

# Beetham CE Primary School

## Wellbeing Management Procedures.



Caring for Everyone,  
Learning Together,  
Achievement for All

‘Love one another with genuine affection; delight in honouring each other with mutual respect.’

Romans 12:10.

This policy is based on the Christian principles, values and beliefs that underpin everything we do at Beetham Church of England Primary School.

Approved by	
Name:	John Lomax
Position:	Chair of Governors
Signed:	
Date:	1 <sup>st</sup> January 2024
Review date:	1 <sup>st</sup> January 2025

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Appendix A: [Model Wellbeing Survey](#)

Appendix B: [Template Work-Related Stress Risk Assessment & HSE Example](#)

Appendix C: [Tips for team leaders and managers in education settings \(educationsupport.org.uk\)](#)

# WELLBEING MANAGEMENT PROCEDURES

## References and Useful Links

[Example stress policy](#) (2007) – HSE

*The Management of Health and Wellbeing in the Workplace (1<sup>st</sup> Ed.Oct 2011) – RMS Publishing Ltd.*

[KAHSC General Safety Series G40 – Wellbeing Management](#)

## 1. Statement of Intent

These procedures apply to every employee here at Beetham CE Primary School with managers responsible for implementation and governors responsible for ensuring that the necessary resources are available. At this school there is:

- a commitment by the governing body and senior leadership team to protecting the health, safety, and wellbeing of all employees;
- recognition that organisational wellbeing and employee wellbeing are interdependent, and that workplace stress is a health and safety issue;
- recognition that the wellbeing of pupils/students is also interdependent with that of employees and that tackling issues can improve mental health for everyone;
- a clear understanding of the importance of identifying and reducing workplace stressors, and
- a commitment to a whole-school approach to mental health and wellbeing in education.

## 2. Definition of Wellbeing and Stress

There are several different definitions of ‘wellbeing’, but essentially it is:

*“the subjective state of being healthy, happy, contented, comfortable and satisfied with one’s quality of life. It includes physical, material, social, emotional (‘happiness’), and development and activity dimensions”. – Waddell and Burton (2006).*

The Health and Safety Executive definition of work-related stress is:

*“the adverse reaction people have to excessive pressure or other types of demand placed on them at work”.*

We acknowledge that while stress is not a recognised medical condition, it can trigger mental health issues which are, such as anxiety and depression, and life-threatening physical ill-health such as hypertension (high blood pressure) and heart disease.

## 3. Procedures

The practical steps we take to manage wellbeing and the risks of work-related stress **include:**

- Trying to identify all workplace stressors and conducting risk assessments to eliminate or control the risks from work related stress. We do this by:
  - developing a whole-school mental health and wellbeing approach to the curriculum, and work and workplace organisation;
  - conducting regular staff appraisal and review meetings where managers pay particular attention to indicators of stress;
  - having an “open door policy” whereby staff know that they can raise concerns as necessary;
  - conducting **different kinds of** wellbeing survey periodically and acting appropriately on the results to improve wellbeing (see **link on the contents page for one** example); and
  - **carrying out a risk assessment aimed at controlling particular hazards to wellbeing where they are identified.**
  - **carrying out individual personal stress risk assessments when necessary, using the HSE Education [Talking Toolkit: Preventing work-related stress \(hse.gov.uk\)](#)**

- Providing training for all managers and supervisory staff in good management practices;
- Providing confidential counselling for staff affected by stress caused by either work or external factors **through our occupational health service;**
- Providing adequate resources to enable managers to implement the agreed stress management strategy. We recognise that this is not just money but time and other support such as collaborative working.

## 4. Responsibilities

### 4.1 Managers

Every manager has responsibility for the management of wellbeing and work-related stress including:

- conducting and implementing the recommendations of risks assessments within their jurisdiction;
- ensuring good communication between management and staff, particularly where there are organisational and procedural changes;
- ensuring staff are fully trained to discharge their duties;
- ensuring staff are provided with meaningful developmental opportunities;
- monitoring workloads to ensure that people are not overloaded.
- monitoring working hours and overtime to ensure that staff are not overworking;
- attending training as requested in good management practice and health and safety;
- ensuring that bullying and harassment is not tolerated within their jurisdiction;
- being vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

All managers are encouraged to lead by example, seek support for themselves when needed and refer to [The place for information, tools and resources on school staff mental health and wellbeing | Taking Care of Teachers \(educationsupport.org.uk\)](#) if they are not sure where to start.

### 4.2 Occupational Health and Safety

In choosing an occupational health provider we looked for one that offered;

- specialist advice and awareness training on stress;
- training and support for managers in implementing stress risk assessments;
- support for individuals who have been off work with stress and advise them and their management on a planned return to work;
- referrals to workplace counsellors or specialist agencies as required;
- monitoring and review of the effectiveness of measures to reduce stress;
- updates to the employer (and any health and safety committee) of any changes and developments in the field of stress in the workplace.

If any member of staff feels that they need occupational health services support with their wellbeing or work-related stress they should contact Abi Johnson or Rachel Shaw.

### 4.3 Human Resources

Our Human resources provider is Capita. They are responsible for:

- Providing guidance to individual managers on application of the stress policy;
- Collation of relevant staff data and statistics to assist in monitoring the effectiveness of measures to address stress;
- Giving advice to managers and individuals on training requirements;
- Providing continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

#### 4.4 Employees

Section 7 of the Health and Safety at Work Etc. Act (1974) states that every employee has a legal duty to “cooperate with his employer” and “to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work”; and Section 14 of the Management of Health and Safety at Work Regulations (1999) states that every employee has a legal duty to inform their employer of issues that may affect health, safety and welfare in the workplace. All staff are informed of these responsibilities as part of their induction and employees understand that they should:

- raise issues of concern with their line manager or HR Manager; and
- accept opportunities for training and counselling when recommended.