

WEST MIDLANDS POLICE:

WELLBEING POLICY

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1.0 POLICY STATEMENT

At West Midlands Police we have developed a wellbeing policy to manage our obligations to maintain the physical, emotional, mental and spiritual wellbeing of all officers and staff. The policy covers our commitment to employee health, the responsibilities of

managers/supervisors and others for maintaining psychological health, health promotion initiatives, communicating and training on health issues, the range of support available for the maintenance of mental health and organisational commitment to handling individual issues.

2.0 PURPOSE

The aim of this policy is to describe our commitment to the health and wellbeing of our officers and staff in its broadest, holistic sense, setting out how we fulfil our legal obligations, the responsibilities of different functions and specialists and the range of services available to help officers and staff maintain health and wellbeing. We recognise that wellbeing and performance are linked. Improving your ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance.

3.0 SCOPE

This policy applies to all West Midlands Police Officers and Staff, regardless of seniority, including those on temporary and fixed-term contracts with our Force.

4.0 GENERAL PRINCIPLES

4.1 Obligations – WMP

West Midlands Police has an obligation to manage risks to your health and safety. In addition to reducing safety risks, this means operating the business in a way that minimises harm to your mental health, for example by ensuring that the demands of jobs are not unacceptable and having policies and procedures in place to support individuals experiencing mental ill health at work.

We will put in place measures to prevent and manage risks to your wellbeing, together with appropriate training and individual support. We will also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work.

West Midlands Police has a legal duty of care to officers and staff to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. We will ensure that our policies and practices reflect this duty and review the operation of these documents at regular intervals. We will develop organisation-wide policies and procedures to protect your wellbeing, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical and mental health professionals, with the object of helping officers and staff to maintain good psychological health.

4.2 Obligations - Line managers

Line Managers have a responsibility to recognise changes in behaviour. You should encourage your staff to discuss their concerns or signpost them to the appropriate contact. You should put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. As a Line manager you should ensure that you understand your role within the team and receive the necessary information and support you're your managers and team members to do your job. You are required to familiarise yourself with our policies on diversity and tackling inappropriate behaviour in order to support staff, for example on bullying and harassment issues.

In particular, you must ensure that you take steps to reduce the risks to employee health and wellbeing by:

- . ensuring that the right people are recruited to the right jobs. Due consideration should be made when redeploying restricted staff

- . keeping officers and staff in the team up to date with developments at work and how these might affect their job and workload
- . ensuring that officers and staff know who to approach with problems concerning their role and how to pursue issues with senior management
- . making sure jobs are designed fairly and that work is allocated appropriately between teams.

5.0 OCCUPATIONAL HEALTH PROVISION

Occupational Health will provide a comprehensive service designed to help you stay in work, or to return to work, after experiencing health issues. This will include preparing medical assessments of individuals' fitness for work following referrals from line managers/supervisors, HRA's or other appropriate individuals, liaising with GPs and working with individuals to help them to retain employment.

Occupational Health professionals will play a critical part in developing rehabilitation plans for officers and staff returning to work after absences related to mental ill health, and work with GPs and line managers on designing jobs and working environments to ensure that rehabilitation is successful. Occupational Health professionals will also design and implement health promotion and lifestyle behaviour management programmes, including initiatives on managing pressure and ongoing health conditions at work.

6.0 CARE FIRST – EMPLOYEE ASSISTANCE PROGRAMME PROVIDER

West Midlands Police has engaged the services of Care First (BWell) to provide a confidential telephone counselling service or access to information specialists for all staff and officers. The service is provided by trained counsellors (24/7) and information specialists (8am to 8pm) every day of the year. The service also provides for face-to-face counselling for officers and staff.

There is also a dedicated support service for line managers/supervisors via the Freephone number.

Line Managers/Supervisors, OH, HRAs, HRBPs and other wellbeing champions should promote and signpost to the BWell service wherever possible

Access to BWell

Freephone - 0808 168 2143

www.carefirst-lifestyle.co.uk

There are 3 points of access as described below. The counsellor will carry out an initial assessment with you over the telephone and agree the appropriate support for you. This may include further telephone counselling sessions or face to face sessions at a mutually agreed location, within reasonable travelling distance.

Points of Access

Individual contact via the Freephone number or on-line. There is no requirement to seek permission from your line manager/supervisor or to disclose that you have contacted the service

- . Referral via Occupational Health.
- . Referral via Line Manager, Supervisor, Federation, Unions or Staff network.

7.0 CRITICAL INCIDENTS

There is a dedicated on-call team who will co-ordinate appropriate support in the event of a critical incident, as determined by the FIMs or YM Inspectors (or other appropriate persons.) for all those involved.

Following an incident, support may be provided through TRiM, Care First or OH and in conjunction with the FIMs at the time of the incident or following the incident.

8.0 OFFICERS AND STAFF

You must take responsibility for managing your own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and you should inform us if you believe work or the work environment poses a risk to your health. Any health-related information disclosed by you during discussions with managers, HRA's or the Occupational Health Service is treated in confidence.

9.0 HEALTH PROMOTION INITIATIVES

We will develop a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting health and wellbeing. Occupational health professionals and Wellbeing will have primary responsibility for leading these programmes. These programmes will be evaluated to determine their effectiveness.

Examples of these programmes are as follows; (this list is not exhaustive)

- . stress management;

- . mental health awareness for individuals and line managers
- . Zest Lifestyle
- . disability awareness;
- . bullying and harassment;

You will also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking.

10.0 TRAINING AND COMMUNICATIONS

Line managers/supervisors whether in post or newly promoted will receive appropriate training and updates regarding mental health awareness, general welfare and coaching around developing the necessary skills to discuss these issues with their staff.

Line manager/supervisors should regularly discuss individual/team training needs to ensure that you have the necessary skills to adapt to ever-changing job demands.

You are encouraged to participate in communication/feedback exercises, including audits and staff surveys.

11.0 RELATIONSHIP WITH OTHER POLICIES

This employee wellbeing policy should be read in conjunction with other policies and procedures including but not limited to:

Attendance Policy

Flexible Working Policy

Special Leave Policy

Pay Panel Policy

Dignity at Work Policy

Substance (drug) and Alcohol abuse

Learning and Development

