

Reference Number: 456 Version Number: 2	Date of Next Review: 09/2025 Previous Trust/LHB Reference Number: UHB 084
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EMPLOYEE HEALTH AND WELLBEING POLICY

Policy Statement

Cardiff and Vale UHB is committed to being a 'Great Place to Train, Work and Live', with inclusion, wellbeing and development at the heart of everything that we do. An important aspect of achieving this is the promotion and maintenance of the health and wellbeing of all the people who ensure we can meet our population's health and care needs – our staff.

Research and evidence tells us that without a physically and psychologically safe and healthy workforce, excellent health care is not possible, and having healthy, engaged and motivated employees leads to a range of benefits including: improved performance and patient experience; increased patient satisfaction; better outcomes for patients; higher levels of staff engagement, innovation and retention; and lower levels of sickness absence. It is vital that the workplace does not create barriers to being healthy and well at work, but supports and encourages ways of working, lifestyle choices and support available to actively improve staff health and wellbeing. This approach will enable a highly skilled, motivated and engaged workforce which strives to improve patient care.

Policy Commitment

The UHB recognises that its employees are at the heart of everything that it does and integral to its success. The UHB is committed to encouraging and empowering all staff to take personal responsibility for their lifestyle choices, health and wellbeing and will guide and support managers on their roles and responsibilities in both supporting healthy workplaces and work practices, while also engaging in effective conversations with individuals and teams. It also recognises the responsibility of the UHB is providing a workplace, culture and environment that enables being healthy and well at work. To achieve this we will utilise a number of strategies, including:

- Implementation of the People and Culture Plan, including alignment to Theme 2: Engaged, Motivated and Healthy Workforce
- 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, including the provision of effective policies and procedures
- Involving employees in decision-making processes and change/transformation programmes and developing a working culture based on partnership

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- Organising ways of working and processes so that they positively contribute to, rather than damage, health and wellbeing
- Implementing good practices which enhance employee health by making the healthy choices easier
- Recognising that an organisation's culture, working practices and approach to change can have an impact on people which is not always conducive to their health and well-being, and putting things in place to minimise the risk of this happening, and mitigate and resolve when this has occurred
- Developing a culture where equal focus is placed on mental health and wellbeing and challenges the stigma associated with such conditions
- Reducing the incidence of workplace risk through a zero tolerance approach to violence and aggression, including any form of discrimination
- 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
- Promoting greater understanding around disability and neurodiversity through training and awareness raising
- Demonstrating our commitment to maintaining the Gold and Platinum Corporate Health Standards which ensures effective workplace policies, procedures, practices and awareness e.g. Stress Procedure; Mental Health Procedure
- Provide consistent leadership from the top, ensuring the organisation actively supports a positive approach to employee health and wellbeing through a compassionate and inclusive leadership approach

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

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- 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 women 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:

- [Disciplinary Policy and Procedure](#)
- [Domestic Abuse Procedure](#)
- [Equality, Inclusion & Human Rights Policy](#)
- [Flexible Working Procedure](#)
- [Health and Safety Executive Stress Management Standards](#)
- [Health and Safety Policy](#)
- [Industrial Injury Claims Procedure](#)
- [Managing Attendance at Work Policy](#)
- [Management of Alcohol, Drug and Substance Misuse at Work Procedure](#)
- Management of Stress in the Workplace Guidelines
- [Management of Violence and Aggression \(Personal Safety\) Policy](#)
- [Menopause Policy](#)
- [Minimal Manual Handling Policy](#)
- [People and Culture Plan](#)
- [Redeployment Procedure](#)
- [Respect and Resolution Policy](#)
- Supporting Employee Mental Health Guidelines

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.

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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 People and Culture

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)
2	27.09.2022		<p>Greater emphasis placed on the importance of a physically and psychologically safe workplace and a healthy workplace.</p> <p>More emphasise placed on how we will support healthy workplaces and practices with the following elements incorporated:</p> <ul style="list-style-type: none"> • Ways of working • Effective conversations and two way communication • Culture • Zero tolerance to discrimination and violence and aggression • Raising awareness of disability and neurodiversity • Effective policies and procedures • Compassionate leadership approach