



Workplace Mental Health and Well-Being Policy

Introduction:

Berriew pre-school is committed in protecting the health, safety and welfare of its employees. We recognise the importance of promoting positive mental health and well-being, whilst insuring employees work in a professional but supportive environment.

This policy and guidance outlines Berriew pre-schools intention regarding mental health and well-being, includes areas such as stress and harassment, In particular this policy takes into account the requirements of the

Health and safety at work Act 1974

Management of health and safety at work requirements 1999

The Equality Act 2010 and

The Health and Safety Executive HSE stress management standards.

This policy is brought to the attention of all employers, It applies to ALL employees.

The leadership team Claire Munslow and Diane Gee are responsible for the implementation of this policy, along with RI and Chair Jackie Pryce being responsible for providing the necessary resources.

Mental Health and Well-Being Policy Statement:

Berriew pre-school recognise that mental health problems and stress can affect anyone regardless of their position and is an issue that all staff have a responsibility to address.

In undertaking its duties with regards to mental health and well-being we will aim to:

- Reduce the stigma around mental ill-health.
- Positively promote and safeguard the mental health and well-being of its employees and prevent stress by promoting a supportive workplace, where employees are able to talk openly about their job, and report difficulties without fear of discrimination.
- Create an environment that supports and encourages good mental health amongst employees.
- Ensure the leadership team are equipped to respond to disclosures.
- Appoint a well-being officer Kate Evans to work alongside management team.
- Provide appropriate support to employees
- Identify workplace stressors through measures such as staff questionnaires, risk assessments to eliminate or control the risks from stress.
- Educate the workforce on about the advantages of good mental well-being and its influence over the quality of working and personal life.
- Reduce the levels of absence as a result of increased healthy well-being amongst employees.



- Demonstrate that the workforce is valued and the work-life balance is respected by the support of good mental health and physical activities led by the leadership team or Well-being officer.
- Eliminate from the workplace, stressors which can have a detrimental effect on employee's well-being. An example of these are: Bullying, Harassment, Discrimination, Victimization.
- Ensure appropriate arrangements are in place for the effective review and revision of this policy statement on an annual basis.

Legislation Requirements:

In terms of the Health and Safety at work Act 1974: Employers have a general duty to ensure, as far as reasonably practicable, the health of their employees at work. This includes taking steps to insure they do not suffer stress related illness as a result of their work.

Management of Health and Safety at Work Regulations 1999: The main provisions of these regulations regarding stress are; a duty to assess risk, apply principles of prevention, ensure employee's capability to undertake work tasks and provide suitable training.

The Stress Management Standards: The Management Standards define the characteristics or culture, of an organisation where the risks from work related stress are being effectively managed and controlled. The standards cover six key areas of work design that, if NOT properly managed, are associated with poor health and well-being, lower productivity and increase sickness/absence.

The Six management standards cover the primary sources of stress at work these are:

- **DEMANDS:** this includes issues such as workload, work patterns and the work environment.
- **CONTROL:** how much say the employee has in the way in which they do their work.
- **SUPPORT:** this includes the encouragement, sponsorship and resources provided by the organisation, line manager and colleagues.
- **RELATIONSHIPS:** this includes promoting positive working relationships, to avoid conflict and dealing with unacceptable behaviour.
- **ROLE:** whether people understand their role and insure they do not have conflicting roles.
- **CHANGE:** How change (large or Small) is managed and communicated.

Review and Monitoring:

The monitoring and review arrangements include:

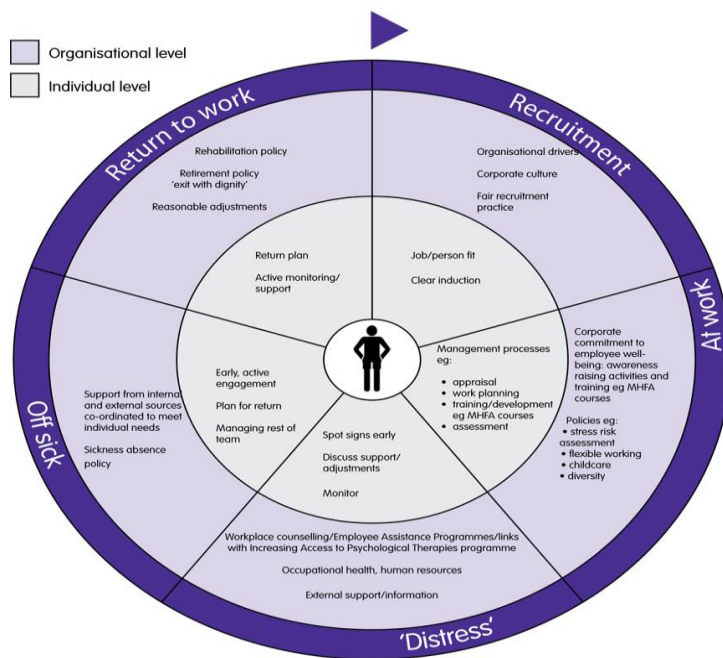
- Reporting absence, Management statistics and trends to staffing committee RI Jackie Pryce or leader/management Claire Munslow on a quarterly basis.
- Reporting the use of support and counselling services to staffing committee/RI Jackie Pryce or Leader/Management Claire Munslow annually.

Implementation:

To successfully implement this policy we will:

- Ensure through our recruitment process that the role fits the person, This will be done through fair recruitment procedures.
- Ensure that in our recruitment process that no one is disadvantaged in obtaining employment or progressing on the grounds of their mental health.
- Provide employers with an induction training/settling in programme.
- Provide access to mental health awareness training upon request.
- Encourage reporting of any existing mental health issues which our employees may be suffering from in order for us to provide confidential support and any workplace adjustments in a timely fashion.
- Ensure that employees have opportunities to raise any issues through appraisals and staff meetings.

Chart: An holistic approach to managing an individual



We gratefully acknowledge the work of Heron and Teasdale which has informed this diagram.



Mental Health and well-being procedure and guidance:

Introduction:

The aim of this guidance is to outline the benefits of positive mental health and well-being, promote a supportive work environment and set out the measures Berriew Pre-school puts in place for mental health and well-being, including prevention, stress management and support for employees.

Definitions

Definitions of mental health: Mental health is defined as a state of well-being in which every individual realises his/hers own potential, can cope with the normal stresses in life, can work productively and is able to make contributions to his/her community.

- **World health organisation WHO:** The positive dimension of mental health is stressed in WHO'S definition of health as contained in its constitution: "Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity".
- **Mental Health:** An umbrella term which refers to a continuous spectrum from positive mental health and well-being, to mental health problems which can be mild or moderate or more serious, severe and enduring.
- **Mental well-being:** A term that includes life satisfaction and psychological wellbeing – for example; having a sense of control/purpose in life, a sense of belonging and positive relationships with others.
- **Mental health problems:** A term that refers to symptoms that meet the criteria for clinical diagnosis of mental health problems- for example, depression and anxiety. However not everyone has a diagnosis of a mental health problem. Mental health is just as important as good physical health. If you are in good mental health you can make the most of your potential, cope with life and play a full part in your family, workplace, community and friends.
- **Mental health and work:** There is compelling evidence to show a positive link between employment and mental health. People enjoy better mental health when they are in work, and for people with mental health problems work can be therapeutic. A return to work improves mental health as much as the loss of employment worsens it. Some aspects of the work environment can pose a risk to mental health but the overall balance of evidence shows work is good for mental health.

Contrary to popular belief, the majority of people with a mental health condition have a job and are almost as likely to be working as anybody else. On average employers should expect that at any one time nearly 1 in 4 of their work-force is affected by a mental health problem such as depression or anxiety. Only a small portion of this ill health is caused by work or working conditions.



Evidence suggests that the key ingredients of an effective workplace programme are:

- Recognition that work is good for mental health and that people do not need to be symptom free to work successfully.
- Prevention of mental health problems including the provision of mentally healthy working conditions and access for all employees to generalised health promotion and well-being programmes.
- Early identification of emerging problems, with any unexplained change in an employee's productivity at work being seen as an early warning sign.
- Awareness training for employees to increase to increase their knowledge and understanding of mental health issues.
- Better access to professional health (such as counselling) wherever possible, enables people to carry on working at the same time as receiving support.
- Effective rehabilitation for those who need to take time off work including regular contact with employees during periods of absence.

Common to all of these situations it is clear they that they essentially involve a clear, positive line management role/ Well-being officer, However the first step for Berriew pre-school is simply to better our understanding of mental health issues throughout the workplace.

Definitions of stress and work relates stress:

Stress related illness is perhaps the most common way of mental health problems may present themselves

The health and safety Executive defines stress as “ **the adverse reaction people have to excessive pressure or other types of demand placed on them**”.

This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health, in particular mental health. Life is a challenge and pressure in a natural part of it, Individuals vary in ability to cope with pressure.

Personal factors are the most common stressors and can impact the situation, when stress is intense repeated, or continuous physical or mental ill health can result.

No one is immune to stress and it is not a sign of weakness. It is recognised that some levels of pressure can be motivating and challenges that can be responded to effectively may lead to lead to job satisfaction, However this policy is concerned with the negative effects of stress and can include mental health problems and also physical effects such as heart disease, back pain, various minor illnesses, psychological effects, anxiety and depression and sleep disturbances.

Stress at work- pressure at work can affect individuals, but it is not unusual for there to be personal factors also impacting on someones ability to cope at work. Berriew pre-school has a clear responsibility to ensure work factors are addressed appropriately the risk to individuals minimised.



Procedure:

Prevention: Berriew pre-school work towards creating and maintaining a positive culture by:

- Developing and introducing work life balance policies
- Working towards and maintaining the work base well-being charter.
- Raising awareness of mental health issues, roles and responsibilities through training.
- Demonstrating commitment to this policy by initiating uptake of training, supporting and promoting a healthy work life balance for employees.
- Enabling employees to raise mental health issues and receive appropriate support.
- Recognising and valuing each individual employee in the workplace by review and appraisal procedures to acknowledge skills.
- Providing a safe and healthy work environment by undertaking daily/weekly assessments.
- Identify and assess sources and measures of work place stress where available, by undertaking employees questionnaires and acting on them.

Stress Management:

Berriew pre-school shall,

- Provide information on good practice in preventing/ managing stress.
- Offer stress management, assessments and prevention training to employees as appropriate.
- Provide support and advice once an individual need has been identified.
- Ongoing support, tailored to individual need.

Further information on the stress management standards can be found via the following link <http://www.hse.gov.uk/stress/standards/>

Mental health and well-being support:

It is recommended that all employees who have a period of absence as a result of mental health problems or stress are given the opportunity to discuss their issues with manager/ committee chair/RI to establish whether any adjustments can be made to alleviate their symptoms. If appropriate Berriew pre-school will refer the employee to occupational health as early intervention is essential.

Responsibilities:

Both leadership and employees share a mutual responsibility to work together in the management of mental health and well-being. Berriew pre-school will do all it can to provide, so far as is reasonable and practicable, a safe and healthy working environment. Employees

must also take responsibility for their own health and safety and also for others who may be affected by their acts or lack of due diligence.



Responsibilities of Leadership/ Committee team.

- Early action can prevent employees becoming more unwell. Where you have concerns about a member of staff ask if they will feel comfortable with the leader/well-being officer or if preferable with the committee team.
- Where appropriate an individual assessment/ appraisal should be conducted In consultation with the member of staff, and consider reasonable adjustments within the role, workplace and working hours are considered.
- Where an employee has had a period of absence as a result of mental health or stress, ensure they are referred to occupational health. (Any Manager can request a referral to occupation health through, it is deemed appropriate assistance to the individual.
- Ensure good communication between management and employees.
- Promote a culture which has a positive attitude to mental health and well-being where employees feel they can approach the leadership/committee team when they are feeling stressed without fear or blame.
- Ensure that bullying and harassment are not tolerated, within their area of responsibility and control.
- Support employees with mental health problems or may be effected by stress who are either at work or returning to work and where appropriate.
- Be vigilant and offer support for employees who are experiencing stress outside work for example bereavement or separation.
- Ensure all employees receive appropriate induction training to their job/role.
- Ensure employees are provided with meaningful developmental opportunities.
- Attend training as requested in good management practice and health and safety.
- Monitor workloads, working hours and overtime to ensure that employees are not overloaded.

Specific responsibilities-Occupational health staff:

- Support staff who have been absent from work with mental health problems or stress related illness and advise them and the school on a planned return to work, including potential reasonable adjustments.
- Provide a structured rehabilitation plan.
- Support staff who are at work, who may be experiencing mental health problems or stress related illness.
- Provide specialist advice and awareness training on mental health and well-being.



- Support the leadership team in implementing stress risk assessments.
- Inform Berriew pre-school of any changes and developments in the field of stress at work.
- Monitor and review the effectiveness of measures to reduce mental health problems and stress through for example, occupational health statistics, use of support and counselling services.

Specific responsibilities of employees:

- Raise any concerns that they have about work pressures, work life balance and any external pressures that are affecting their health at work, with the leadership team/Manager Claire Munslow (if you are not comfortable raising this with your manager you can speak to Well-being officer Kate Evans or committee chair/RI Jackie Pryce)

All members of employees have a responsibility to contribute to a supportive work environment by:

- Being respectful and considerate to others.
- Listening to the problems or concerns of others and providing practical support as appropriate.
- Being positively appreciative of people and their efforts.
- Being ready to offer help to a colleague, where appropriate for example, their behaviour, mood, or performance may indicate or suggest something is wrong.
- Respecting confidentiality.
- Participating in goal setting and positive management of workload.
- Avoiding overloading colleagues with extra work or responsibility.

This **Workplace, Mental health and well being** for Berriew Pre-school was passed for use

On:

By:

Position:

Date of planned review: