



## MENTAL HEALTH POLICY STATEMENT

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### **Mental Health**

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.

This policy explains our approach to the management of work-related mental health conditions and common mental health conditions which may not have been directly caused by work, but could be exacerbated by working conditions, or in some way make a worker unsafe. It covers mental ill health whether or not it is classified as a disability.

### **Work Related Stress**

We recognise that mental ill health in the workplace is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

As a result, we have evaluated the roles and job functions in our business and identified those jobs which are more stressful than others, and those that are more likely to make a person feel anxious. This assessment has considered the HSE stress management standards and indicators of stress within the company. As a result, we have implemented an action plan to reduce the impact which excess work pressure can have on our staff.

The stress risk assessment is reviewed at least annually in consultation with a cross section of staff and progress against the action plan is reviewed via EHSQ/staff meetings.

We encourage a supportive culture where colleagues assist each other to ease peaks in work load. The nature of our work demands regular communication between managers and staff and plenty of opportunities for staff to share problems and seek additional support if needed. The company discourages staff from working excessive working hours and has implemented HR procedures to ensure compliance with the Working Time Regulations.

Staff are encouraged to take breaks, as appropriate, drink plenty of water and exercise regularly. We offer support through managers, the HR/wellbeing team and where necessary professional counsellors, where individuals experience excessively stressful situations or stress related ill health.

We intend that all staff will be properly resourced and trained to undertake their role. Our thorough selection processes assist us in matching individuals to the demands of each job function. Through ongoing management reviews, new starter induction procedures and annual staff appraisals, we identify and manage training and development needs. We believe in offering developmental opportunities to staff where possible and where the member of staff desires it.

### **Mental Health First Aid**

We have mental health first aiders within the workplace to ensure that we can identify, understand and help a person who may be developing a mental health issue. Mental health first aiders have been trained to recognise the crucial warning signs of mental ill health, from anxiety through to a suicidal crisis, and aim to spot early warning signs, giving advice and support.

Our mental health first aiders are given support from management and their training is updated every 36 months.



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### Common Mental Health Conditions

Managers and Supervisors will receive awareness training in the most common mental health conditions and understand the signs and symptoms. Staff are encouraged to seek help by speaking to their manager or first aider, in confidence, and their GP.

Where necessary, adjustments to work or a job role will be made, support will be given and the situation will be monitored and reviewed.

If a member of staff is given a Statement of Fitness for Work from their GP, we will ensure that where possible any suggested adjustments to the job will be made and that where appropriate the return to work action plan is followed. In anything other than straightforward cases we will obtain advice from an occupational health advisor.

### 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 – suitable and sufficient 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, considering their abilities and disabilities.

Bullying, harassment and discrimination are not tolerated and the company has HR policies in place in respect of these issues together with a grievance policy. All of these policies have been publicised to employees.

All sensitive personal data will be treated in accordance with data protection and medical confidentiality legislation.

Signed:

Date: January 2021

MR LESLIE SQUIBB | MANAGING DIRECTOR