To support employees in becoming more active in a variety of ways:**

- Encourage employees to make active choices through the use of promotional and motivational resources, for example encouraging them to walk or cycle all or part of the way to work, or to use the stairs instead of the lift.
- 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. midday mile.
- Establish and support sports or activity clubs e.g. football/netball.
- Source and offer reduced prices at local gyms.

**c) To remove barriers and enable staff to be active in and around work:**

- Provide advice on keeping active and taking regular breaks from desk.
- Provide incentives to staff to cycle to work by offering Cycle to Work Scheme.
- Provide safe storage racks for bicycles.

**2. Healthy eating**

**a) To implement a healthy eating policy that raises awareness of the benefits of healthy eating:**

- Provide educational leaflets and resources on healthy eating.
- Ensure regular feedback to Health & Safety champion and committee on health & safety concerns.
- Hold healthy eating promotional events.

**b) To implement a healthy eating policy that supports employees to make healthier eating choices in a variety of ways:**

- Encourage employees to make healthy eating choices through the use of promotional and motivational resources, e.g., encouraging employees to make healthy choices from the canteen menu.
- Provide food storage and preparation areas are accessible to all employees.
- Provide information on local weight management groups.
- Organise fruit delivery schemes.
- Designate one week each year as Healthy Eating Week, with a range of organised activities.
- Provide access to water in all meeting and training rooms.

**c) To remove barriers and enable employees to make healthy eating choices:**

- Review current provision of services.
- Provide cool storage areas for lunchboxes and snacks.
- Work with on-site caterers to trial more healthy choices.
- Increase access to healthy foods by introducing healthy options in vending machines.
- Develop links with local food providers who will deliver healthy food options to the workplace.
- Encourage employees to eat meals away from their desks.
- Provide fruit bowls across the school.
- Offer fruit instead of biscuits during meetings.
- Provide access to cool drinking water for all employees.

### **3. Mental wellbeing**

#### **a) To develop a supportive culture, tackle factors that may negatively affect mental wellbeing, and to develop management skills:**

- Give employees information on and increase their awareness of mental wellbeing.
- Give non-judgemental and proactive support to staff who experience mental health problems.
- Include information about our mental health policy in the new staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, mindfulness and social events.
- Offer employees flexible working arrangements.
- Set employees realistic targets that do not require them to work unreasonable hours.
- Ensure all employees have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

#### **b) To provide support for employees experiencing mental health difficulties:**

- Ensure individuals suffering from poor mental health are treated fairly and consistently and are not made to feel guilty about their problems.
- Encourage staff to consult their line manager to seek support from occupational health, their own GP or counsellor.
- In cases of long-term sickness absence, put in place, where possible, plans for phased return.
- Make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health illness in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

**c) To encourage the employment of people who have experienced ill health due to mental health:**

- Show a positive and enabling attitude to employees and job applicants with a mental health illness. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and are trained in appropriate interview skills.
- Do not make assumptions that a person with a mental health illness will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Ensure all line managers have information and training about managing mental health in the workplace.

**d) To recognise that workplace stress is a health and safety issue:**

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide training in good management practices.
- Provide confidential counselling and adequate resources.

**Communication**

- All employees will be made aware of the Health & Wellbeing Policy and the facilities available.
- The Health & Wellbeing Policy will be included in the employee handbook and employee information or induction packs. It will also be promoted on an annual basis and be readily available from HR or to download from the shared drives.
- A specific focus group will be established to take forward the actions from this policy. Regular updates will be provided to all employees via their line management.

**Review and monitoring**

- Employees participating in any of the health at work activities will be regularly asked for feedback.
- A health needs assessment will be undertaken every two years.
- A health at work action plan will be maintained by the workplace health champion.
- The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.

- The CEO in conjunction with Human Resources will be responsible for reviewing the health & wellbeing policy and for monitoring how effectively the policy meets its aims and objectives.
- The policy will be reviewed six months from implementation and then every two years after that to ensure that it remains relevant.
- Staff exit interviews will take place with a view to finding out why staff are leaving and to look at staff turnover.