

MENTAL HEALTH AND WELLBEING POLICY

Introduction

Breheny Civil Engineering Ltd recognises that mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of our workforce is important for individuals' physical health, social wellbeing and productivity.

Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems, and support them once they are at work.

The purpose of this policy is to provide direction and guidance to employees and line managers on the management of mental health and wellbeing concerns.

Definitions

- Mental Health is defined as a state of wellbeing in which an individual can cope with the normal stresses of life and can work productively. However, when a person is suffering from mental ill health their emotional wellbeing has been affected.
- Stress is defined as *"the adverse reaction people have to excessive pressure or other types of demand placed on them"*.
- Health is defined by the World Health Organisation (WHO) as *"...a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity"*.
- Wellbeing: *"...a state of being with others, where human needs are met, where one can act meaningfully to pursue one's goals, and where one enjoys a satisfactory quality of life"* (Economic and Social Research Council)

Policy Statement

Breheny Civil Engineering Ltd. is committed to the protection and promotion of the mental health and wellbeing of its employees and those who may be affected by its operations. .

We shall continuously strive to improve the mental health environment and culture of the Company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to our employees.

Breheny shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the Company by establishing and maintaining processes that enhance mental health and wellbeing.

Policy Aim

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

Scope:

This policy will comply with Health and Safety legislation and best practice guidelines.

- The relevant legislation includes:
 - The Health and Safety at Work Act 1974
 - The Management of Health and Safety at Work Regulations 1999
 - The Equality Act 2010

This policy will be developed in accordance with existing organisational policies and procedures.

This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

Objectives

To tackle workplace factors that may negatively affect mental wellbeing, and to develop management skills to promote mental wellbeing and manage mental health problems effectively.

To develop a culture based on trust, support and mutual respect within the workplace.

Document Name:	Ref No:	Owner:	Issue Date:	Revision:	Date of Revision	Page:
Mental Health & Wellbeing Policy	CP 10250	SHEQ	Jan 2020	3	Jan 2021	1
<i>This document is UNCONTROLLED when printed; the controlled version of this Procedure is available on the Company's Electronic Document Management System. Please ensure you have the latest version.</i>						

MENTAL HEALTH AND WELLBEING POLICY

As an employer we aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm

Policy actions:

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying, harassment and racism);
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours;
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing;
- Give employees information on and increase their awareness of mental wellbeing;
- Include information about the mental health and wellbeing policy in the employee induction programme;
- Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate;
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job;
- Establish effective two-way communication to ensure staff involvement, particularly during periods of organisational change;
- Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised;
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required;
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks;
- Promote and support opportunities to enhance professional development, identified through the appraisal;
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To provide support for employees experiencing mental health difficulties.

Policy actions:

- Ensure individuals suffering from mental health problems are treated fairly and consistently and are not made to feel guilty about their problems;
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work;
- offering assistance, advice and support to people who experience a mental health problem while in employment;
- Ensure employees are aware of the support that can be offered through occupational health provision, Employee Assistance Programme or alternatively their own GP, or a counsellor;
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors;
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

Document Name:	Ref No:	Owner:	Issue Date:	Revision:	Date of Revision	Page:
Mental Health & Wellbeing Policy	CP 10250	SHEQ	Jan 2020	3	Jan 2021	2
<i>This document is UNCONTROLLED when printed; the controlled version of this Procedure is available on the Company's Electronic Document Management System. Please ensure you have the latest version.</i>						

MENTAL HEALTH AND WELLBEING POLICY

To encourage the employment of people who have experienced mental health problems.

Policy actions:

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and are trained in appropriate interview skills.
- Ensure all line managers have information and training about managing mental health in the workplace.

To recognise and understand that a mental health condition can be considered a disability

A mental health condition is considered a disability if it has a long-term effect on normal day-to-day activity. A long term effect is considered to be one which lasts, or is likely to last, 12 months.

Where a long-term mental health condition could affect an employee's health, safety or welfare, reasonable adjustments will be made to their role.

We ensure that the needs of disabled staff are covered by our risk assessments and if necessary, undertake an individual risk assessment for the work of the particular employee, taking into account their abilities and disabilities.

To recognise, and understand that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Policy actions:

- Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress;
- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Consult with employee representatives on all proposed action relating to the prevention of workplace stress;
- Provide training in good management practices, including those related to health and safety and stress management;
- Provide confidential counselling and adequate resources;
- Align with other relevant Company policies and procedure such as physical activity, alcohol and absence management.

Responsibilities

Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective.

Managers have a responsibility to:

- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking, and monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff are provided with meaningful developmental opportunities.

Document Name:	Ref No:	Owner:	Issue Date:	Revision:	Date of Revision	Page:
Mental Health & Wellbeing Policy	CP 10250	SHEQ	Jan 2020	3	Jan 2021	3
<i>This document is UNCONTROLLED when printed; the controlled version of this Procedure is available on the Company's Electronic Document Management System. Please ensure you have the latest version.</i>						

MENTAL HEALTH AND WELLBEING POLICY

- In addition, senior management will ensure that staff performing a management or supervisory function have sufficient competence to discharge that function in a manner consistent with the maintenance of mental health in the workplace.

Human Resources Department have a responsibility to:

- Organise training and awareness courses on workplace mental wellbeing in conjunction with suitable experts.
- Provide advice and support to employees and managers in relation to this policy.
- Monitor and report on levels of sickness absence which relate to mental health problems including stress-related illness (in conjunction with the occupational health service and departmental managers).

Employees have a responsibility to:

- Raise issues of concern and seek help from their safety representative, line manager, human resources or occupational health department, or use the Employee Assistance Programme..
- Accept opportunities for counselling when recommended.

Communication

All employees will be made aware of the mental health and wellbeing policy and the facilities available. This will be part of a health at work policy, which will be included in the employee handbook and employee information or induction packs.

Regular updates will be provided to all employees via their line management.

Monitoring and Review

Employees participating in any of the mental wellbeing activities will be regularly asked for feedback.

The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.

The Human Resources Department (or an individual as appropriate) will be responsible for reviewing the mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives

This policy will be reviewed at least annually.



John Breheny – Chairman

1st January 2021

Document Name:	Ref No:	Owner:	Issue Date:	Revision:	Date of Revision	Page:
Mental Health & Wellbeing Policy	CP 10250	SHEQ	Jan 2020	3	Jan 2021	4
<i>This document is UNCONTROLLED when printed; the controlled version of this Procedure is available on the Company's Electronic Document Management System. Please ensure you have the latest version.</i>						

