

Reference Number: UHB 456
Version Number: 1

Date of Next Review: 25 June 2019
Previous Trust/LHB Reference Number:
UHB 084

EMPLOYEE HEALTH AND WELLBEING POLICY

Policy Statement

Cardiff and Vale UHB is committed to being a 'Great Place to Work and Learn'. An important aspect of achieving this is the promotion and maintenance of the health and wellbeing of our staff.

Organisations which prioritise employee health and wellbeing have been shown to perform better, with improved patient satisfaction, better outcomes, higher levels of retention and lower levels of sickness. It is vital that the workplace does not create barriers to making healthy choices, but supports and encourages them and through this further develops a highly skilled, motivated and engaged workforce which strives to improve patient care.

Policy Commitment

The UHB recognises that its employees are fundamental to its success and is committed to encouraging and empowering them to take personal responsibility for their lifestyle choices, health and wellbeing and to guide managers on their roles and responsibilities. To achieve this we will utilise a number of strategies, including:

- Aligning initiatives with the wider public health priorities of increasing exercise, tackling obesity, reducing smoking and excessive drinking, and improving mental health.
- Raising awareness and providing guidance on issues relating to health and wellbeing
- Involving employees in decision-making processes and developing a working culture based on partnership
- Organising work tasks and processes so that they contribute to, rather than damage, health and wellbeing
- Implementing good practices which enhance employee health by making the healthy choices easier
- Recognising that organisations have an impact on people which is not always conducive to their health and well-being
- Reducing the incidence of workplace risk through a zero tolerance to violence and aggression

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- Developing a culture where equal focus is placed on mental health and wellbeing and which challenges the stigma associated with such conditions
- Creating an environment that encourages employees to take an interest in their health and wellbeing and provides opportunities and support for them to take action to improve it
- Demonstrating our commitment to maintaining the Gold and Platinum Corporate Health Standards
- Provide consistent leadership from the top, ensuring the organisation actively supports a positive approach to employee health and wellbeing

Supporting Procedures and Written Control Documents

This Policy and the supporting procedures describe the following:

- The important role that the UHB has to play in improving the health, safety and wellbeing of employees
- The expectation that every employee is responsible for maintaining and improving their own health and wellbeing
- The view that domestic abuse and other forms of violence (including emotional and psychological abuse) are wholly unacceptable and will not be condoned, and the support available for staff who are experiencing domestic abuse, violence against woman and sexual violence.
- The assistance and guidance provided for managers and staff in identifying and dealing with incidences of domestic abuse, violence against woman and sexual violence, and the impact they have on the workplace.
- Information for employees and their managers to enable them to support staff who are identified as having a problem related to alcohol, drugs and/or other substance
- Identifying potential hazards or circumstances that might contribute to inappropriate levels of work-related stress and conduct risk assessments to eliminate or control the risks from such stress
- Guidance on the process for submitting and considering an industrial injury claim

Other supporting documents to read alongside this Policy are:

- [Management of Alcohol, Drug and Substance Misuse at Work Procedure](#)

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- [Management of Stress and Mental Health in the Workplace Procedure](#)
- [Industrial Injury Claims Procedure](#)
- [Domestic Abuse Procedure](#)
- [Managing Attendance at Work Policy](#)
- [Flexible Working Procedure](#)
- [Dignity at Work Process](#)
- [Grievance Policy and Procedure](#)
- [Equality, Diversity & Human Rights Policy](#)
- [NHS Wales Disciplinary Policy and Procedure](#)
- [Redeployment Procedure](#)
- [Health and Safety Policy](#)
- [Minimal Manual Handling Policy](#)
- [Management of Violence and Aggression \(Personal Safety\) Policy](#)
- [Menopause Policy](#)
- [Health and Safety Executive Stress Management Standards](#)

Scope

This Policy applies to all our staff, honorary contract holders and volunteers

Equality and Health Impact Assessment	An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be a positive impact.
Policy Approved by	Strategy and Delivery Committee
Group with authority to approve procedures written to explain how this policy will be implemented	Employment Policy Sub Group
Accountable Executive or Clinical Board Director	Executive Director of Workforce and OD

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	25/06/2019	09/07/2019	NEW Policy – replaces previous Health and Wellbeing at Work Strategy (UHB 084)

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