

12.7 Health and Wellbeing Policy

This policy sets out our company approach to securing the health and wellbeing of our employees, defining our commitment and arrangements for securing the health and wellbeing of our employees and others that may be impacted by works.

This policy complements and supports the implementation of our other company policies and procedures.

'Health' is defined by the World Health Organisation (WHO) as '...a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity'. 'Wellbeing' defined as "...a state of being with others, where human needs are met, where one can act meaningfully to pursue one's goals, and where one enjoys a satisfactory quality of life" (Economic and Social Research Council).

'Occupational Health' defined as being "the promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations by preventing departures from health, controlling risks and the adaptation of work to people, and people to their jobs".

As the Managing Director I recognise the protection of health and the promotion of wellbeing as important factors in sustaining attendance at work and supporting job satisfaction and success. I am committed to providing a working and living environment for our employees which minimises risk to health and promotes positive wellbeing.

I aim to deliver this commitment by:

- Providing an environment in which employees who have health problems, that may affect their work receive suitable support, and that reasonable steps are taken to make adjustments to their work circumstances to enable them to achieve their full potential;
- Promoting the health and wellbeing of our employees through our management policies, support services, information networks, and by means of health promotion campaigns;
- Providing access to specialist health and mental health support for employees;
- Encouraging employees to declare any relevant health or wellbeing matters to enable us to identify and implement appropriate measures to actively support them.

We will respect the confidentiality of all employees making such declarations and will ensure that information is only shared where it is appropriate to do so, such as giving support to the individual or to prevent harm to the individual or to others.

As the Managing Director, I will ensure sufficient allocation of resources to enable the company to fulfil their responsibilities under this policy statement. Ensuring that any confidential health information disclosed by employees is maintained as confidential and is only shared where there is a need to do so in order to support the individual or to protect their health, safety and wellbeing or that of anyone else who might be affected.

As Managing Director, I have overall day to day responsibility for health and safety matters at the company but delegate these responsibilities for undertaking aspects of these duties through to our management and identified roles.

As the Managing Director, I will:

- Implement and promote the principles and behaviours embedded in the company policies and procedures that contribute to positive employee wellbeing;
- Ensure that significant risks to health and wellbeing are assessed and that identified control measures, including control measures relating to emergency situations, are implemented so that risks are reduced to a tolerable level;
- Develop and implement action plans where existing control measures do not adequately address significant risks to health and / or wellbeing;
- Ensure these action plans are brought to the attention of anyone who needs to see them, including employees and those expected to implement changes or undertake action;
- Ensure that risk assessments include appropriate consideration of potential significant risks to health and wellbeing. Risk assessments will include consideration of any support that employees might require in emergency situations (for example, a Personal Emergency Evacuation Plan);
- Ensure that risk assessments identify appropriate control measures to reduce risks to health and wellbeing as far as reasonably practicable;
- Monitor working times and encourage them to take the rest breaks and leave that they are entitled to in the course of their employment;
- Monitor workload to ensure allocated tasks are capable of being completed within the time and resources allocated and are within the competency of the relevant employee;
- Consult appropriately with employees over aspects of their employment, role and anything else which may significantly impact upon their health, especially any planned changes;

- Consult with management in respect of any employee that they may believe would benefit from support from Occupational Health and/or employee counselling scheme;
- Ensure that those employees subject to health surveillance or further occupational health investigation are provided with sufficient time to attend appointments;
- Promote employee health and wellbeing;
- Ensure competent advice is available for health and wellbeing matters;
- Consult with relevant trade union safety representatives and other stakeholders, where appropriate, on proposed action relating to staff wellbeing and the prevention of workplace ill-health.

Our employees will be made aware of their general duties as below:

- To cooperate on matters of health and safety, such as attending the statutory health surveillance programmes;
- To protect their own health and safety and that of any other person who may be affected by their acts or omissions;
- Disclose any relevant health and wellbeing information to management to enable us to identify and implement any support measures to sustain attendance and support health and wellbeing;
- Attend Occupational Health where this is recommended and consent to relevant information being disclosed to management;
- To inform as soon as is practicable if they have a health or wellbeing concern that affects, or is likely to affect their ability to carry out their works, so that reasonable steps can be taken to identify and implement suitable support;
- To report any person about whom they have concerns with respect to their health or wellbeing.

This policy will be reviewed accordingly as new schemes for supporting health and wellbeing are applied.

Signed: 
Mr. Bradley Rees, Managing Director

Date: 1st July 2020