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1 Policy Statement

- 1.1 CITB has developed this policy to manage our obligations under the Health and Safety at Work etc Act 1974 to maintain the mental health and wellbeing of all employees so far as is reasonably practicable.
- 1.2 It covers the organisation's commitment to employee health, the responsibilities of managers and others for maintaining psychological health, communicating and training on health issues, providing a range of support enhancing our commitment to handling individual issues.
- 1.3 Our organisation has legal obligations to manage risks to the health and safety of employees. In addition to reducing safety risks, this means operating the business in a way that minimises harm to employees' mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individual's experiencing mental ill health at work.
- 1.4 CITB recognises that many factors emanate from everyday life as well as work, and that it is important that employees are fit to carry out the work required of them, and ill-health, mental and physical fitness can all influence the ability to work safely and effectively.
- 1.5 The organisation 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 actively incorporate these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work..

2 Scope of Policy

- 2.1 This policy outlines how CITB will set out how we as an organisation fulfils our legal obligations, the responsibilities of different functions and specialists and the range of services available to help our employees maintain health and wellbeing.
- 2.2 CITB recognises that wellbeing and performance are linked, and by improving employees' ability to handle pressure and to balance work and home life, will ultimately lead to improved individual and organisational performance.

3 Roles and Responsibilities

- 3.1 **Directors and SMT** have a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. The organisation will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals. As such they will reflect the policy's principles and approaches within their management practice
- 3.2 **Line Managers** will put in place measures to minimise the risks to employee wellbeing, and familiarise themselves with the organisation's policies relating to health and safety standards, using these to mitigate physical and psychological risks in their teams. Managers should ensure that employees understand their role within the team, are not overloaded with excessive workloads, and receive the necessary information, training, and support to do their job. It is also essential for managers to be familiar with the organisation's policies on diversity and tackling inappropriate behaviour in order to support staff, for example on bullying and harassment issues.
- 3.3 **Employees** have a responsibility for managing their own health and wellbeing, by adopting a healthy lifestyle and informing the organisation if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers, the HR department or the occupational health service is treated in confidence
- 3.4 **Trades Union Representatives** will understand that having clear expectations regarding wellbeing helps CITB improve as an organisation which in turn improves job security and enhances job satisfaction for its members. They should participate in the development of appropriate policies and procedures to maintain levels of conduct within the organisation, and provide appropriate support to their members in relation to this policy.
- 3.5 **Human Resources** will develop appropriate policies and procedures to enable the organisation to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good health.
- 3.6 The HR Department will ensure that any policies developed are compliant with current employment legislation and reflect best employment practice, and consult regularly with the Trade Unions, and other representative groups, to develop appropriate guidance and training for Line Managers on this policy.
- 3.7 The HR Department will also provide appropriate support and advice to managers, including delivery of training on specific subjects aligned to this policy as necessary

and be responsible to monitor sickness absence statistics and to utilise this information to provide effective measures to address the wellbeing of staff.

- 3.8 The Health, Safety and Environment (HSE) Department will be responsible for providing advice, guidance and support to managers regarding wellbeing. It will also monitor the efficiency of measures put in place to reduce adverse effects on wellbeing and promote workplace health and safety. The HSE Department will also be responsible for ensuring the policy sits within and complies to relevant UK HSE legislation.

4 Health Promotion Initiatives

- 4.1 CITB will develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting mental health and wellbeing. Occupational health professionals and the HR department will have primary responsibility for leading these programmes, but line managers and employees will be expected to participate.
- 4.2 The programmes will cover areas such as:
- stress management;
 - disability awareness;
 - bullying and harassment;
 - lifestyle behaviours, with voluntary screening (for example in relation to alcohol, drugs and smoking); and
 - physical activity and fitness.

5 Training and Health Support

- 5.1 Line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands.
- 5.2 Occupational health support: Line managers and employees can contact our **Employee Assistance Programme (EAP)**. This is an independent confidential counselling, information and advice service which can be accessed online via www.ppconline.info or free phone telephone number **0800 141 2784**.
- 5.3 Using anonymised data provided by calls to EAP's 24-hour helpline and information from face-to-face counselling with employees it will provide reports to alert CITB's senior management to clusters or "hotspots" of psychological risk in the organisation.
- 5.4 CITB also offers return-to-work plans for those rehabilitating after a period of long-term sickness absence, through an external **Occupational Health provider** which provides a comprehensive occupational health service. This service may also be instigated as part of the organisation's Attendance Management Policy relating to frequent or long-term sickness absences.
- 5.5 If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager. A review will then take place in order to illuminate or reduce the risk where it is appropriate to do so. In addressing these areas of concern, the line manager may call upon advice from the HSE or HR Department.

- 5.6 A referral to the occupational health provider will be made if this is considered appropriate after an employee's initial discussion with his/her manager or the HR department. Discussions between employees and the occupational health provider are confidential, although a report on the employee's fitness to work is likely to be provided and any recommended adaptations to the working environment, to the HR department.
- 5.7 In association with the Occupational Health provider, the CITB's HSE and the HR Department, offer workplace wellbeing services which include:
- workstation assessments;
 - regular work-place risk assessment;
 - DSE risk assessments;
 - Mobile worker laptop assessments;
 - Advanced ergonomic assessment for computer users;
 - New and expectant mother assessments;
 - Hand/arm vibration assessments;
 - Noise at work assessments;
 - pre-employment screening;
 - fitness-for-work assessments;
 - in-work screening for health risks, including for coronary heart disease;
 - post-incident support;
 - designing and advising on health promotion initiatives;
 - training for all managers and supervisory staff in good management practices;
 - health and safety training;
 - Manual handling training;
 - Reasonable adjustment guidance and advice to those who have become disabled or whose condition changes or deteriorates.
- 5.8 Other measures available to support employees in maintaining health and wellbeing include:
- an employee assistance programme;
 - procedures for reporting and handling inappropriate behaviour (for example bullying and harassment);
 - subsidised gym/sports facilities (Limited locations);
 - a stress management/handling pressure programme.

6 Relationship with Other Policies

- 6.1 This Wellbeing Policy should be read in conjunction CITB's other policies and procedures covering attendance and health, such as the [Bullying and Harassment Policy](#), the [Grievance Policy](#), and the [Attendance Management Policy](#)

7 Review of the Policy

- 7.1 This Policy will be reviewed from time to time to monitor its effectiveness and ensure that it reflects our organisational and business needs at least every two years or whenever relevant employment legislation changes come into force.