Workplace Mental Health and Well-being Policy

Rising Stars is committed to protecting the health, safety and welfare of its employees and recognises the importance of promoting positive mental health and well-being, through a multi-disciplinary approach whilst ensuring that members of employees work in a professional but supportive and caring environment.

This policy and guidance outlines Rising Stars intention regarding Mental Health and Well-being, including 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 Regulations 1999, the Equality Act 2010 and the Health and Safety Executive (HSE) Stress Management Standards and as such is brought to the attention of all employees.

This policy applies to all employees. The management team are responsible for the implementation of this policy, with Rising Stars directors being responsible for providing the necessary resources.

Mental health and well-being policy statement

Rising Stars recognises that mental health problems and stress can affect anyone regardless of their position and is an issue that all staff member have a responsibility to address. This policy applies equally to all employees and is designed to complement Rising Stars policies.

Rising Stars directors are responsible for providing the necessary resources to enable Management to implement this policy.

In undertaking its duties with regards to Mental Health and Well-being Rising Stars will aim to:

- Reduce the stigma around mental ill-health
- Positively promote and safeguard the mental health and wellbeing of its employees and prevent stress by promoting a supportive workplace culture based on trust, support and mutual respect, where employees are able to talk openly about their job and their mental health and report difficulties without fear of discrimination or reprisal
- Create an environment that supports and encourages good mental health amongst our employees
- Ensure that management are equipped to appropriately respond to disclosures which supports Rising Stars commitment to mental health and well-being
- Provide appropriate support for all employees suffering from mental health and associated problems
- Identify workplace stressors through measures such as risk assessments to eliminate or control the risks from stress
- Educate the workforce about the advantages of good mental well-being and its influence over the quality of working and personal life
- Demonstrate that the workforce is valued and the work-life balance is respected by the support of good mental health and physical activity initiatives led by the company
- Evolve job design and equipment to remove mental health risks in the workplace wherever possible
- Raising awareness of mental health issues, roles and responsibilities through training
- Demonstrating commitment to this policy by the manager initiating uptake of training and supporting and promoting a healthy work life balance for employees

- Enabling employees to raise mental health issues and receive appropriate support by raising awareness and uptake of support services through Occupational Health, Health and Safety and the Local Authority
- Eliminate from the workplace stressors which can have a detrimental effect on employees' well-being.

Examples of these are:
- Bullying
- Harassment
- Discrimination (sexual, religious, political, ethnicity)
- Ensure appropriate arrangements are in place for the effective review and revision of this policy statement as necessary on an annual basis
- Provide support for the management to ensure they are dealing appropriately with issues and maintaining their own mental health and well-being
- Provide adequate resources to enable managers to implement the agreed mental health and well-being management policy

Legislative 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 make sure 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 increased sickness absence.
The six Management Standards cover the primary sources of stress at work.
These are:
1. Demands – this includes issues such as workload, work patterns and the work environment
2. Control – how much say the person has in the way they do their work
3. Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
4. Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
5. Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
6. Change – how organisational change (large or small) is managed and communicated in the organisation.

Review and monitoring

The monitoring and review arrangements include;
- Reporting Absence Management trends to management
- Reporting the need for support to management
- Peer to peer observations
- Regular supervisions

Implementation

To successfully implement this policy we will:
- Ensure through our recruitment processes that we ensure that the role fits the person. This will be done through fair safer recruitment procedures.
- Ensure through our recruitment processes that no one is disadvantaged in obtaining employment or progressing in the company on the grounds of their mental health
- Provide access to mental health awareness training for employees if requested
- Encourage early reporting of any issues in the workplace which may affect employee's mental health.
- Encourage early reporting of any existing mental health issues which our employees may be suffering from in order for us to be able to provide confidential support and any workplace adjustments in a timely fashion.
- Ensure that employees have opportunities to raise issues through, appraisals, and in meetings.

http://www.hse.gov.uk/stress/standards/

It is recommended that all members of 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 Managers to establish whether any adjustments can be made to alleviate their symptoms.

Responsibilities

Both Rising Stars and its employees share a mutual responsibility to work together in the management of Mental Health and Well-being. Rising Stars 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.

Specific Responsibilities for Management:

- Early action can prevent a member of employees becoming more unwell. Where you have concerns about a member of employees, ask if they would be comfortable discussing their situation with management or if preferable with a director. As part of the discussion, to be aware of the support mechanisms available to both yourself and the member of employees and take into consideration good practice in preventing/managing stress.
- Where appropriate, an individual assessment should be conducted in consultation with the employees, Occupational Health and management to ensure that 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 problems or stress, ensure they are referred to Occupational Health, as early intervention is essential in securing a successful resolution. Any manager can request a referral to Occupational Health through, if it is deemed appropriate assistance for the individual
- Ensure good communication between management and employees, particularly where there are organisational and procedural changes and involve employees at an individual level and team level in seeking solutions to resolve work related issues
- Be vigilant and offer additional support to employees who are experiencing stress outside work, for example, bereavement or separation
- Ensure all employees receive appropriate induction and training for their job, including reference to support services

- Monitor holidays to ensure that employees take their full entitlement

Specific responsibilities for 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 management (If you are not comfortable raising this with your manager, you may contact the directors).

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

- Being respectful and considerate of 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 colleagues, 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