



HANSON SCHOOL HEALTH & WELLBEING POLICY

March 2008

Health & Wellbeing Policy

The Governing Body, the Head Teacher and the Leadership Group of Hanson School place a high value on providing a supportive working environment and on maintaining the health, safety and welfare of its employees at work. It recognises that their wellbeing is important to the school's performance and to the education of the children whom we serve. Our school therefore, takes positive measures to encourage employees to be in the best health that they can be, both physically and mentally. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Primarily this policy is concerned with stress problems arising from the working environment, but we recognise that an employee's personal life may also lead to stress. The school is committed to implementing a Health & Wellbeing Policy for all employees in order to enable individuals to cope successfully with the demands and pressures in their lives, whatever the cause of their stress, by providing appropriate support to employees.

For the purpose of this policy, health and wellbeing is taken to include the promotion of positive mental health of all staff, and the prevention and management of mental health problems such as stress, anxiety and depression.

Definition of stress

Stress is experienced when people cannot cope with the pressures and demands placed upon them. All work has its pressures and people vary in their capacity to cope with different types of pressure. Some levels of pressure, even when high, can be motivating and challenging. Pressures that can be responded to effectively are likely to lead to job satisfaction. However, pressures at a level where an individual cannot cope, or even too little pressure or challenge, are likely to result in stress.

The school will deliver this policy through:

1. Improving the organisational environment through effective and sensitive management; developing working practices and procedures that reduce the factors which may lead to stress in the workplace
2. Promoting the health, safety and wellbeing of all employees, including the use of risk assessments and health needs analysis to identify and reduce hazards impacting on the health of the workforce.
3. The use of employee consultation to monitor and identify areas of the school where interventions could prevent or reduce health problems.
4. Providing consistent, equitable and effective procedures to prevent and manage workplace health and well-being problems.
5. Providing opportunities for employees to maintain and promote their health and well-being.
6. The Governing Body undertakes to regularly monitor levels of staff ill-health and absence, paying particular attention to workplace stress.

This policy should be seen as overarching other policies that are in place and can be considered as part of the school's positive approach to health and wellbeing.

These include:

- Equal Opportunities Policy
- Attendance Policy

Principles

Ensuring that all employees who experience health problems are treated fairly, sensitively, with respect and in accordance with the school's equal opportunities policy.

The school will aim to promote a positive, supportive and preventative rather than punitive approach

The school will consult with professional association representatives on any proposed action relating to the prevention of ill health, stress and mental health problems.

Open communication will be encouraged and promoted.

The school will provide access to training for all managers and supervisory staff in good leadership management practices.

Shared Responsibility

- Progress can only be achieved through recognising that the promotion of positive health is a shared responsibility.
- The school is a significant employer in the community and has a responsibility to ensure the continual development of a safe and healthy work environment and to create the conditions that enable staff to maintain and improve their health.
- Leadership in the school has a responsibility to ensure that the promotion of the health of staff becomes a key part of the organisations culture and that this is reflected in day-to-day work practices.
- Staff have a responsibility in promoting their own health, developing an awareness of the factors that contribute to ill health and participating fully in the efforts to raise health standards.

Responsibilities

Senior Leaders and the governing body are expected to:

- Demonstrate their commitment and support to this policy by ensuring that the principles and approaches to managing health and wellbeing are implemented.
- Reflect the policy's principles and approaches within their own practice.
- Ensure that resources are available so that stress-reducing strategies can be implemented.

Line managers are expected to:

- Reflect the policy's principles and approaches within their own practice.

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- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure that staff are provided with clear and realistic objectives and that performance is managed effectively and fairly.
- Conduct and implement recommendations of risk assessments/health needs analysis within their areas and provide modification of work where it is known employees are stressed.
- Ensure that bullying and harassment is not tolerated within the workplace.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Follow the school's procedures and use appropriate support where necessary.

Employees are expected to:

- Support the school's Health and Wellbeing Policy and initiatives.
- Raise issues of concern with your line manager, a member of the Senior Leadership Group or Safety Representative
- To seek to be in the best health they can be.

Support

In order to support this policy, the following Human Resources services are available to managers and employees.

- Bradford Council Health and Wellbeing Service – to provide advice, guidance and training on health and wellbeing issues and what steps the school and/or employee can take, (tel. 01274 434246).
- Support from the Human Resources Advisory Support provider – to give support, guidance and training to managers and employees in dealing with stress and in the use of the school's related policies and procedures.
- Bradford Council Occupational Safety – to provide support and guidance on the risk assessment process and what steps

This policy was considered and formally adopted by the Governing Body on 23 April 2008.

Signed:.....(Chair of Governors) Date:.....