



# Health and Wellbeing Policy

## Honiton Town Council

### 1. Introduction

Honiton Town Council is committed to creating a work environment that promotes good health and wellbeing and where staff can thrive and feel supported.

Honiton Town Council recognises that several factors can contribute to an employee's wellbeing, and can include:

- Physical health
- Emotional health
- Financial health
- Psychological wellbeing
- Social wellbeing

This policy sets out the measures that Honiton Town Council takes to support employees in managing and maintaining their health and wellbeing at work. This includes work related stress.

The policy does not form part of an employee's contract of employment, and the council reserves the right to amend it at any time.

This policy should be used in conjunction with the Council's other relevant policies including the Health and Safety Policy, Equal Opportunities Policy, Disciplinary Procedure and Grievance Procedure.

### 2. Role and responsibilities

#### 2.1. Organisation

Honiton Town Council is responsible for ensuring, so far as reasonably practicable, the health, safety and welfare of all its employees.

In addition to reducing safety risks, this means operating the organisation's business in a way that manages health and wellbeing at work. Honiton Town Council will do this by ensuring that employees:

- are given the tools that they need to do their job, including appropriate training and support;
- have a say in the way that they do their work;
- have a reasonable workload;
- have a good work-life balance;

- are empowered to respond to change positively;
- are treated with respect by managers and colleagues; and
- are given appropriate working conditions.

## **2.2. Line managers**

Line managers are responsible for supporting this health and wellbeing policy by:

- monitoring workloads to ensure that they are manageable;
- monitoring working hours and holiday to ensure that individuals work appropriate hours and take regular breaks;
- becoming familiar with policies and procedures that are likely to affect wellbeing;
- consulting individuals on changes that may have an effect on their health and wellbeing;
- becoming familiar with any employee-support services that the council offers;
- encouraging individuals to participate in wellbeing initiatives;
- liaising with the relevant professionals such as occupational health where relevant; and
- maintaining the confidentiality of any individuals that they are supporting.

## **2.3. Staff**

Staff are responsible for supporting this health and wellbeing policy by:

- taking reasonable care of their own health and wellbeing and the health and wellbeing of the people with whom they come into contact;
- working appropriate hours, taking regular breaks, and building healthy working habits into their day;
- alerting line managers to health and wellbeing problems affecting their work;
- taking advantage of any counselling and training opportunities available; and
- getting involved in any wellbeing programmes made available.

### **3. Wellbeing programmes**

Honiton Town Council has invested in a number of activities to help employees maintain their health and wellbeing. These include:

- Access to counselling (through Occupational Health)
- Employee Assistance Programme
- Flexi Time

### **4. Requesting support**

If an employee believes that their work, or some aspect of it, is putting their wellbeing at risk then they are encouraged to speak to the Town Clerk who will then consider what further action may be required.

In some cases, the council may refer the employee to Occupational Health for advice on the type of support that may be appropriate.

If for any reason employees feel unable to approach the Town Clerk, they can speak to the Chair of the HR Committee.

### **5. Work Related Stress**

Honiton Town Council recognises its legal obligation, in accordance with the Health and Safety at Work Act 1974, to protect their employees from the risks of stress at work.

Honiton Town Council acknowledges the impact that stress can have on individuals whether this is linked to daily lives in or out of work, some to the workplace and some to the actual job role. It also knows how individuals can react differently when experiencing stress. As such, the Council is also committed to the prevention and reduction of work-related stress and to the provision of support to any member of staff who may suffer stress.

To support its employees and to also fulfil its legal obligations, Honiton Town Council will:

- identify any risks to their employees' health
- take reasonable steps to prevent or reduce work-related stress

To enable the organisation to help prevent or reduce work-related stress, employees are encouraged to approach the Town Clerk, as set out in section 4, if they feel that they are experiencing stress.

Employees who are absent from work due to stress, whether work related or not, should also refer to the organisation's absence management policy.

### **6. Employee assistance programme**

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As part of the wellbeing services that Honiton Town Council offers, help and support is also available through the organisation's employee assistance programme (EAP).

Employees can use the organisation's EAP to speak to an independent adviser on a confidential basis about any issue that is troubling them. To access this support refer to the Employee Assist Programme.