



## **MODEL WORKPLACE HEALTH AND WELLBEING STRATEGY (*insert the 3 year period that strategy refers to*)**

**A policy for:**  
**Effective from:**

### **Introduction**

#### ***Overview of aim of the strategy (example)***

The aim of the strategy is to work with our staff to integrate health and wellbeing into day to day activities to enable us to create a positive and healthy working environment.

Through the strategy we will provide a framework where we can take a proactive and engaging approach to enhancing the health and wellbeing of our staff. This will be achieved through wellbeing initiatives, employee support mechanisms and joint working with staff and their representatives, and local partners to identify and address areas for improvement

We will work with employees to ensure those issues which may impact negatively on staff health are identified and addressed. We will ensure that managers have the key skills, knowledge and ability to support employees to improve their health and wellbeing. We will also ensure that we increase the awareness of our employees as to what is important in ensuring their own health and wellbeing.

There are a number of effective policies and procedures already in place to support employee health and wellbeing including a mental health and wellbeing strategy which outlines how we will strive to improve mental health within our organisation. We will continue to regularly review these to ensure that they support this strategy.

### **Vision, aims and objectives**

Our mission statement is:

*Add in your mission statement here*

*Our aims and priorities example*

- To maintain and promote a culture of Health and Wellbeing for our employees and our customers
- Investing in health and wellbeing through a life-course approach and empowering people of all ages;
- Tackling the major health challenges;
- Strengthening people-centred health and wellbeing systems; and
- Creating resilient communities and supportive environments
- Creating a safe and healthy working environment;
- Improving the health and wellbeing of staff;

- Encouraging and supporting employees to develop and maintain a healthy lifestyle;
- Supporting people with manageable health problems or disabilities to maintain access to or regain work; and
- Improving staff satisfaction

To achieve the above aims we will:

- Take a pro active approach to health and wellbeing;
- Have effective leadership and management across the company to embed and maintain health and wellbeing as part of everyday activities;
- Improve communication regarding health and wellbeing throughout the company to increase awareness of all staff,
- Help staff develop and maintain a healthy lifestyle and improve their physical and emotional health;
- Build personal resilience in individuals through practical strategies, training and support in managing stress;
- Provide early intervention and support to staff with health problems or disabilities to remain at work or to return to work as soon as possible following a period of absence;
- Develop and monitor the effectiveness of policies which support staff wellbeing; and
- Focus on employee engagement

### **Definition of Health and Wellbeing (*Optional whether to include*)**

Wellbeing means different things to different people at different times, but in theory is made up from two main categories, that of the physical and mental health of an individual. *"Health and wellbeing is about being emotionally healthy as well as physically healthy. It is feeling able to cope with normal stresses and living a fulfilled life. It can be affected by things like worries about money, work, your people around you and the environment you live in. Your wellbeing is also affected by whether or not you feel in control of your life, feeling involved with people and communities and feelings of anxiety and isolation".*

*(National Institute for Health and Clinical Excellence (NICE))*

### **Demographic Profile**

*(The demographic profile of your employees can provide some useful pointers to their health needs and planning of interventions.)*

You could look at number of employees

Age range

Ethnicity

Sex

Salary

Occupation type

Links to general health issues of Barnsley residents

### **Current Health and Wellbeing Status**

*Include in this section the range of policies and procedures that you have that support improved employee health and wellbeing.*

***Policies and Processes (examples)***

- A range of Flexible Working Policies, ie part-time working, homeworking, compressed hours, flexi-time scheme, term-time working, career break etc
- Health and Safety Policies
- Learning and Development Plan
- Personal Development Review Process
- Reward and Recognition Policy
- Managing Attendance Policy and Procedure
- No Smoking Policy
- Stress Management Policy
- Dignity at Work Policy (Bullying and Harassment)
- Equality and Diversity Policy
- Disability Leave Policy
- Special Leave Policy
- Parental Leave
- Maternity, Paternity and Adoption Leave
- Substance Misuse Policy
- Mental Health and Wellbeing Strategy
- Mental Health Policy
- Managing Change Policy

***Health and wellbeing initiatives (examples)***

- Provision of Occupational Health Services
- Health surveillance (inc Hep B)
- Counselling
- Employee Assistance Programme (EAP)
- On-line Personal Health Risk Assessment
- On-site provision of Physiotherapy
- Healthcare Cash Plans, ie Healthshield, Westfield
- Cycle to Work Scheme
- Flu Vaccination Programme
- Pilates
- Walking Group
- Smoking Cessation Support
- Discounted Gym Membership
- Relaxation Sessions
- Foot care
- Childcare Vouchers
- Health initiatives, ie cancer awareness sessions, diet and nutrition advice
- Green Travel initiatives

## **Health and Wellbeing Key Performance Indicators (examples)**

A number of health and wellbeing performance indicators have been identified:

- staff satisfaction levels as evidenced from the annual staff survey
- annual reduction of sickness absence rates
- annual reduction in number of accidents
- voluntary staff turnover rate

Evidence of performance against the health and wellbeing indicators will come from a number of evidence sources including:

- Annual Staff Survey
- Sickness absence performance indicators
- Occupational health trend information
- Counselling trend information
- Low staff turnover
- Feedback from the Health Champions

## **Strategy Delivery**

Managers must recognise the impact of good people management on service delivery and have a responsibility for the health and wellbeing of their employees whilst at work. As such it is essential that they are aware of the need to engage in, drive and support this strategy. The delivery of the strategy will be overseen by the Senior Management Team.

Consultation will be undertaken at the relevant Trade Union/ employee forum meetings.

All employees have a responsibility for their own health and wellbeing as well as that of their colleagues and peers.

Human Resources and the Health and Wellbeing Group/ Employee forum group will support the development of health and wellbeing through activities, events and communication.

## **Key Priorities (examples)**

The key priorities identified are as follows:-:

- Ensure the strategy is embedded across the organisation;
- Develop a company health and wellbeing brand;
- Develop a specific section on the intranet site for health and wellbeing;
- Ensure health and wellbeing is incorporated into e-recruitment system;
- Ensure linkages between health and wellbeing and leadership competencies;
- Annual audit of PDR process to ensure its effectiveness;
- Ensure coaching and mentoring is embedded across the

organisation;

- Staff handbook updated to ensure that health and wellbeing is clearly incorporated;
- Ensure health and wellbeing is emphasised throughout the induction process.
- Commit to the Mindful Employer Charter for Employers which supports positive attitudes towards mental health.

## **Evaluation**

It is important to monitor the evaluation of this strategy. Key performance indicators will be monitored with information regarding sickness and turnover rates being reported to Senior Management Team.

The annual staff survey will also assess the impact of the company's commitment to Health and Wellbeing on staff morale.

Health and wellbeing initiatives will be monitored to ensure continued effectiveness.