

Mental Wellbeing

From: Health and Wellbeing Adviser

Date: November 2017

INTRODUCTION

The overall strategic aim of the University is to change the world for the better. Positive mental wellbeing can help us all to achieve our potential and to realise aspirations. The University recognises that there is a persuasive business case as well as legal and moral duties to promote a positive culture to support mental wellbeing amongst its employees and students. Therefore this policy acknowledges the potential impact that work and study can have on an individual's mental wellbeing.

LEGISLATION

The Health and Safety at Work etc. Act 1974

- Employers are responsible for ensuring, as far as is reasonably practicable, the health, safety and welfare at work of their employees and others who may be adversely affected by their activities.

The Management of Health and Safety at Work Regulations 1999

- Employers must assess the risks to health to which their employees and others may be exposed whilst at work, and must put measures in place to minimise those risks.
- Employers must provide information, instruction, training and supervision to workers.

The Equality Act 2010 and Equality Duty (section 149 of the Act) 2011

- If a person's mental ill health affects their ability to carry out day to day activities the section 149 of the Equality Act (2010) may apply with regards to the protected characteristic of Disability.
- Employers must take reasonable steps to enable a person with a disability to carry out the role for which they are employed.

UNIVERSITY POLICY

- The policy acknowledges the importance of providing a healthy and safe working/studying and living environment to support mental wellbeing allowing employees and students to reach their full potential whilst working or studying at the University.
- Through this policy the University demonstrates an organisational understanding of the importance of good management of mental wellbeing in terms of corporate social responsibility.
- The policy confirms that the University will provide an environment where employees and students who suffer with poor mental wellbeing which may affect their work or study can access suitable and sufficient support services.

- The policy is consistent with, and expands upon the University's Health and Safety strategy with regard to the arrangements for supporting mental wellbeing.
- The policy compliments existing University policies and statements, including but not limited to: Health and Safety Policy, Equality and Diversity Statement, Dignity at work and study policy, Sickness absence, Flexible working, Alcohol and Substance Misuse and Fitness to Study policy.

MANAGEMENT STANDARDS

The Health & Safety Executive have identified a set of six Management Standards which cover key areas of work design that if not properly managed can result in poor health, lower productivity and increased sickness absence rates. The University will use these standards (or their replacement) to identify the risks to mental health and to implement measures to control those risks

RESPONSIBILITIES

President/Vice-Chancellor

- ✔ Will ensure the University has an agreed policy on the Health and Safety implications of mental wellbeing.

Executive Board Members

- ✔ Will approve the policy once they have satisfied themselves of its suitability.
- ✔ Will appoint a Mental Wellbeing Champion from its members to encourage initiatives and events that promote mental wellbeing

Vice Presidents

- ✔ Will be aware of the contents of this policy and promote its use where necessary

Mental Wellbeing Champion

- ✔ Will demonstrate an informed understanding of the financial commitment, legal compliance and moral responsibility in relation to employee and student mental wellbeing.
- ✔ Will champion mental wellbeing promotional campaigns using his/her influence to promote the use of this policy where necessary

Chief Operating Officer/Deans

- ✔ Will ensure the provision of a safe and healthy working environment to support employee and students mental wellbeing
- ✔ Will champion good management practices as set out in the Leadership and Management framework.
- ✔ Will ensure the engagement of line managers and supervisors to practice the effective and supportive management practices endorsed through the Leadership and Management training programme.
- ✔ Will ensure the competence of line managers and supervisors to conduct wellbeing risk assessments for their teams/members of their teams.
- ✔ Will encourage employees and students to take responsibility for their own mental wellbeing through the promotion of health and wellbeing initiatives and online self-help toolkits.
- ✔ Will ensure that sufficient resources are made available to enable compliance with this policy.

Heads of Academic Unit/Directors of Professional Services

- ✓ Will ensure that all line managers are made aware of and adhere to this policy
- ✓ Will ensure their own and their line managers competencies in wellbeing risk assessment and good management practices through participating in the training provided
- ✓ Will ensure confidentiality of an employee's health is maintained by referring them onto Human Resources and Health and Wellbeing, where necessary, for the purposes of supporting their mental wellbeing
- ✓ Will ensure wellbeing risk assessments are systematically completed using a risk based approach to prioritise those areas at highest risk of work related stress
- ✓ Will ensure that sufficient resources are made available to enable line managers to implement effective control measures to reduce the risk and to ensure compliance with this policy

Director of Health & Safety

- ✓ Will ensure this policy is reviewed and updated biennially or after any significant change whichever is the sooner.
- ✓ Will take the strategic lead for Health and Wellbeing across the University including the mental wellbeing of all employees and students
- ✓ Will provide an Occupational Health service to the University
- ✓ Will ensure that trade union(s) and other employee representatives, where appropriate, are consulted about the framework and/or proposed strategy relating to employee and student mental wellbeing.
- ✓ Will ensure that the Health & Wellbeing team liaise appropriately with Professional Services and Faculties to ensure a consistent approach to mental wellbeing for employees and students, working with the goals of any potential Health and Wellbeing strategy
- ✓ Will, in liaison with HR, will implement the process for managing long term sickness absence and the introduction of a Wellbeing Management Referral
- ✓ Will ensure the provision of guidance and advice as part of a Wellbeing Management Referral
- ✓ Will ensure the development of a toolkit based on best practice guidance for supporting mental wellbeing from organisations including but not limited to the Health & Safety Executive, Chartered Institute of Personnel and Development, Public Health England.
- ✓ Will provide information, instruction and training on how to use the toolkit effectively
- ✓ Will ensure the organisation and promotion of activities and training to raise awareness of issues relating to mental wellbeing

Director of Student Services

- ✓ Will provide a range of confidential support services to support student mental wellbeing
- ✓ Will ensure that there is 24 hour access to these support services including but not limited to when the student is studying off site
- ✓ Will ensure processes are in place to allow students to confidentially disclose a mental health diagnosis or mental wellbeing concern
- ✓ Will provide the University with suitable and sufficient management information on student mental wellbeing to inform future strategy and policy

- ✔ Will ensure that a staff counselling or an Employee Assistance Programme is provided to support employee mental wellbeing

Director of HR

- ✔ Will ensure processes are in place to allow employees to confidentially disclose a mental health diagnosis or mental wellbeing concern
- ✔ Will enable managers to achieve necessary competencies in good management practices as part of the Leadership and Management framework
- ✔ Will provide an Employee Assistance Programme to support employee mental wellbeing
- ✔ Will liaise with Health, Safety and Risk Directorate to implement procedures for managing long term sickness absence
- ✔ Will provide the Health, Safety and Risk Directorate with suitable and sufficient management information to measure performance in relation to employee mental wellbeing

Line Manager

- ✔ Will ensure that wellbeing risk assessments for work related stress are conducted and the identified control measures are fully understood, implemented and reviewed regularly
- ✔ Will ensure that a copy of any risk assessments must be available and provided upon request
- ✔ Will ensure they create opportunities for confidential communication for individuals to raise concerns/ask questions about their mental wellbeing
- ✔ Will manage absence in accordance with the University's Sickness Absence policy
- ✔ Will encourage employees to participate in events and initiatives to raise awareness around mental wellbeing
- ✔ Will undertake any mental wellbeing training deemed necessary by the University

Employees and Students

- ✔ Will take responsibility for their own mental wellbeing through engaging in health promotion programmes and initiatives provided and be mindful of the impact that lifestyle choices could have
- ✔ Are encouraged to inform the University as soon as possible after diagnosis of a medical condition or disability which may affect their role/studies, so support can be identified and actioned
- ✔ Will communicate with their line manager/supervisor/personal academic tutor if there are work/study issues that they feel are detrimental to their mental wellbeing or that of others
- ✔ Will undertake any mental wellbeing training deemed necessary by the University

VERSION CONTROL

Level:	3	Hazard Group:	Health and Wellbeing	Version:	V1.0
Consulted:				Date consulted:	Nov 2017
Feedback:					

Date to UEB:		Date approved:	
E&D Assessment:	No	Date assessed:	
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