

CORPORATE HEALTH AND WELL-BEING POLICY	16th February 2016
CORPORATE POLICY AND RESOURCE COMMITTEE	
For Decision	

Linkage to Council Strategy (2015-19)	
Strategic Theme	Corporate Health and Well-being
Outcome	Implementation of policy
Lead Officer	Ian Young
Cost: (If applicable)	Not applicable

1. Proposal to adopt Corporate Health and Well-being Policy

1.1 Background

The aim of the policy is to proactively promote and develop a health and well-being culture within the workplace, to reflect the operational needs of the organisation, employees and Corporate Plan. It demonstrates Council commitment to their staff.

1.2 Detail

The policy is a framework which provides staff and managers with information on how to manage health and wellbeing in the workplace, as well as signposting people to the various support services available and to the work of the internal Health & Well-being (HWB) Working Group.

The policy identifies shared roles and responsibilities and seeks to implement the Work Well Model based on better:

- Physical and psychological health
- Work
- Relationships
- Specialist support

The HWB Working Group will proactively promote and develop staff participation in local health and wellbeing initiatives. The initiatives will also reflect health issues associated with the work activity, absenteeism and promote greater awareness among staff to eliminate or reduce the risk to health. Where it is reasonably practical Council will adopt best practice.

1.3 Recommendation

It is recommended that Causeway Coast and Glens Borough Council approve the Health and Wellbeing Policy, attached as Appendix 1.

Appendix 1 Corporate Health and Well-being Policy

**CORPORATE
HEALTH & WELLBEING

POLICY

FEBRUARY 2016**

1. Statement of Commitment

The Council recognises its legal obligations as an employer to ensure the health, safety and welfare of its employees within the workplace. It appreciates work may impact on the individual health and well-being both positively and negatively.

There is a strong business case and mutual benefits both to the organisation and employees in continually developing and promoting a health & wellbeing culture reflecting the Corporate Plan and implementing a range of initiatives. This will assist in reducing absenteeism; improve work performance; increase motivation / morale and retention of staff.

The Council is committed to providing a working environment and management practice which promotes employee well-being and good health. The Council will fulfil its commitment by:

- Identifying potential hazards or circumstances in the workplace which may pose a risk to health and conduct a risk assessment to eliminate or control the risk;
- Consult with relevant staff representatives and management on health and well-being issues;
- Promote and develop health and well-being to increase awareness and understanding to support staff to make considered choices;
- Provide health and well-being training for line managers in good management practices appropriate to this policy;
- Provide a confidential counselling service for staff;
- Ensure that appropriate resources are provided to enable managers and the Health and Wellbeing Working Group (HWB) Working Group to implement the HWB Implementation and Action Plan
- Review the policy, implementation and action plan annually

The HWB Policy should be read in conjunction with other relevant policies such as Health and Safety, Absenteeism, Equal Opportunities, Harassment, Counselling Services, Stress, etc.

Signed: _____ Date: _____
Mayor, Causeway Coast and Glens Borough Council

Signed: _____ Date: _____
Chief Executive, Causeway Coast and Glens Borough Council

2. Policy Aim

The aim of the policy is to proactively promote and develop a health and well-being culture within the workplace, to reflect the operational needs of the organisation, employees and the Corporate Plan.

2.1 Scope

The policy will provide staff and managers with information on how to manage health and wellbeing in the workplace, as well as signposting people to the various support services available and to the work of the internal HWB working group. The HWB Working Group will proactively promote and develop staff participation in local health and wellbeing initiatives. The initiatives will also reflect health issues associated with the work activity, absenteeism and promote greater awareness among staff to eliminate or reduce the risk to health. Where it is reasonably practical Council will adopt best practice.

2.2 Definitions

The World Health Organisation (WHO) defines health and well-being as “A state of complete physical, mental and social well-being and not merely the absence of disease or infirmity” (Source: WHO 1946).

Well-being can be defined as “The subjective state of being health, happy, contented, comfortable and satisfied with ones quality of life. It includes physical, material, social, emotional (happiness) and development and activity dimensions” (Source: Waddel and Burton, 2006).

3. The Effects of Health on Work

It is widely accepted that work provides employees with many benefits such as financial security, social status and purpose. Therefore Council will support staff with health issues such as diabetes; cancer; epilepsy; coronary heart disease and other conditions, allowing them to remain in the workplace where reasonably practical. Council will make reasonable adjustments to the workplace and provide flexible working arrangements, depending on operational demands, in partnership with the individual, their line manager, HR and Occupational Health Consultant. This will be in keeping with Council legal obligations and other relevant policies.

3.1 The Effects of Work on Health

Hazards at work may have a detrimental effect on the health of employees and the following categories of hazards represent the most prevalent work-related ill-health issues to Council (not an exhaustive list):

1. Physical: Noise, vibration, etc.
2. Chemical: Dust (wood, asbestos, etc.), fumes, hazardous substances
3. Biological: Bacteria or viruses
4. Psychosocial: Stress
5. Ergonomic: Musculoskeletal disorders (MSD)

All activities and premises will be risk assessed to identify hazards, evaluate risk and implement preventative control measures to eliminate or reduce the risk to an acceptable safe level.

3. Shared Roles and Responsibilities

3.1 Managers

- Conduct and implement recommendations of risk assessments within their responsibility.
- Ensure good communications between management and staff, particularly where there are organizational and procedural changes
- Ensure staff is fully trained to discharge their duties and are clear about their individual roles and responsibilities.
- Ensure staff is provided with meaningful developmental opportunities.
- Monitor workloads to ensure that employee's workloads are not overloaded.
- Monitor working hours and overtime to ensure that staff is not overworking. Monitor holidays to ensure that staff is taking their full entitlement.
- Ensure that bullying and harassment is not tolerated within their departments
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- To investigate all reports of stress within an agreed timescale in conjunction with the Human Resources Services and to implement all reasonably practicable steps required to rectify the situation.

3.2 Human Resources

- Collaborate with the Senior Management Team and Corporate Health and Safety Committee to implement, review and revise the health and well-being policy
- Provide guidance to managers on the health and well-being policy
- Advise managers and individuals on training requirements.
- Assist in monitoring the effectiveness of measures to address ill-health by collating sickness absence statistics or other key performance indicators
- Provide continuing support to managers and individuals where necessary and encourage referral to occupational health professionals as appropriate.

3.3 Employee Responsibilities

- Staff must take reasonable care of their own health and general fitness and of the health and welfare of others who could be affected by their actions.
- An employee has a duty to inform their line manager if they experience a work related ill-health or stress (work or non-work related) at the earliest opportunity.
- If an employee finds approaching or discussing these issues with their line manager difficult for any reason, they can approach either a more senior manager or seek assistance from the Human Resources Services. All employees must realise they have a responsibility to work in partnership with those offering advice/support or assistance

3.4 Safety Representative

- The Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could trigger stress or ill-health issues.
- Safety Representatives must be able to consult with members on the issue of stress / ill-health including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.

3.5 Health and Safety Unit

- Provide practical support to implement the Health and Well-being Policy and Implementation and Action Plan
- Assist with the review and revision of the Health and Well-being Policy and Action Plan
- Promote and signpost health and well-being issues as per action plan

3.6 Health and Well-being Working Group

- To plan, prepare and implement a health and wellbeing programme of events
- To assist in the monitoring of the effectiveness of the health and wellbeing programme, policy, action plan and associated preventative measures.
- To assist in the review of the health and wellbeing policy and action plan

4.0 Managing and Promoting Health and Well-being in the Workplace

There is a strong body of evidence to support the development of workplace health and well-being promotion in collaboration with all stakeholders, both internal and external.

4.1 Risk Assessment

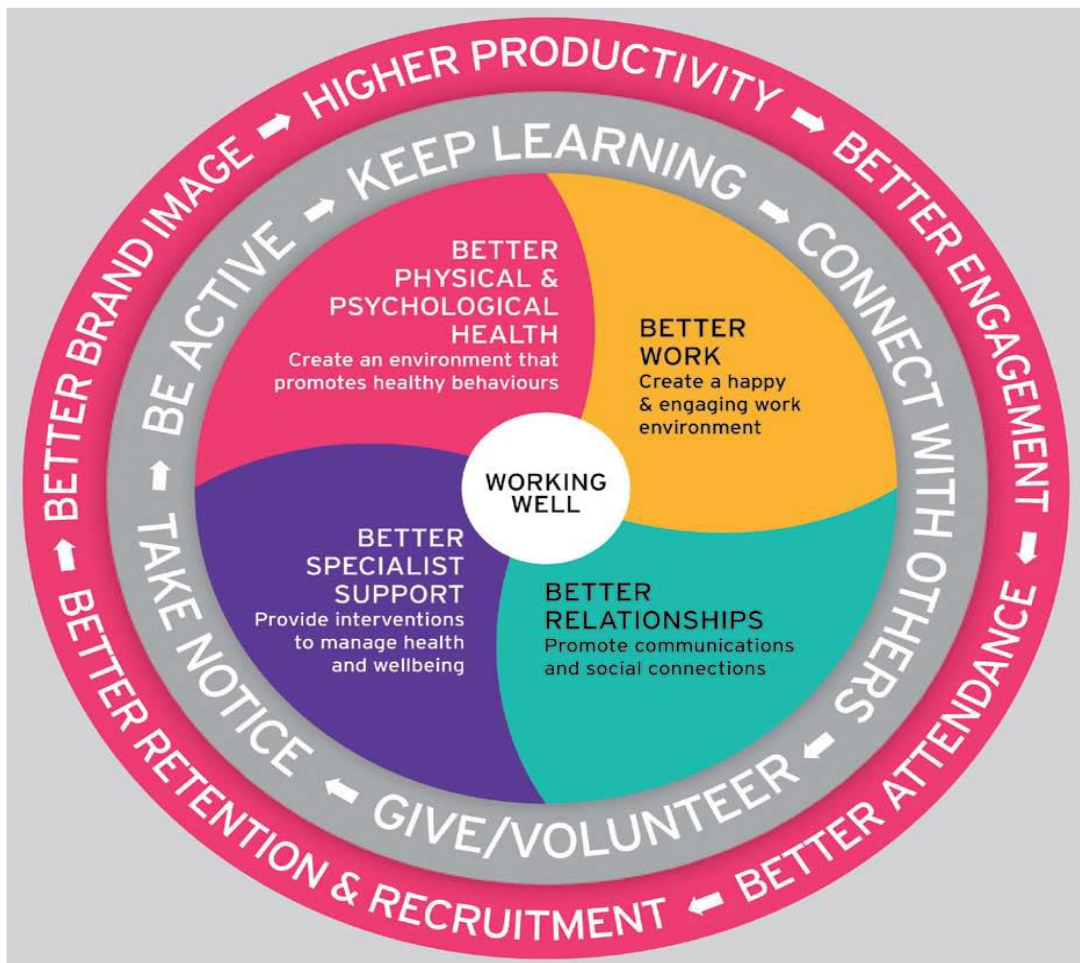
The Council has a duty to assess the nature and scale of risk to the health and wellbeing of its staff in order to implement appropriate preventative and protective steps. Therefore, at an organizational level, Council will be engaging the services of the HSENI's Mental Wellbeing at Work Advisors to facilitate the risk assessment process. This risk assessment will focus on the 'Management Standards' set by the HSENI to determine if the risks from work related stress are being effectively controlled. The management standards represent a set of conditions that, if present in the workplace, reflect a high level of health and wellbeing and organizational performance. More information about the management standards and risk assessment process can be obtained from the Health and Safety Unit.

4.1 Health and Wellbeing Model

To meet the challenge of creating a healthier workplace, Council will adopt the Work Well Model (Figure 1) developed by 'Business in the Community', in partnership with private businesses, to implement Health and Wellbeing across public/private sector organisations. The model will provide the foundation for the Health and Wellbeing Action Plan, focusing on four key aspects of health and well-being:

1. Better physical and psychological health (promotes healthy behaviour);
2. Better work (happy and engaging work environment);
3. Better relationships (effective communications / social relationships);
4. Better specialist support (early intervention).

Figure 1 Work Well Model



4.2 Health Promotion and Health and Wellbeing Initiatives

The aforementioned Health and Wellbeing Implementation and Action Plan will be built around the four key components in figure one and concentrate on promoting health and wellbeing in the workplace. Details of this plan and the initiatives behind it will be posted on the staff portal.

4.3 Work-life Balance

Work-life balance is the balance between time and energy spent on work compared to time spent on other aspects of life such as family life, leisure, exercise, socializing and relaxing. A poor work-life balance can affect your physical and mental health. Therefore it is important to achieve a healthy medium and the HWB Working Group will actively promote greater awareness among employees and managers. Council has a range of policies/practices/procedures that sit alongside this policy to help provide opportunities to employees to develop/maintain a good work/life balance.

4.4 Working in Partnership

The internal HWB Working Group will develop good working relationships with all partners both internal and external and will seek to collaborate with them in promoting health and well-being.

A good example is Human Resources (HR) responsible for numerous policies that may impact on staff health and well-being and include (not an exhaustive list):

- Stress Policy
- Violence / Harassment / Bullying Policy
- Attendance Management Policy
- Family Friendly Policies such as maternity / paternity leave; term-time; flexi time, career break, concessions for use of Council facilities, etc.

Further information can be obtained from HR.

4.5 Available Support

This includes internal and external stakeholders who can provide a service, support or advice and include the following:

- **Employee Assistance Programme:** The legacy councils have acquired the following counselling service available to their staff 24/7, 365 days per year which remain operational. They currently include **Carecall (08003895362** Coleraine / Ballymoney), **Westfield Health Care (01142502000** Moyle) and **Staff line (07921501299** Limavady) and can be accessed directly by staff members
- **Human Resources (HR):** Staff is available for individual consultation in confidence if you wish to discuss any issues relating to your post.
- **Occupational Health Service:** provide the organisation with a range of services from advice to management or specific occupational health provision
- **Staff Development Training:** Attendance on relevant courses offered as part of the Staff Development Programme
- **Harassment Advisors:** Where work related stress stems from inappropriate behaviour by other work colleagues, employees may seek assistance from a network of trained harassment advisors, a list is available from HR.
- **Trade Unions:** Unions offer support to their members who are experiencing stress which is impacting on their work. As well as providing specialist services they can also assist the individual raise the problem with their line manager if the individual requires their assistance.

4.6 Policy Review

The Director of Policy and Performance will co-ordinate a review of this policy on a biennial basis (or more frequently as necessary) to maintain compliance with legislation and good practice. The review will be undertaken in liaison with the Health & Safety Committee and HWB Working Group and any proposed amendments will be submitted to the relevant Council Committee for approval.

The policy will be Equality Impact Assessed by the Equal Opportunities Advisor particularly in respect of the DDA 1995. All EIAs will include trade union participation.