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# Health and Wellbeing Policy

#  January 2023

## Information sheet

Information box

For further advice contact: Lead Officer: Health, safety and wellbeing

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**Version control**

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| **Version** | **Author** | **Date of issue** | **Changes made** |
| 8.0 | Glyn Coles | April 2020 | * Shortened policy, developed new gateway guide and linked to revised policy
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| 9.0 | Glyn Coles | January 2023 | * Updated website links
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Any enquiries or comments regarding this policy should be addressed to:

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This and other Estyn publications are available on our website: [www.estyn.gov.wales](http://www.estyn.gov.uk)

**This document has been translated by Trosol (English to Welsh).**

* A business rationale assessment has been carried out and this policy contributes to Estyn’s strategic objectives and delivery principles.
* An equality impact assessment has been carried out and this policy is not deemed to adversely impact on any people on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
* **This policy and its associated procedures are agreed by Estyn’s management and Trades Unions.**

## Introduction

### Organisational approach

1. Estyn recognises that the good health and wellbeing of employees makes an essential contribution to organisational performance and helps individuals’ lives both inside and outside of the workplace. We are committed to:
* providing a safe and healthy work environment that promotes and supports the health and wellbeing of all our staff
* raising awareness of the factors which can influence health and wellbeing, whether these are in the workplace or outside of it
* encouraging a healthy lifestyle
* providing regular health checks for those staff who want to participate
* supporting staff where they experience problems such as mental health issues, alcohol, drugs or substance misuse, as a first response
1. Through the integration of wellbeing in all work activities and practices, a positive environment can be created that is compatible with promoting staff engagement, performance and achievement.
2. Individuals can help themselves to live a healthier lifestyle and this policy will help them to develop their approach.

### Aim of the policy

1. The aim of this policy is to improve the health, safety and wellbeing of our staff by:
* clarifying our approach to managing health and wellbeing issues
* promoting a healthy culture through raising awareness of health-related issues
* ensuring that staff understand how we can support them with their health and wellbeing
* working closely with managers, staff and trade unions to promote the health and wellbeing of all employees

## Scope of policy

### Issues covered

1. The [gateway guide](https://estyngovuk.sharepoint.com/%3Ap%3A/r/Corporate/Policy%20and%20Guidance/_layouts/15/Doc.aspx?sourcedoc=%7BBB19F518-A568-4A7E-8FC6-B6F34689D00E%7D&file=Health%20and%20wellbeing%20gateway.pptx&action=edit&mobileredirect=true&DefaultItemOpen=1) contains practical guidance for both employees and managers which is designed guide to support common wellbeing issues including:
* stress
* health and well-being
* mental health
* musculoskeletal disorders
* healthy living – keeping active/eating well
* smoking, alcohol, drugs and substance misuse
* carers, bereavement and domestic abuse
1. Issues related to stress are also addressed in our [Policy and Guidance for Managing Stress and Wellbeing](https://www.estyn.gov.wales/system/files/2022-01/Policy%2520and%2520Guidance%2520for%2520Managing%2520Stress%2520in%2520the%2520workplace.pdf)

### To whom does this policy apply?

1. This policy applies to all permanent employees, and seconded and temporary staff regardless of their age, gender, gender identity, disability, race, ethnic or national origin, religion or belief, sexual orientation or marital status, responsibilities for dependants, working patterns (such as the need, or desire, to work part-time hours) or other irrelevant considerations.
2. Nothing in this policy should be taken to suggest that Estyn has an employment relationship with secondees or with temporary staff.
3. Further information and guidance can be found in the [gateway guide](https://estyngovuk.sharepoint.com/%3Ap%3A/r/Corporate/Policy%20and%20Guidance/_layouts/15/Doc.aspx?sourcedoc=%7BBB19F518-A568-4A7E-8FC6-B6F34689D00E%7D&file=Health%20and%20wellbeing%20gateway.pptx&action=edit&mobileredirect=true&DefaultItemOpen=1).

### Roles and responsibilities

1. **The Executive Board is responsible for:**
* ensuring a safe and healthy work environment
* implementing reliable systems of work to safeguard employees’ health and wellbeing
* accountability of the organisation’s health, behaviour and performance
1. **Managers are responsible for:**
* engaging with staff to promote and enhance employee health and wellbeing
* effective recruitment, staff development and training
* supporting staff through a changing and challenging financial climate – enhancing coping capacity and developing a more flexible/agile work environment
* recognising work stress amongst staff and offering necessary support/control measures e.g. risk assessment
* creating a culture where problems arising are quickly identified and solutions considered against an individual’s needs
* implementing and monitoring workload in relation to health and work
* implementing effective return to work measures following staff illness/absence from work
1. **Staff are responsible for:**
* working together with management to enhance employee wellbeing
* reporting stress and ill health to management as early as possible
* responding to training and development opportunities
* complying with control measures and contacting support agencies where their wellbeing is threatened
1. **Employee Wellbeing and Engagement Group (EWEG)**

The EWEG will operate under terms of reference updated and agreed on an annual basis. The group shall oversee the development and delivery of our Corporate Health Action Plan and will monitor and report on the effectiveness of our approach, including:

* Risk management processes
* The number, type and trend of work absences due to accidents and ill health
* Staff turnover – trends and analysis
* Flexible working requests and other adjustments
* Wellbeing initiatives
* Staff survey analysis (e.g. People Survey, IiP) as an indicator of organisational wellbeing
* Other relevant data, including stress, support services referrals etc.
* Annual report to the Strategy Board, identifying outcome measures that will allow us to evaluate progress, determine success and direct future initiatives