

# Health and Wellbeing Policy

The health and wellbeing of both the staff and the congregation is of paramount importance to the PCC. Wellbeing is an important factor in the job satisfaction of our staff and volunteers and is therefore a management issue for the church. Working to improve the health and wellbeing of the congregation is part of our purpose as a church. This policy is designed to bring existing staff wellbeing issues to the fore, whilst seeking to create an organisational culture where negative wellbeing issues which we can control are identified, minimised and managed before they affect the wellbeing of staff and of all who come into contact with the church. We have a clear aim to promote the positive aspects and ideas associated with health and wellbeing; the promotion of health and wellbeing is part of the culture we wish to establish within the church.

## Policy Statement

The PCC recognises that mental health and wellbeing is as important as physical health. This policy applies to all staff employed here and includes those working in a voluntary capacity. It aims to ensure that staff and volunteers feel supported in their work, and that a culture of supporting a healthy lifestyle is promoted for all those who come in contact with the organisation..

It is the policy of this church to:

- promote health and wellbeing through its management policies, support services, information networks and activities.
- prevent, so far as is within our control, those circumstances detrimental to physical and mental health and wellbeing

## We aim to:

- promote good practice in both physical and mental health & wellbeing activities
- identify those circumstances that may contribute to inappropriate levels of work-related stress and conduct risk assessments to eliminate or control the risks from such stress.
- provide confidential counselling for staff whose wellbeing is affected by either work or external factors
- create a culture where healthy practices in relation to food and physical activity are encouraged
- support people whose lives are adversely affected by alcohol, drugs, tobacco, obesity
- enable people with physical or mental disabilities to enter as fully as possible into the life of the church

## Responsibility of the Organisation

We have a responsibility to

- promote an emphasis toward good physical and mental health and wellbeing.
- provide central support, resources and access to advisory services
- monitor the effectiveness of this policy through annual reporting

## **Line Managers**

All line managers and those with supervisory responsibility for other employees are required to:

- Monitor working hours to ensure staff are not overworking, and monitor holidays to ensure staff are taking their full entitlement
- Ensure any potential staff wellbeing issues are communicated to a member of the Leadership Team as soon as possible in order to secure appropriate advice and support
- Ensure effective measures are in place for monitoring all sickness absences for stress-related absence
- Ensure absence patterns are monitored, and anomalies are reported to the leadership team

## **Responsibility of Staff**

All staff are expected to:

- treat each member of staff with dignity and respect as an individual
- uphold confidentiality (wherever safety is not at risk)
- raise issues of concern with their line manager, or a member of the leadership team
- accept opportunities for occupational health review or counselling when recommended.
- share ideas for promoting health and wellbeing in the workplace
- work together to create a culture where healthy lifestyles are supported in all activities of the church

## **Training**

Included within the training of both staff and volunteers should be ways of promoting a culture of physical and mental health within all the activities of the church.

## **Confidentiality**

While all dealings with staff are subject to the organisation's policy on confidentiality it must be emphasised that this is often of paramount importance with regard to those experiencing mental health difficulties. However, it must also be emphasised that confidentiality may be necessarily breached in certain circumstances where the individual is deemed to be a risk either to him/herself or to other people. If there is a conflict between these two statements then it should be stressed that the safety of the individual and or the safety of other members of our community takes precedence over confidentiality.

## **Key Indicators**

Experience demonstrates that organisations which adopt a positive approach to improving health and wellbeing across the organisation, may achieve substantially reduced costs associated with:

- absenteeism
- staff turnover

- risk management
- increased staff morale, job enrichment, quality of work life
- continuous improvement of achievement
- improved productivity and overall organisational performance

## **Appendix**

### Definition and Terminology

The term “mental health” is one which encompasses a wide range of experiences which affect an individual’s ability to balance his/her life. The difficulties can range from stress and anxiety through to serious mental health conditions diagnosed and treated by the health services.

The organisation’s duty of care towards its staff is determined externally by legislation such as Health and Safety at Work Act (1974)

Human Rights Act (1988)

Data Protection Act (1988)

Disability Act (2001)

Disability Discrimination Act (2005)

(The Disability Discrimination Act defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day to day activities” and defines “long-term” as “12 months or more”. Certain mental health difficulties may fall under this definition and will therefore qualify as disabilities.

If a member of staff declares a long-term mental health difficulty (and therefore a disability) to a member of staff, this information must be passed on to the relevant Manager).

## **Other related policies**

The PCC exercises its duty of care through this Policy and through the following related policies:

- Health and Safety Policy
- Equal Opportunities Policy
- Complaints and Grievance Procedures
- Sickness Absence Policy

**May 2011**