

Health, Safety and Wellbeing

1. Policy Statement

We are committed to:

- providing a safe environment for you to work in
- making it a great place to work
- preventing harm to
- and support anyone who has, or is, experiencing mental ill-health

We want everyone to feel appreciated, supported and be treated fairly. Mental health conditions, such as depression, are protected under current legislation and we are committed to preventing discrimination, bullying and harassment against you based on this and any other protected characteristic.

We want to reduce the stigma around mental health and create an environment where everyone can be open and honest and bring their whole selves to work. We will encourage everyone to take personal responsibility for their own mental health and wellbeing.

2. Self-Care

We will all on occasions have times when we are not feeling completely well, and therefore we may need to seek support to keep us well and able to attend work, or to provide additional support if absent from work. We would expect you to seek appropriate help and advice in such circumstances which should include:

- Contact your mental health practitioner and / or follow your Care Plan (if you already have one)
- Contact your GP
- Speak to your manager and tell them what is wrong
- Contact the Employee Assistance Programme
- Contact a Mental Health Wellbeing Champion

You may also have a trusted colleague or Union representative you feel able to talk to.

We recognise mental health can be adversely affected within the home and work environment.

3. Support Available in the workplace

[Employee Assistance Programme \(EAP\)](#) - is a confidential service available to all NHSBT employees to get advice and/or information on a wide range of subjects, including but not limited to work-home balance. Face to face counselling and Cognitive Behaviour Therapy (CBT) are also available. Anything discussed with EAP is in the strictest confidence and NHSBT are not informed of any details.

Mental Health and Wellbeing Champions

We have employees who have been trained in Mental Health First Aid (MHFA), which is an internationally recognised training course, designed to teach individuals how to spot the signs and symptoms of mental ill health. They can recognise those crucial warning signs of mental ill health and guide colleagues to receive the appropriate support.

[More information can be found on People First.](#)

Disability and Health Promotion Advocates Scheme

The scheme outlines our commitment to promoting equality and valuing diversity and will help to ensure that we are fully compliant with the Equality Act 2010. The main purpose of the Disability and Health Promotion Advocate Scheme is to promote a 'disability confident' organisational culture within NHSBT and will heighten awareness of disability equality within our organisation.

Work-Related Stress Risk Assessment

These are available to ensure that you receive the appropriate support at work, if you are stressed because of work, or if stress is affecting you in some way.

Occupational Health (OH)

OH, considers the implications for your health in relation to your work. Occupational Health professionals can assist in identifying areas where work may cause harm to your health and provide advice on how to control these hazards as well as how to best support you to remain in the workplace or return to it after a period of absence.

Tailored Adjustment Agreements

Workplace adjustments can be temporary or long term, and they can be anything that will help you to cope with whatever situation you are facing and help you to maintain your job. Suggested adjustments could come from:

- You
- An OH report
- A GP Fit Note
- Health, Safety and Wellbeing advice
- HR advice
- Specialist consultant advice

Keeping in Touch process

As part of the Attendance Policy, it is important that you remain in touch if absent, with your manager. You and your manager must agree how and when you keep in touch, to ensure that they are fully up to date with your progress and to ensure they provide you with the appropriate support, while absent.

Return to Work

When you return to work, your manager will meet with you to:

- Discuss your absence so that they can establish the reason for absence
- See if there is anything they can consider helping you and to ensure that you are fit to return to work
- Record details of your discussions and any actions agreed

This meeting is important to support you in your return, identify any support required if appropriate and to ensure your attendance at work for the future. For more information, refer to the [Attendance Policy](#)

Employee recognition and development

We value your contribution while at work and value the importance of discussing your performance and recognising success. We also support your development in your current role and offer additional support to help you on your chosen career path. We do this by:

- Encouraging regular informal dialogue between you and your manager
- Attending your annual PDPR review
- Attending regular PDP discussions
- Discussing your training needs
- Discussing your career aspirations and other training that may be available to you, whether fully or partly funded by us.

4. Policy Approval and Review

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