

# Pioneering Care Partnership (PCP) Managing Mental Wellbeing Policy



## Aim

Pioneering Care Partnership (PCP) recognises that mental wellbeing is just as important as physical wellbeing, and maintaining both is an important part of staying fit and healthy. PCP is committed to protecting the health, safety and welfare of our employees. We also recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

## Policy Statement and Principles

PCP will ensure, as far as is reasonably practicable, that all work-based stressors that may adversely affect our staff will be identified and managed appropriately.

### PCP's approach to effectively managing mental wellbeing includes:

- Proactively working to reduce stigma and discrimination in relation to mental health.
- Providing good communication between management and staff, particularly where there are organisational and procedural changes.
- Promoting good physical health which leads to good mental health
- Jointly agreeing with staff, techniques to promote positive mental wellbeing, such as wellness action plans and access to support.
- Delivery of training for all managers and supervisory staff, in good stress management practices.
- Enabling line managers to be aware of potential causes of workplace stress (ref. [Stress Guidelines for Managers/Supervisors](#)).
- Proactively identify workplace stressors and conduct an annual assessment to monitor and control the risk from stress.
- Assisting to building resilience to help employees stay mentally well and safe.
- Encouraging mindfulness.
- Providing mental health awareness training for all employees.
- Ensuring staff are fully trained to discharge their duties.
- Offering access to appropriate physiological therapy support for staff affected by stress, caused by either work or external factors, in line with our Employment Policy.
- Taking advice from occupational health practitioners or others as required.

## Scope

This Policy applies to all staff who work for PCP whether full-time, part-time, fixed term or casual workers.

## Exclusions

This Policy is non-contractual.

## Definitions

**Mental wellbeing** describes your mental state – how you are feeling and how well you can cope with day-to-day life. Our mental wellbeing can change, from day to day, month to month or year to year. If you have good mental wellbeing (or good mental health), you are able to: feel relatively confident in yourself; feel and express a range of emotions; build and maintain positive relationships with other people; live and work productively cope with the stresses of daily life and manage times of change and uncertainty.

**Stress** - The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.

This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

## Responsibilities

**Trustees** are responsible for approving and reviewing this Policy as part of the review cycle.

**Senior Managers** are responsible for ensuring that the Policy is reviewed, disseminated and implemented and addressing any concerns raised through this Policy.

**Human Resources** (HR) are responsible for ensuring that this Policy and associated procedures remain compliant with legislation. They are also responsible for monitoring working hours and overtime to ensure that staff are not overworking and prompting staff to take their full annual leave entitlement. HR will assist in monitoring the effectiveness of measures to address stress by collating sickness absence and other relevant statistics.

**Line Managers** are responsible for applying the Policy and procedures, communicating the Policy to staff. Line managers should build and maintain constructive relationships with employees; ensure workloads are reasonable; support individuals who have been off sick with stress and manage planned returns to work.

**Employees** are responsible for upholding best practice standards, reading and operating within PCP policies and procedures and advising their line manager if they feel that any work process, system, arrangement or even a person is creating undue pressure

## Related Policies and Procedures

This Policy should be read in conjunction with the following PCP policies, procedures or guidance:

- Health & Wellbeing Strategy
- Health & Safety Policy
- Charter of Service Standards
- PCP Core Values
- Dignity at Work Policy and Procedures
- Grievance Policy and Procedures
- Stress Guidelines for Managers/Supervisors
- Work Life Balance Procedure

## Relevant Legislation

This Policy is in line with the following relevant legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Mental Health Act 1983

## Monitoring and Review

This Policy will be reviewed by Human Resources on a regular basis to ensure that it remains compliant. A full formal review will also take place every 3 years by Senior Management Team as part of the Policy Review Cycle, and approved by the Board of Trustees.

The Impact Assessment will be monitored and reviewed every 3 years by HR as part of the Policy Review cycle.

**August 2018**

## Policy document tracking

Action	Date(s)
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Draft to SMT:	8 <sup>th</sup> August 2018
Draft to Board:	20 <sup>th</sup> August 2018
Ratified by Board:	20 <sup>th</sup> August 2018
Approved Policy circulated to SMT:	2 <sup>nd</sup> October 2018
Approved Policy uploaded to shared:	2 <sup>nd</sup> October 2018
Approved Policy circulated to staff:	2 <sup>nd</sup> October 2018
Interim Review Date:	As required
Main Review Date:	August 2021
SMT Lead for Review	Lynsey Todd