



Mental Health and Wellbeing Policy Statement

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Version history	

Introduction

The University is committed to providing a healthy working environment and improving the quality of working lives for all staff. Positive wellbeing enables staff to flourish and achieve their potential both inside and outside of work.

To support this commitment, we have adopted a “Six Ways to Wellbeing” model to help make wellbeing easier to integrate into our busy lives – both at work and home. Our ultimate goal is to improve the health, safety and wellbeing of University staff and to prevent work associated ill health, for the overall benefit of staff and the organisation. This encompasses the physical, mental and social health of employees and recognises that employees’ values, personal development and work within the University contribute to their overall wellbeing at work. Our Six Ways are about supporting staff to take action and make conscious and deliberate choices to look after their wellbeing.

Aims

The University aims to bring together initiatives already in place for supporting and maximising the health and wellbeing of staff. Through the coordination of current wellbeing activities and the identification of further opportunities, an action plan has been developed that consolidates existing and future planned work.

In addition, we commit to the following:

- The provision of clear leadership and management in relation to wellbeing
- Optimal engagement of all stakeholders and effective partnerships
- The effective use of the resources available to deliver the action plan
- Taking action on the outcomes of University surveys and focus groups in relation to wellbeing

Responsibilities

Senior Management

Responsible for providing leadership and promoting the positive link between staff health, wellbeing and organisational resilience and to:

- Lead by example, encourage staff engagement with health and wellbeing initiatives and promote the “Six Ways to Wellbeing” model
- Ensure that policies and procedures reflect our commitment to wellbeing and the University’s duty of care as set out in the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999

Heads, Directors and Managers

Responsible for ensuring the health and wellbeing on a day to day basis, carry out regular reviews of staff workloads and to:

- Lead by example and encourage staff to engage with wellbeing initiatives and promote the “Six Ways to Wellbeing” model
- Deal with stress related absences as per the University’s policies and carry out stress risk assessments acting on findings
- Ensure employees receive meaningful development opportunities to support and enhance their work
- Working with HR, offer additional support such as counselling or OH advice, to any staff facing issues
- Human Resource Managers will respond within a maximum of 24 hours (during the working week) to any member of staff who makes contact regarding a mental health or wellbeing issue

Employees

Take personal responsibility for their health, wellbeing and lifestyle choices and to:

- Engage with “Six Ways to Wellbeing” initiatives and events
- Liaise with line management or HR to access any help or support they need with health or wellbeing issues

What is already in place:

- A range of policies and procedures to support staff including:

Dignity at Work and Study Policy
Domestic Abuse Policy
Flexible Working Policy
Sickness and Absence Monitoring Policy
Work Related Stress Policy

<https://www.hope.ac.uk/gateway/staff/personnel/policiesandforms/staffpolicies>

- Occupational Health Service
- Confidential Staff Counselling Service

https://www.hope.ac.uk/media/gateway/staffgateway/personnel/documents/Six_Ways_Staff_Counselling_Leaflet_250222.pdf

- New initiatives introduced in 2022 under the “Six Ways” model including Staff Walking Group and Staff Knit and Natter
- Discounted staff membership of Hope Park Sports giving access to gym and weekly keep fit classes (yoga, HIIT etc..)
- Cycle to Work staff discount scheme

<https://www.hope.ac.uk/gateway/sustainability/travel/>

- Advice and guidance on the University’s HR web pages centred round the “Six Ways to Wellbeing” model (including links to internal and external agencies, events etc..)

<https://www.hope.ac.uk/gateway/staff/personnel/sixwaystowellbeing/>

Monitoring

Progress will be monitored by analysing data from a variety of sources including the results of surveys, counselling and OH service usage, sector benchmarking etc. which will help shape future interventions.

Staff Development

A variety of courses can be accessed via the University’s staff development web pages to help individuals to be proactive in managing mental health and wellbeing problems.

Alongside the University’s policies and procedures, training is also available to help managers provide advice and support to staff experiencing mental health issues.