

Conquest Centre

Employee Health and Wellbeing Policy

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Animals • Wellbeing • Nature • Connection

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EMPLOYEE HEALTH AND WELLBEING POLICY

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EMPLOYEE HEALTH AND WELLBEING

1. Policy Statement

- 1.1 Conquest Centre recognises the value of maintaining the health and wellbeing of its employees. We recognise that employees' wellbeing and performance are linked: by improving employees' wellbeing we should improve individual and organisational performance, and this will result in more effective and efficient services to our service users.

2. Objectives

- 2.1 The aim of this policy is to describe Conquest Centre's commitment:
- 2.1.1 • To improve the health and wellbeing of Conquest Centre's workforce.
 - 2.1.2 • To contribute to the National Strategy for Mental Health and Employment by providing support to employees living with mental ill health.
 - 2.1.3 • To prevent work-related illness and injury, going further to use the workplace as an opportunity for general health improvement.
 - 2.1.4 • To respond early when health problems arise – and ensure that the necessary interventions are easily and speedily available.
 - 2.1.5 • To help people to better manage their conditions so that they can lead as full a life as possible.
 - 2.1.6 • To ensure that appropriate rehabilitation support and workplace adaptations are available for those who have been out of the workplace because of ill health, enabling them to make their return to work as soon as possible.
 - 2.1.7 • To introduce a range of well-being initiatives which contribute towards excellent attendance and employee well-being.

3. Organisational commitment

- 3.1 Conquest Centre has obligations under health and safety legislation to manage risks to the health and safety of employees. In addition to reducing physical risks, this means operating in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are acceptable and having policies and procedures in place to support individuals who experience mental ill-health at work.
- 3.2 Conquest Centre will put in place measures to prevent and manage risks to employee wellbeing, together with appropriate training and individual support. It will also seek to promote a culture of good mental health by incorporating these principles into employee training and running regular initiatives to improve health issues at work.

4. Responsibilities

- 4.1 While this section seeks to allocate responsibilities to managers, employees, and support services, it's important to emphasise that the wellbeing of employees is best promoted by all parties working together in an environment of openness, trust, and cooperation.
- 4.2 Conquest Centre:

- 4.2.1 As an employer, Conquest Centre has a legal duty to ensure the health at work of all its employees. Conquest Centre will ensure that its policies and practices reflect this duty and review them at regular intervals.

4.3 **Mentor Leads**

Mentor Leads will demonstrate leadership by active and visible participation in and promotion of wellbeing programmes.

4.4 **Centre managers**

Centre managers will put in place measures to minimise the risks to employee's health and wellbeing. They do this through active management of health risks – both physical and psychological.

5. Physical risks

- 5.1 Conquest Centre's Health and Safety Policy requires staff to assess the risks of injury associated with the work they carry out, and take steps to eliminate, reduce and control these risks. Risk assessments should be reviewed annually.

6. Psychological risks

- 6.1 Centre managers and Mentor Leads should ensure that employees understand their role within the team and receive the necessary information and support from team members to do their job. All staff must also be familiar with Conquest Centre's Anti-bullying and other policies to support employees, who may be subject to bullying or harassment.
- 6.2 Centre managers and Mentor Leads must ensure that they take steps to reduce the risks to the employee's health and wellbeing by:
- 6.2.1 • Ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications.
 - 6.2.2 • Keeping employees in the team up to date with developments at work and how these might affect their job and workload.
 - 6.2.3 • Ensuring employees know who to approach with problems concerning their role and how to pursue these with senior management; making sure jobs are appropriately designed and that work is fairly allocated.
- 6.3 If senior staff are approached by employees with health concerns they should:
- 6.3.1 • Ensure any information that an employee chooses to share with them is treated in confidence, and
 - 6.3.2 • Seek advice from the Centre Manager on how to support the employee.

7. Employees

- 7.1 Employees are encouraged to raise concerns when their health is affecting their work with their manager or with the Centre Manager. Any health-related information disclosed by an employee during discussions is treated in confidence.
- 7.2 Employees must take responsibility for managing their own health and wellbeing, by adopting healthy behaviours (e.g., a balanced diet, moderating alcohol consumption and quitting smoking) and informing their manager if they believe their work or their work environment is affecting their health. Employees should be fully aware of their responsibilities under Conquest Centre's rule on Alcohol and Drugs.

8. Employees with a Disability

- 8.1 Conquest Centre is committed to making all reasonable adjustments to accommodate employees with a disability. Where disabilities are identified pre-employment or if Conquest Centre becomes aware of them in the course of employment, managers and colleagues must carefully consider any reasonable adjustments, document and, if appropriate, implement them to enable employees to function optimally as soon as reasonably practicable.
- 8.2 Few people with disability experience unchanging conditions; the conditions resulting in their disability, their role and their workplace environment are all subject to change. Adjustments should be reviewed periodically and may need to change accordingly.
- 8.3 The Conquest Centre manager will meet employees with disabilities on a one-to-one basis at least annually (and more frequently if the employee requests it) to review any changes that may have taken place, and plan reasonable adjustments as necessary. If solutions cannot be agreed in this meeting (and if in any doubt), the Centre Manager will seek assistance and advice from the Trustees, or a Disability Employment Adviser.

9. Counselling Service

- 9.1 If an employee identifies, or Conquest Centre learns, that the employee is mentally unwell, e.g., anxious, depressed or struggling to cope with a stressful life event, the employee will, with their agreement, be referred to Conquest Centre's counselling service. In addition to supporting individual employees, counselling service providers will alert Conquest Centre's management to issues that require addressing in the workplace, and to clusters or 'hotspots' of psychological risk, drawing on information provided in face-to-face counselling with employees, while respecting employees' confidentiality. **In addition to this, all employees are offered one private counselling session, and one group counselling session per term.**

10. Training and communications

- 10.1 Centre managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.
- 10.2 Managers and employees are encouraged to participate in communication / feedback exercises, including employee surveys, meetings, and conferences. All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, and electronic communications.
- 10.3 Conquest Centre will ensure that communication plans are integral to planning and implementing organisational change.
- 10.4 Conquest Centre will use established communications channels and occasional ad hoc publicity to promote wellbeing messages and publicise health promotion events for staff.

11. Other Support Measures

- 11.1 Other measures available to help employees to maintain their health and wellbeing include
- Special leave arrangements.
 - Anti-bullying policies
 - Complaints procedure
 - Whistleblowing policy

12. Relationship Policy

- 12.1 This employee health and wellbeing policy is complemented by other policies and procedures, such as relationship policy, recruitment policy, and the employee handbook.

13. Monitoring and Review

- 13.1 This health and wellbeing policy necessarily consists of a number of strands and areas of activity. It is important to ensure that each of these contributes positively to the overall wellbeing of the workforce. Each regular activity aimed at improving wellbeing, and any one-off planned health promotion initiative should be monitored for take-up, reach and effectiveness. Not all activities may result in immediate or objectively measurable health benefits and in these circumstances, effectiveness may be measured in more subjective terms such as employee approval.

14. Policy Review

- 14.1 The Centre Manager is responsible for monitoring and reviewing this policy. This policy will be reviewed annually. In addition, changes to legislation, national guidance, codes of practice or government advice may trigger interim reviews.