

Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru

Her Majesty's Inspectorate for Education and Training in Wales

Estyn's Health and Wellbeing Policy

Information sheet

Information box

For further advice contact: Lead Officer: Health, safety and wellbeing

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Version control

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			Policy
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			comments
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5.0	Gina Carrington	August 2013	Review and revision of 2010
			Policy. Impact assessment
			carried out.

Any enquiries or comments regarding this policy should be addressed to:

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Estyn

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This and other Estyn publications are available on our website: www.estyn.gov.uk

This document has been translated by Trosol (English to Welsh)

 A business rationale assessment has been carried out and this policy contributes to Estyn's strategic objectives and delivery principles. An equality impact assessment has been carried out and this policy is not deemed to adversely impact on any people on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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Introduction

Organisational approach

- 1 Estyn recognises that the health and wellbeing of employees makes an essential contribution to business success and helps individuals to live life to the full. We are committed to:
 - providing a safe and healthy work environment that promotes and supports the health and wellbeing of all our staff;
 - raising awareness of the factors which can influence health and wellbeing, whether these are in the workplace or outside of it;
 - encouraging a healthy lifestyle where we can;
 - providing regular health surveillance for those staff who want to participate;
 - supporting staff where they experience problems such as alcohol, drugs or substance misuse, as a first response; and
 - only taking action against individuals if they are not willing to be supported to change or have inappropriate behaviours caused by alcohol, drug, or substance abuse.
- 2 Individuals can help themselves to live a healthier lifestyle and this policy will help them to develop their approach.

Aim of the policy

- 3 The aim of this policy is to improve health and wellbeing in Estyn by:
 - clarifying our approach to managing health and wellbeing issues;
 - promoting a "healthy culture" through raising awareness of health-related issues;
 - ensuring that staff understand how Estyn can support them with their health and wellbeing; and
 - working closely with managers, staff and trade unions to promote the health and wellbeing of all employees.

Scope of policy

Issues covered

- The policy does not attempt to cover <u>all</u> the factors which have the potential to impact on individuals' health and wellbeing but focuses on some key issues including:
 - smoking;
 - exercise;
 - nutrition;
 - alcohol, drugs and substance misuse; and
 - work life balance.
- Issues related to stress are addressed separately in <u>Estyn's Policy and Guidance for Managing Stress and Wellbeing.</u>

To whom does this policy apply?

- This policy applies to all permanent employees of Estyn, and seconded and temporary staff regardless of their age, gender, gender identity, disability, race, ethnic or national origin, religion or belief, sexual orientation or marital status, responsibilities for dependants, working patterns (such as the need, or desire, to work part-time hours) or other irrelevant considerations.
- Nothing in this policy should be taken to suggest that Estyn has an employment relationship with secondees or with temporary staff.

Smoking

Policy commitment

- 8 Estyn recognises that smoking can have a direct and indirect impact on people's health, and accepts that everyone is entitled to breathe smoke-free air whilst at work. This policy seeks to eliminate staff exposure to smoke whilst at work, thereby removing the risk of any adverse effect.
- 9 For the comfort of all those who work for us and visitors, Estyn has a no-smoking policy in both our office and grounds to help ensure that people have a clean and healthy working environment.
- 10 Staff (and visitors) should, therefore, ensure that they do not smoke in Estyn's office or grounds and respect the no smoking policy in other places we visit or work in or in any vehicle (private or hired) which is being used on official business, where more than one person is travelling.

Education and support

- The health benefits of giving up smoking are well publicised, and awareness is heightened by national campaigns such as 'No Smoking Day'. Estyn is committed to participating in such campaigns and to encouraging staff to give up smoking and to access the wide range of support services available, including:
 - their General Practitioner (GP);
 - smoking cessation classes;

the services provided by the Stop Smoking Wales (NHS), charities or local organisations to help people to give up smoking; and

- Estyn's Employee Assistance Programme (EAP) (which can provide advice to staff, and / or family members living at the same address, who wish to give up smoking).
- Details of the resources offered by Stop Smoking Wales are on the office Health and Wellbeing notice board and in the Sharepoint Health and Wellbeing folder which is accessible to all staff.

Useful sources of information and advice

NHS helpline website Stop Smoking Wales Independent anti-smoking charity Action on Smoking and Health http://www.gosmokefree.nhs.uk www.stopsmokingwales.com www.quit.org.uk www.ash.org.uk NHS smokers helpline Wales Stop Smoking Wales EAP 0800 282 193

0800 169 0169 0800 085 2219

Estyn's Sharepoint Health and Wellbeing folder.

Promoting healthy lifestyles: exercise and nutrition

Policy commitment

- 13 Estyn is committed to helping people live a healthy lifestyle. We encourage staff to build healthy food choices and activity into their daily lives; and to check their health regularly to help them to:
 - maintain a healthy lifestyle;
 - prevent and manage conditions such as coronary heart disease, diabetes, etc;
 - control weight;
 - increase concentration and energy levels;
 - relieve tension and handle pressure of work, including stress;
 - promote a sense of wellbeing and positive mental health; and
 - reduce sickness absences.

Education and support

- 14 Estyn acknowledges that physical activity and nutrition are important elements of a healthy balanced lifestyle. We promote the benefits of regular exercise and provide practical support to those wishing to exercise, including:
 - providing secure cycle storage at the Cardiff office;
 - providing information on safe cycling and walking routes in the area;
 - giving all staff the opportunity to apply for an advance of salary to purchase a bicycle;
 - information on national corporate gym membership discount for staff of fitness clubs, gymnasiums etc across Wales and the Civil Service Sports and Leisure Club (CSSC);
 - seek opportunities to participate in national health and wellbeing days;
 - providing information and advice on physical activity and current guidelines on the Health and Wellbeing notice boards and in the Sharepoint Health and Wellbeing folder; and
 - enable staff to take part in a regular lunchtime fitness class at the Estyn office.

- 15 Estyn promotes healthy eating among staff by:
 - offering guidance about the benefits of a healthy, balanced lifestyle on the Health and Wellbeing notice boards and in our Sharepoint Health and Wellbeing folder;
 - running a weekly fruit and veg co-operative and an office fruit club;
 - ensuring that healthy choices are catered for at corporate functions, taking account of individual needs, e.g. having a vegetarian option available each time; and
 - participating in national campaigns linked to healthy living (e.g. '5 a day', Fruity Friday and the British Heart Foundation campaigns).

Useful sources of information and advice

Virgin Active gyms
Eating 5 a day general information
Food Standards Agency
British Nutrition Foundation
CSSC

http://www.virginactive.co.uk/ http://www.dh.gov.uk http://eatwell.gov.uk http://www.nutrition.org.uk http://www.cssc.co.uk/

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Health checks

- 16 Since 2004, Estyn has provided annual health checks to those staff who want to have such a check. The programme allows participating staff to monitor key health indicators year on year.
- The basic checks test blood pressure; lung capacity; blood sugar levels; cholesterol; measure height / weight ratio and offer health promotion advice and information. The health checks enable individuals to have a regular discussion with a health professional about their general wellbeing, to compare test results year on year. The tests are provided to give general indication of a person's health and are not intended to replace the professional advice of a GP. Individuals are encouraged to use their tests to identify whether any further action is required, including seeking advice from their GP if appropriate.
- As part of our commitment to continuously improving the support we offer to staff, the range of tests and services has been broadened to include osteoporosis checks every two years and other ad hoc wellbeing sessions such as back and neck checks. We will annually review the health and wellbeing programme to consider the benefits of further developing our approach to health monitoring.

Alcohol, drugs and substance misuse

Policy commitment

- The misuse of alcohol, drugs (illegal, prescription or off the shelf remedies), or other substances (for example solvents) can have an adverse impact on health and wellbeing, the safety of others and on Estyn's reputation. It can contribute to:
 - accidental injuries;
 - increased absenteeism:
 - performance management problems; and
 - lower productivity.
- We recognise that the use of some medication can have side effects, for example drowsiness and encourage staff to make a judgement about their fitness to work or drive whilst taking prescription medicine or off the shelf remedies.
- In the context of this policy, misuse is the consumption or use of alcohol, drugs or any other substance that could cause harm, physical or reputational, to the user or anyone else during working hours or reputational harm to Estyn as an organisation.
- 22 Estyn is committed to:
 - raising awareness amongst staff of the impact alcohol, drugs and substance misuse can have on staff and others;
 - creating an open environment in which alcohol, drug or substance associated problems can be discussed and dealt with in a consistent and fair manner;
 - providing appropriate help and support to staff where misuse is suspected or identified to help them address the problems;
 - assuring staff with alcohol, drugs or substance misuse related problems that they
 will be treated sympathetically, fairly and consistently should they wish to
 address any issues relating to the misuse; and
 - encouraging staff to discuss such issues with their line manager and to seek help and advice as soon as possible from their GP or from other sources, such as those listed at the end of this section of the policy.

- In the following circumstances, staff should not drink alcohol, or be under its influence; or misuse drugs or substances nor encourage others to do so:
 - whilst at work, whether working in Estyn's office, working at home or at another location (for example when on inspection or attending a meeting elsewhere);
 - during a break from work activities when they know they will be required to resume official duties or work activities later that day; or
 - when driving on official business.

Procedures to follow in instances of alcohol, drugs or substance misuse

- Individuals are responsible for ensuring that they are familiar with and follow this policy. However if a manager judges that a member of staff is under the influence of alcohol, drugs or some other substance whilst at work (either in Estyn's office or elsewhere), then the manager should:
 - ask the individual to leave work;
 - provide reasonable assistance to ensure that he / she returns home by a safe means;
 - offer advice and other sources of support to deal with the issue; and
 - consider, in consultation with Human Resources whether any disciplinary action should be taken against the employee concerned.
- Where alcohol, drugs or substance use is identified as a reason for poor performance or increased absenteeism Estyn will treat such matters as a health matter and manage the issues in line with the provisions in our managing attendance policy or underperformance policy on a case by case basis.
- If a secondee or temporary agency staff is found to have acted in a way that is inconsistent with this policy, his / her agreement / contract may be terminated by Estyn without notice. Estyn would inform the individual's employer of the reason for termination and recommend that the individual be provided with the appropriate support and guidance from their employer to enable them to address any problems they may have.
- 27 Possession of, and dealing in, illegal substances will immediately be reported to the police in all cases and may result in disciplinary action.

Education and support

- 28 Estyn will provide training and guidance about alcohol, drug or substance misuse to line managers to help them recognise the indicative signs of substance misuse and the appropriate action to be taken to support their colleagues.
- Advice about the dangers of alcohol, drugs or substance misuse is available from Estyn's EAP. Accessing the programme is confidential and the identity of anybody who uses the service will not be revealed to Estyn, except in extreme circumstances, for example if there is a risk to life. The providers of the EAP can provide face-to-face counselling and advice on other sources of support to help staff eliminate misuse from their lives.

Useful sources of information and advice

Alcoholics Anonymous <u>www.alcoholics-anonymous.org.uk</u>

Alcohol Concern www.alcoholconcern.org.uk

Talk to Frank
DrugScope

www.talktofrank.com
www.drugscope.org.uk

Alcoholics Anonymous 0845 769 7555

Drinkline - National Alcohol Helpline 0800 7 314 314

Talk to Frank 0800 77 66 00

DrugScope 0207 7234 9730

EAP 0800 282 193

Work-Life Balance

Policy commitment

- 30 Estyn recognises that helping those people who work for us to achieve a reasonable balance between their work and home lives will benefit the organisation and the people concerned.
- Work-life balance is about empowering people to make choices in the allocation of their time and energy to different aspects of life. Non-work commitments include, but are not restricted to:
 - family and childcare responsibilities;
 - caring for others e.g. elderly or disabled relatives;
 - · charitable or community commitments;
 - study / lifelong learning; and
 - leisure or other personal interests.
- To help us achieve our aspiration of being an employer of choice, Estyn promotes a working environment that enables all those who work for us to find an appropriate balance between working with us to achieve our business priorities and enjoying a fulfilling lifestyle away from the workplace.
- 33 Estyn will endeavour to make sure that the work programme enables HMI to have a reasonable work-life balance i.e. programming guidance for COBAS to make sure that HMI are not programmed away from home too often.
- We will continue to develop our approach to flexible working practices which can benefit Estyn and employees, subject to the over-riding business needs of Estyn. Staff can already apply for:
 - flexitime working arrangements;
 - a range of flexible working options (see <u>Estyn's Flexible Working Policy</u>);
 - phased return to work after sickness absence;
 - special leave; (see <u>Estyn's Staff Employment Guide</u>);
 - maternity, paternity and adoption leave (see Estyn's Staff Employment Guide);
 - study leave (see <u>Estyn's Staff Employment Guide</u>);

- career breaks (see <u>Estyn's Staff Employment Guide</u>);
- secondments_(see <u>Estyn's Staff Employment Guide</u>);
- time off for medical appointments; and
- confidential counselling services. Employees can access free, independent guidance from Estyn's EAP, which offers confidential advice on a wide range of issues and topics through a 24-hour advice line, and through personal counselling services.

Education and support

35 Estyn will provide:

- a supportive environment where staff feel free to discuss any issues of concern, including those related to balancing work and non-work commitments and to look at possible solutions;
- regular opportunities for staff to engage in informal discussion with line managers about workloads, work-related issues and how these impact on their home lives; and structured discussions as part of the performance management and review process; and
- awareness raising training and resources for staff and managers in stress management.

Useful sources of information and advice

EAP **0800 282 193**

Policy agreement form

Health and Wellbeing Policy

This policy and its associated procedures are agreed by Estyn's management and Trades Unions

Philip Barry

Signed on behalf of Estyn's management:

Name: Strategic Director

Date: July 2013

Signed on behalf of Estyn's Trades Unions:

Names: Huw Collins FDA Philip Barry PCS

Date: 26 July 2013 29th July 2013