

Health and Wellbeing Policy

Issue	Date	Sections Affected	Description of Change / Change Request Reference / Remarks	Amended & reviewed by
5	06/11/23	N/A	Reviewed	SB
6	12/11/24	Various	Added menopause within the policy and changed from mental health and wellbeing policy to health and wellbeing policy.	CC
7	13/03/26	Pastoral	Reviewed- Added pastoral support	CC

Introduction

This is the Health and Wellbeing Policy of Training Works, outlining the principles, organisation, and arrangements for promoting and supporting the mental health and wellbeing of all employees. The aim is to foster a safe and supportive work environment where employees can thrive, addressing both physical and mental health challenges, including those related to menopause.

The policy also includes the steps that Training Works will take to ensure mental health issues are recognised, supported, and appropriately managed, providing a culture of openness and support throughout the organisation.

Scope

Mental health challenges, stress, and related conditions can affect anyone, regardless of their role in the organisation. This policy applies to all employees, learners, and anyone delivering or participating in courses and qualifications provided by Training Works. The policy outlines the organisation's commitment to creating a positive work environment that promotes wellbeing, reduces stress, and ensures that all employees are treated with respect and fairness.

Objectives of the Policy

1. **Promote mental health and wellbeing** by raising awareness, providing support, and ensuring access to relevant resources.
2. **Support individuals through difficulties** such as stress, anxiety, depression, and menopause, with the goal of maintaining mental and physical health.
3. **Minimise workplace stress** by identifying stressors and implementing strategies to reduce them.

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4. **Offer reasonable adjustments** to employees experiencing health challenges, including mental health issues and symptoms of menopause, as part of our commitment to inclusivity.
5. **Create an open, non-judgmental culture** where mental health and wellbeing can be discussed without fear of stigma or discrimination.

Policy Actions

1. Promoting Mental Health and Wellbeing

- **Raise Awareness:** Provide information to employees about mental health and wellbeing, ensuring that everyone is aware of available resources and support options.
- **Wellbeing Initiatives:** Encourage employees to participate in physical activity, stress-relief exercises, and social events designed to boost morale and create a healthy work-life balance.

2. Support for Mental Health and Wellbeing

- **Flexible Working Arrangements:** Offer flexible working hours or remote work options for employees, who need to manage their mental health or health conditions, including those related to menopause. (This is only feasible dependent on business demands and working roles)
- **Confidentiality:** Maintain the confidentiality of any personal health information shared by employees, including those experiencing mental health issues or symptoms related to menopause.
- **Regular Check-ins:** Ensure that managers regularly check in with staff to monitor workloads, mental health, and wellbeing.
- **Specialist Support:** Provide support to reach out to counselling services and mental health first-aiders who can support employees experiencing mental health challenges.

3. Supporting Employees Experiencing Menopause

While menopause is one aspect of employee health, it is important to provide appropriate support for those going through this natural life stage. Employees experiencing menopause may face a range of physical and emotional challenges, including hot flashes, fatigue, mood changes, and difficulty concentrating, which can affect their mental health and overall wellbeing.

- **Reasonable Adjustments:** Offer flexible working arrangements, access to cool work environments, and breaks as necessary to alleviate symptoms.
- **Awareness and Training:** Ensure managers are trained in menopause awareness to understand its potential impact on mental health and wellbeing.
- **Support Resources:** Provide information about how employees can manage menopause-related symptoms, including signposting to healthcare professionals and support networks.
- **Confidential Support:** Employees experiencing menopause should feel able to discuss their needs with HR or management confidentially, without fear of stigma.

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4. Reducing Workplace Stress

- **Stress Risk Assessments:** Conduct regular assessments of workplace stressors and ensure that any risks are addressed, whether related to workload, environment, or interpersonal dynamics.
- **Training for Managers:** Train managers to recognise signs of stress in employees and to provide the necessary support or accommodations when required.
- **Encouraging Work-Life Balance:** Promote the importance of taking regular breaks, using annual leave, to prevent burnout and stress.

5. Promoting Mental Health Awareness Across the Organisation

- **Inclusive Training:** Provide mental health awareness training to all staff, ensuring that everyone is equipped to recognise mental health challenges in themselves and their colleagues.
- **Creating an Open Culture:** Foster a workplace culture where employees feel safe discussing their mental health or other personal health challenges, including menopause, without fear of discrimination or repercussions.
- **Employee Resource Groups (ERGs):** Create spaces where employees can share experiences and seek advice or support from peers facing similar challenges, including groups focused on menopause and mental health.

6. Supporting Employees on Return to Work

- **Graduated Return to Work:** For employees returning from sickness absence related to mental health issues, stress, or menopause symptoms, provide a graduated return to work program that supports a gradual transition back to full duties.
- **Alternative Work Options:** Where necessary, work with employees to identify alternative roles or adjustments that enable them to continue working in a way that is healthy and sustainable.

Responsibilities

- **Directors and Managers** are responsible for ensuring the implementation of this policy, supporting employees who need help with mental health or wellbeing, and maintaining a supportive and open culture.
- **Safeguarding and Wellbeing team members:** should provide guidance and support to employees, conduct regular wellbeing assessments, and ensure that employees have access to resources and appropriate adjustments.
- **Employees** have a responsibility to communicate openly about their health needs and to seek help when necessary.
- **Line Managers** should provide guidance and assistance in managing workloads, ensuring that staff have access to wellbeing support, and ensuring that reasonable adjustments are made where necessary.

Review and Monitoring

The effectiveness of the mental health and wellbeing policy will be regularly reviewed and updated to ensure it meets the needs of employees. This will include:

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- **Employee Surveys** to assess satisfaction with the support provided and the impact of wellbeing initiatives.
- **Sickness Absence Tracking** to monitor any trends related to mental health, stress, or menopause.
- **Feedback Mechanisms** where employees can report concerns or suggestions for improving mental health and wellbeing in the workplace.
- **Exit Interviews** to understand if any employee-related issues, such as mental health challenges or menopause, contributed to their decision to leave.

Key Indicators to Measure Effectiveness:

- **Absenteeism:** Tracking sickness absence, particularly related to mental health or menopause.
- **Employee Engagement:** Feedback on job satisfaction, mental health support, and overall wellbeing.
- **Use of Support Services:** Frequency of use of mental health services, counselling, or employee assistance programs (EAP).
- **Manager and Employee Feedback:** Responses to surveys and regular check-ins regarding mental health and wellbeing in the workplace.

Supporting Employees and Apprentices Through Pastoral Support

Training Works recognises that some mental health and wellbeing challenges may require additional support beyond general workplace adjustments. All employees and apprentices are encouraged to access **pastoral support** if they are experiencing difficulties that affect their wellbeing, learning, or performance.

- Employees or apprentices who need further support can be referred to the **Pastoral Team**, which can provide guidance, mentoring, and links to specialist services.
- For apprentices, this may include support with **mental health, personal barriers, or workplace challenges**.
- Staff should refer to the **Pastoral Policy** for detailed guidance on roles, responsibilities, and the process for accessing pastoral support.

Conclusion

Training Works is committed to fostering an inclusive, supportive, and mentally healthy workplace. By integrating menopause into our broader mental health and wellbeing policy, we ensure that all employees, regardless of their personal health challenges, are able to thrive in their roles. This policy is designed to support employees in managing their mental health and wellbeing, addressing workplace stressors, and making reasonable adjustments when necessary to promote a balanced and healthy work environment.