## BACKGROUND

- Health is defined by the World Health Organisation as: ‘A state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity’.

- The Economic and Social Research Council defines wellbeing as: ‘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’.

- The World Health Organisation and International Labour Organisation jointly defined the role of occupational health as:
  - ‘The promotion and maintenance of the highest degree of physical, mental and social wellbeing of workers in all occupations.
  - The prevention amongst workers of departures from health caused by their working conditions.
  - The protection of workers in their employment from risks resulting from factors adverse to health.
  - The placing and maintenance of the worker in an occupational environment adapted to his physiological and psychological capabilities; and to summarise, the adaptation of work to man and of each man to his job’.

- Occupational health at the University is managed strategically by the University Health, Safety & Environment Service.

## LEGISLATION

**The Health and Safety at Work Act 1974**

**The Management of Health and Safety at Work Regulations 1999**

**Equality Act 2010**

- Employers are responsible for ensuring, as far as is reasonably practicable, the health, safety and welfare at work of their employees and others who may be adversely affected by their activities.

- Employers must assess the risks to health to which their employees and others may be exposed whilst at work, and must put measures in place to minimise those risks.
• An employer must take reasonable steps to enable a person with a
disability to carry out the role for which they are employed.

UNIVERSITY POLICY

• The University acknowledges the importance of its staff and students and is committed to providing a working and living environment which is managed in a way that minimises risk to health and promotes positive wellbeing.

• This policy is consistent with, and provides support for, the aims of both the University Health & Safety Policy and the People Strategy. These two key documents have been endorsed by Council and the Vice-Chancellor.

• This policy complements existing University policies including but not limited to: Dignity and Respect; Sickness Absence; Statement of Equality Objectives; Dealing with Alcohol and Drug Abuse; Flexible Working.

• The University recognises wellbeing as an important factor in the job satisfaction of its staff. It is therefore a highly relevant management issue.

• The University will promote the health and wellbeing of its staff and students through its management policies, support services, information networks, and by means of health promotion campaigns.

• This policy applies to both mental and physical health with the clear aim of:
  
  o Identifying areas of risk to health so that they can be minimised and managed appropriately.
  
  o Promoting a culture of positive wellbeing for all stakeholders including members of staff and students.
  
  o Putting in place a system of management practice and controls which enables employees to enjoy a healthy work life balance, whilst recognising the impact of personal choice and lifestyle.

• The University will provide an environment in which staff and students who have health problems that may affect their work receive suitable support, and that reasonable steps are taken to make adjustments to their work or study circumstances to enable them to achieve their full potential.

• The University will respect the confidentiality of staff and students with regard to sensitive issues such as physical and mental health. Confidentiality will be breached only in extreme circumstances where necessary to prevent harm when an individual may be a risk to themselves or others.

• Employees are not in general obliged to divulge detailed information about the state of their health to their employer, unless they contract an infectious disease that may pose a risk to others. It is however in their interest to inform the University of any disability or ill health which may
adversely impact upon their ability to carry out the role for which they have been employed, and they are strongly encouraged to do so in order for reasonable steps to be taken to enable them to continue with their work. If detailed medical information is required, consideration will be made for a referral to the external occupational health service which is managed and administered by the University Health, Safety & Environment Service.

- The University will liaise appropriately with external agencies including its contracted Occupational Health and Employee Assistance Programme providers.

**RESPONSIBILITIES**

**Students**

- Are strongly encouraged to inform Student Services as soon as possible after diagnosis, if they are suffering from a medical condition or disability that affects or is likely to affect their ability to carry out the studies for which they have enrolled, so that reasonable steps can be taken to identify and implement suitable support.

- Are strongly encouraged to report to Student Support Services, any person about whom they have concerns with respect to their physical or mental wellbeing.

**Employees**

- Will take reasonable care of their own health and wellbeing and be mindful of how other persons may be affected by their acts or omissions at work.

- Will not knowingly or willingly do anything which may have an adverse health and wellbeing impact on others.

- Are strongly encouraged to inform the university as soon as possible after diagnosis, if they are suffering from a medical condition or disability that affects or is likely to affect their ability to carry out the role for which they have been employed so that reasonable adjustments can be identified and implemented.

- Will co-operate with the University in respect of any control measures implemented to support them in their role and will not misuse or interfere with these measures.

- Will participate in health surveillance and attend interviews/meetings in respect of occupational health if required to do so.

- Are encouraged to take advantage, when necessary, of appropriate provision for counselling including the Employee Assistance Programme, and for training when recommended.
Line Managers

☑ Will carry out risk assessments for the activities undertaken by their team and record all significant findings which they will review annually or after any significant change whichever is sooner. Generic assessments will be made available for activities common to more than one area of work. Such assessments should be checked and amended to reflect specific locations and activity types.

☑ Will produce a SMART action plan to identify suitable control measures, bringing it to the attention of others who may be expected to carry out those actions.

☑ Will monitor the implementation of controls and liaise with the employees concerned to ensure they are both suitable and sufficient.

☑ Will ensure that controls are maintained.

☑ Will monitor working hours, overtime and holidays to encourage individuals to take the breaks they are entitled to throughout the working day, and to take the rest days owed to them.

☑ Will monitor workload to ensure allocated tasks are capable of being completed within the time allocated and are within the competency of the relevant employee.

☑ Will ensure that employees receive appropriate training and resources to carry out their duties and that staff are provided with appropriate developmental opportunities.

☑ Will consult with the members of their team over aspects of their employment, role and anything else which may impact upon them, especially any planned changes.

☑ Will manage absence in accordance with the University’s Sickness Absence Policy.

☑ Will bring to the attention of the Department of Human Resources, any member of their team whom they believe would benefit from referral to the University Health, Safety & Environment Service for the purposes of managing occupational health.

☑ Will ensure those subject to health surveillance or further occupational health investigation are provided with sufficient time to attend appointments.

☑ Will, in consultation with the relevant individual, prepare a Personal Emergency Evacuation Plan (PEEP) for any team member known or identified as having a disability or medical condition which may impair their ability to evacuate the premises in an emergency. A copy of the PEEP should be forwarded to UHS&E and Security.
University Health and Safety Committee

☑ Will monitor the implementation of the policy.

☑ Will monitor factors that might indicate patterns of health-related issues, e.g. in particular areas or staff groups.

Senior Managers including Deans of Faculties/Schools

☑ Will actively implement and promote the principles and behaviours contributing to positive staff wellbeing.

☑ Will ensure the engagement of management at all levels in the importance of managing staff health and wellbeing.

☑ Will ensure that the identified proactive initiatives, behaviours, systems and policies are embedded in the culture of the organisation.

☑ Will ensure that the policy is driven via collective responsibility at Senior Management level.

Heads of Department and Directors of Professional Services

☑ Will ensure that risk assessments are comprehensively completed, and that suitable action plans are developed and brought to the attention of anyone who needs to see them, including employees and those expected to implement changes or undertake action.

☑ Will allocate sufficient resources to enable line managers to fulfil their role, implement and maintain identified control measures.

☑ Will ensure that all line managers are made aware of and adhere to this policy.

☑ Will ensure that the confidentiality of an employee’s health is maintained by referring such cases as necessary to the University Health, Safety & Environment Service via the Department of Human Resources for the purposes of managing occupational health.

☑ Will ensure that a Personal Emergency Evacuation Plan (PEEP) is prepared for any staff member known or identified as having a disability or medical condition which may impair their ability to evacuate the premises in an emergency, and that a copy of the PEEP is forwarded to UHS&E and Security.

HR Managers and HR Advisors

☑ Will consult with the University Health, Safety & Environment Service in respect of occupational health or any sickness absence case where their input may be considered beneficial.
Will consult and obtain agreement from the University Health, Safety & Environment Service before making any referral to the external Occupational Health Service.

Will consult with the University Health, Safety & Environment Service to ensure that any adjustments identified for a member of staff with a disability are suitable and will not be to the detriment of their health and safety or that of others.

The University Health, Safety & Environment Service

Will review and revise this policy biennially or after any significant change whichever is sooner.

Will ensure that a minimum of two professional advisors within the team are competent in terms of general health and wellbeing.

Will provide guidance, support and advice to the University on all matters of health and wellbeing likely to affect members of staff.

Will promote and organise wellbeing activities, events and advice including provision of a comprehensive website, interactive workshops and awareness campaigns.

Will devise and implement a health surveillance programme for the University, including provision of medical tests as and when necessary.

Will provide an occupational health service to the University, referring as and when necessary to external contractors and medical specialists.

Will manage external contractors in the delivery of services related to occupational health, and to counselling via the Employee Assistance Programme

Will consult with relevant trade union safety representatives and other stakeholders, where appropriate, on proposed action relating to staff wellbeing and the prevention of workplace ill health.

Student Services

Will provide a range of confidential services to support student wellbeing.

Will ensure that a Personal Emergency Evacuation Plan (PEEP) is prepared for any student known or identified as having a disability or medical condition which may impair their ability to evacuate the premises in an emergency. A copy of the PEEP should be forwarded to UHS&E and Security.
Occupational Health service provider and Employee Assistance Programme

☑ Will provide a range of services as required by the Occupational Health contract in operation at the time, and will maintain appropriate confidentiality for all services provided to staff under the contract.

FURTHER INFORMATION

There are policies, guidance notes and self-serve training available on the website http://www.bath.ac.uk/hr/stayingsafewell/index.html