



Mental Health and Wellbeing Policy

Introduction

The Company realises that promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity.

Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

We believe that addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health of our employees.

Important aspects of our Company's mental health initiative and support includes providing information and raising awareness of mental health and wellbeing.

We also provide management training to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone within our organisation experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

Policy Statement:

- The Company is committed to the protection and promotion of the mental health and wellbeing of all staff.
- The Company shall continuously strive to improve the mental health environment and culture of the Company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.
- The Company shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the Company by establishing and maintaining processes that enhance mental health and wellbeing.

Policy Aim:

- To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

Policy Scope:

- This policy will comply with Health and Safety legislation and best practice guidelines and is developed in accordance with existing Company policies and procedures.
- This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

Policy Objectives:

To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

Policy actions:

- Reduce discrimination and stigma by increasing awareness and understanding
- Complete an employee survey to identify mental health needs
- Give employees information on and increase their awareness of mental wellbeing.
- Include information about the mental health policy in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of Company change.
- Ensure that employees have a clearly defined role within the Company and a sense of control over the way their work is organised.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate rest facilities
- Promote and support opportunities to enhance professional development, identified through the appraisal.
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To provide support for employees experiencing mental health difficulties.

Policy Actions:

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non-judgemental and pro-active support to individual staff that experience mental health problems such as counselling.
- Ensure employees are aware of the support that can be offered through occupational health department, Employee Assistance Programme (if applicable) or alternatively their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

To encourage the employment of people who have experienced mental health problems.

Policy actions:

- Show a positive and enabling attitude to employees and job applicants with mental health issues.
- This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act and are trained in appropriate interview skills.
- Ensure all line managers have information and training about managing mental health in the workplace.

To recognise that workplace stress is a health and safety issue:

Policy actions:

- Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress
- Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide training in good management practices
- Provide confidential counselling and adequate resources.
- Align with other relevant policies such as physical activity, alcohol and absence management

Communication:

All employees will be made aware of the mental wellbeing policy and the facilities available. This will be part of a health at work policy, which will be included in the Employee Handbook and employee inductions.

Review and monitoring

Employees participating in any of the mental wellbeing activities will be regularly asked for feedback. The mental wellbeing activities will be included in an annual 'health at work audit'. The policy, status updates and evaluation reports will be circulated to management and be available on request.

The Company Management will be responsible for reviewing this Mental Wellbeing Policy and for monitoring how effectively the policy meets its aims and objectives

The policy will be reviewed annually from implementation.

DECLARATION:

Name:.....Mr Peter Jackson.....

Signed:..........

Date:.....01/10/2024.....

Review: October 2025

Helplines and Support Groups:

The following are helplines and support networks for people to talk to, mostly listed on the [NHS Choices website](#):

- **Hub of Hope** is the UK's most comprehensive national mental health support database. Download the free app, visit hubofhope.co.uk or text HOPE to 85258 to find relevant services near you.
- **Samaritans** (116 123) operates a 24-hour service available every day of the year. If you prefer to write down how you're feeling, or if you're worried about being overheard on the phone, you can email Samaritans at jo@samaritans.org.
- **CALM** Campaign Against Living Miserably (0800 58 58 58) is a leading movement against suicide. It runs a UK helpline and **webchat** from 5pm to midnight 365 days a year for anyone who has hit a wall for any reason, who need to talk or find information and support.
- **PANDAS** (0808 1961 776) runs a free helpline and offers a support service for people who may be suffering with perinatal mental illness, including prenatal (antenatal) and postnatal depression plus support for their family or network.
- **Childline** (0800 1111) runs a helpline for children and young people in the UK. Calls are free and the number won't show up on your phone bill.
- **PAPYRUS** (0800 068 41 41) is an organisation supporting teenagers and young adults who are feeling suicidal.
- **Mind** (0300 123 3393) is a charity providing advice and support to empower anyone experiencing a mental health problem. They campaign to improve services, raise awareness and promote understanding.
- **Students Against Depression** is a website for students who are depressed, have a low mood or are having suicidal thoughts.
- **Bullying UK** is a website for both children and adults affected by bullying.
- **Amparo** provides emotional and practical support for anyone who has been affected by a suicide. This includes dealing with police and coroners; helping with media enquiries; preparing for and attending an inquest and helping to access other, appropriate, local support services. Call 0330 088 9255 or visit www.amparo.org.uk for more details.
- **Young Persons Advisory Service** – Providing mental health and emotional wellbeing services for Liverpool's children, young people and families. tel: 0151 707 1025 email: support@ypas.org.uk
- **Paul's Place** - providing free counselling and group sessions to anyone living in Merseyside who has lost a family member or friend to suicide. Tel: 0151 226 0696 or email: paulsplace@beaconcounsellingtrust.co.uk
- **The Martin Gallier Project** - offering face to face support for individuals considering suicide and their families. Opening hours 9.30-16.30, 7 days a week. Tel: 0151 644 0294 email: triage@gallierhouse.co.uk