

## Health & Wellbeing Policy

*Date:* May 17

*Review:* 3 years , May 2020

*Directors:* Karen Smith and Ali Anwar

### **Policy statement objectives**

**To promote health & wellbeing through it's policies, and procedures, including alcohol awareness, diet, exercise, e-safety, self management and development.**

**To prevent, so far as reasonably practicable, those circumstances detrimental to health and wellbeing.**

### **Introduction**

The CADcentre's Health & Wellbeing policy has been developed to promote and encourage health and wellbeing at work. The policy is fully supported by the Directors.

In accordance to CADcentre values, staff and learner health & wellbeing are of the utmost importance.

Wellbeing is an important factor effecting both staff and learners, and this policy is designed to bring health & wellbeing issues to the fore, whilst seeking to identify, minimise and manage any negative wellbeing issues.

We aim to promote the positive aspects and ideas associated with Health & Wellbeing.

Directors are responsible for reviewing the effectiveness of the policy. This will be carried out by the Director's receiving regular information from Centre Managers.

### **Our aims & Scope of the Policy**

This policy applies to all staff, learners and visitors of the CADcentre.

1. To promote good practice in physical and mental health & wellbeing activities.
2. To provide training for all managers in good management practices appropriate to this policy.
3. To provide any necessary resources to implement the policy
4. To identify any circumstances that may impact on health & wellbeing in the workplace.

### **Company Responsibility**

To promote an emphasis towards good mental and physical wellbeing and provide training, support, and resources.  
To monitor the effectiveness of the policy.

### **Senior Management Responsibility**

To ensure the promotion of the policy throughout the organisation.

To provide support, advice and guidance for individuals.

To make recommendations on development and improvements of the policy.

To allocate any necessary resources.

To set an example to staff and learners by adhering and accepting the health & wellbeing policy.

To promote the principles and behaviour which contribute to positive staff and learner wellbeing.

To ensure effective communication between parties.

To ensure bullying and harassment are not tolerated.

To conduct any investigations necessary to protect staff and learner wellbeing.

### **Management Responsibility**

To conduct risk assessments relating to staff and learner wellbeing, and implement any findings.

To ensure staff are well trained to fulfil their duties.

To ensure staff and learners are provided with development opportunities.

To monitor workloads.

To attend any relevant training, including Health & Safety.

To ensure any staff or Learner wellbeing issues are communicated to Senior Management.

To ensure absence patterns are monitored.

## **Staff & Learner Responsibilities**

1. To treat each member of staff and each learner with dignity and respect.
2. To take advantage of any training and information sources.
3. To uphold confidentiality. ( where there are no safety or safeguarding issues)
4. To recognise their own limits and seek advice where necessary.
5. To share ideas for promoting health & wellbeing in the workplace.
6. To raise any issues of concern with their manager.

## **Related legislation**

The CADcentre's duty of care towards staff and learners is determined by legislation including, but not exclusively, the following:

The Health & Safety at Work Act. 1974., Human Rights Act . 1988, Data Protection Act. 1988.,Disability Act. 2001. Disability Discrimination Act. 2005, Equality Act 2010, The Counter Terrorism Act 2015.

## **Related Policies and Documents.**

This policy should be read alongside the following CADcentre's policies and documentation:

Safeguarding Policy, Prevent: Radicalisation & Extremism Policy, Health & Safety Policy, Equality & Diversity Policy, E-Safety Policy, the Learner Manual, the CADcentre Statement of Service, Complaints, Disciplinary and Grievance procedures.

### *In the promotion of being healthy we:*

- Shall promote healthy lifestyles, physical, mental and sexual health and the health needs of those with learning difficulties and/or disabilities. Environmental health issues will also be discussed. Learners will also be given information, advice and guidance on an appropriate range of support available to them.
- Provide information or signpost to information on drug awareness, smoking and alcohol abuse
- Ensure learners are safe and cared for and able to look after themselves. Key risks to their safety, a safe environment, living in safe environments and being protected from abuse and exploitation
- Ensure that their work place is clean and healthy, and that they have a clean area to eat and take breaks, and that they have access to good clean environment, including toilets.

### *In staying safe we:*

- Check Health and Safety within the workplace
- Ensure knowledge of evacuation procedures
- Ensure knowledge of what to do in the event of a fire, emergency etc
- Carry out DBS checks on our staff
- Raise awareness of Safeguarding issues, including e-safety.
- Raise awareness of radicalisation and extremism.
- Ensure employer compliance of health and safety, such as risk assessments and employers liability insurance.

### *In enjoying and achieving, we:*

- Ensure suitable and accessible training and assessment that will enable learners to meet their learning goals
- Shall provide good quality provision
- Shall encourage learners to continue their education and achieve highly and enjoy achieving
- Shall ensure that they achieve personal and social development
- Ensure high success rates in all areas of learning
- Ensure that learners develop their skills and knowledge within their relevant sectors
- Give good information, advice and guidance
- Ensure that we network with employers and other organisations, to assist in improving all aspects of the training and assessment we deliver

*In making a positive contribution we:*

- Ensure that learners engage in decision-making and support the local community and environment, and promote a law abiding and positive behaviour
- Develop positive relationships and do not choose to bully and/or discriminate
- Help them develop self confidence, and deal successfully with life changes and challenges
- Help them develop socially and economically. Show them how to make a positive contribution
- Carry out regular surveys from employers and learners

*In achieving economic well-being we:*

- Will develop generic employment skills (CV writing, job applications, interview techniques etc)
- Will develop and enhance learners skills ensuring that they can make career progression
- Will give learners references when required, to assist in career progression
- Will consider learners spiritual, moral, social and cultural development, and assist them in making a positive contribution to the community.

Directors Signature:

