

Scotswood Natural Community Garden Workplace Health & Wellbeing

Date approved: 16/6/21
Approved by: Board of Trustees
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Next Review Date: 16/6/25

1. Introduction

Scotswood Garden has a duty of care requirement to look after the health and safety of employees, including their wellbeing. There are many factors that influence the health and wellbeing of staff. Understanding and overcoming these issues can result in a range of benefits for both individuals and the wider organisation. Mental wellbeing is relevant for all employees, which means every member of staff can play a part in improving wellbeing in the workplace. By addressing mental health issues, we can improve the general wellbeing of employees, reduce absenteeism and presenteeism, lower staff turnover, increase productivity, and help promote the employment of those who have experienced mental health problems. Similarly, promoting physical activity and encouraging healthy eating, can help employees manage their overall health, while also improving concentration and alertness. Staff who exercise regularly and eat a balanced diet also report less illness and are more likely to recover more quickly from any illness they do get.

2. Aim of the policy

To create a workplace culture that promotes and supports the health and wellbeing of all staff.

3. Mental Wellbeing Objectives

- 3.1.** To promote mental wellbeing by: creating a supportive workplace culture; tackle factors that may have a negative impact on mental health, and ensure managers have the right skills to support staff.

Actions

- 3.1.1.** Provide employees with information on mental health issues to help raise awareness.
- 3.1.2.** Ensure that all line managers have received mental health first aid training
- 3.1.3.** Staff 121 sessions will include the opportunity for staff to discuss their mental wellbeing.
- 3.1.4.** All staff will be encouraged to complete a personal Wellness Action Plan. This is confidential to them, but they will have the opportunity to discuss their plan at 121 meetings with their line manager if they choose to do so. (Appendix 1, 121 format)
- 3.1.5.** [mind-guide-for-employees-wellness-action-plans_final.pdf](#)
- 3.1.6.** Deliver non-judgemental support to any staff member experiencing a mental health issue.
- 3.1.7.** Provide mental health first aid training to all staff that may need to support service users with mental ill health.

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- 3.1.8. Ensure all staff are fully aware of the workplace health and wellbeing policy.
 - 3.1.9. Provide ways for staff to support their own mental wellbeing, for example through: lunch break activities, spending time outdoors and social events.
 - 3.1.10. Provide information on ways to support your own mental health e.g. through mindfulness apps, meditation.
 - 3.1.11. Offer employees flexible working hours.
 - 3.1.12. Set realistic targets and deadlines for staff to prevent long working hours.
 - 3.1.13. Deal with any conflict quickly and make sure the workplace is free from bullying, harassment, racism or discrimination.
 - 3.1.14. Ensure all staff have clear job descriptions, objectives and responsibilities, as well as the training to do their job well.
 - 3.1.15. Ensure good communication between managers, staff and teams.
 - 3.1.16. Review and improve the office environment.
 - 3.1.17. Review and make available suitable training to support staff with areas of their work affecting mental health. e.g. time and workload management.
- 3.2. To provide support and guidance for any member of staff experiencing mental ill health

Actions

- 3.2.1. Through staff supervisions check how working conditions and the organisation's policies are having an effect on mental health.
 - 3.2.2. Ensure staff members with mental health issues are treated fairly and without judgement.
 - 3.2.3. Encourage staff to talk to a mental health first aider, a counsellor or GP
 - 3.2.4. If a team member has been on long term sickness absence, ensure a gradual return to work with support at each stage.
 - 3.2.5. Treat all matters relating to staff mental ill health in the strictest confidence, and only share information with prior consent from the individual concerned.
- 3.3. To encourage the employment of people who have experienced mental ill health
- 3.3.1. Show a positive attitude to employees and job applicants with mental health issues, including having positive statements in recruitment literature.
 - 3.3.2. Ensure that all staff involved in the recruitment process are aware of mental health issues, and the 2010 Equality Act.
 - 3.3.3. Do not assume that those with a mental health issue will be more susceptible to workplace stress, or will necessarily take more time off than other applicants
 - 3.3.4. To recognise that workplace stress is a health and safety issue. Identify workplace stress factors/scenarios and carry out risk assessments where necessary.

3.3.5. Provide training in good management practices.

4. Physical Wellbeing

4.1. To raise awareness of the importance of physical activity for managing stress and maintaining mental wellbeing.

Actions

- 4.1.1.** Provide leaflets and information on the importance of physical activities.
- 4.1.2.** Encourage staff to walk or cycle to work.
- 4.1.3.** Provide opportunities for staff that are largely office based to participate in physical activity in the garden e.g. walking, weeding, watering or supporting a volunteer task. This can help staff manage stress, as well as improving mental alertness and concentration.
- 4.1.4.** Map out walking routes in the local area and publicise them across the organisation.
- 4.1.5.** Provide information on local gyms, classes and sports facilities.
- 4.1.6.** Encourage lunchtime activity groups, e.g. running clubs, football games
- 4.1.7.** Provide details on the UK's Cycle to Work Scheme 3.

5. Healthy Eating

5.1. To raise awareness of the importance of healthy eating for both physical and mental wellbeing

Actions

- 5.1.1.** Provide information and resources on how healthy eating can contribute to mental health, for example, increasing levels of concentration and the ability to cope with everyday stresses.
- 5.1.2.** Appoint a healthy-eating champion to create a workplace healthy eating programme.
- 5.1.3.** To encourage and support staff in making healthier eating choices
- 5.1.4.** Provide food storage and preparation areas for lunchtime meals
- 5.1.5.** Provide easy access to drinking water and encourage staff to drink it regularly throughout the day.
- 5.1.6.** When catering for events, offer healthy menu options.
- 5.1.7.** Encourage staff to eat lunch away from their desks, outdoors where possible.
- 5.1.8.** Where we grow a surplus of fruit and veg, make this available to staff at an affordable price.

6. Communication

- 6.1.** All employees will be made aware of the workplace mental health and wellbeing policy - and the resources that are available to them.
- 6.2.** The workplace mental health and wellbeing policy will be included in the employee induction packs. It will also be promoted each year and will be available to download from shared drive.

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- 6.3. All staff will also be made aware of their own responsibilities in implementing the policy actions. Including, raising any issues or concerns, and seeking help from a line manager, or a mental health first aider.
 - 6.4. A Health & Welfare lead trustee, will be established to ensure the policy actions are implemented across the organisation.
7. **Reviewing and monitoring** The CEO and staff management team will be responsible for reviewing the workplace health and wellbeing policy, as well as monitoring its effectiveness. The policy's effectiveness can be measured through:
- 7.1. Feedback from staff
 - 7.2. A mental health and wellbeing at work risk assessment.
 - 7.3. Staff sickness, presenteeism and staff turnover levels
 - 7.4. Exit interviews
 - 7.5. Use of counselling services
 - 7.6. Staff complaints or referrals
 - 7.7. Feedback from mental health first aiders

To ensure it stays relevant, the policy will be reviewed biannually.

This Health & Wellbeing Policy was adopted by the Board of Trustees of Scotswood Natural Community Garden at their meeting on

Signed by

Chris Francis
Chair of Trustees

Appendix 1



Scotswood Garden Staff 121 Template

Date:

Staff Member:

Line Manager:

- 1. Review actions and work plan from last 121 (what has been achieved? what needs further development?)**
- 2. What is your current work plan and priorities?**
- 3. What challenges or frustrations have you encountered?**
- 4. How are you feeling mentally and physically? Would you like to discuss anything from your Wellness Action Plan (WAP)? What can I do to support you?**
- 5. Ongoing areas of development (link to annual objectives)**
- 6. Training completed/needs**
- 7. Review of holiday/toil/sickness**

- 8. Actions agreed**
- 9. AOB**
- 10. Next 121 meeting**

Completed by