



HR Policies

HEALTH AND WELLBEING POLICY

Version 1.0

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Effective Date	11/2023
Last Amended	11/2023
Review Date	11/2025
Version	1.0
Classification	

Version Control Sheet

Revision History

Date	Summary of Changes	Changed by	Version

Document Reviewers

Name	Title	Date	Version

Document Approver

Name	Title	Date	Version
Tania Blench	Group People Director	11/2023	1.0

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Health and Wellbeing Policy

Table of Contents

1	Purpose	4
2	Scope	5
3	Communications	5
4	Responsibilities.....	5
4.1	Employer’s Duties	5
4.2	Employees’ Responsibilities.....	6
5	Benefits of a Healthy Lifestyle	6
6	Physical Wellbeing	7
6.1	Healthy Eating	7
6.2	Physical Activity.....	7
6.3	Our Commitments to Healthy Eating and Being Physically Active	Error! Bookmark not defined.
6.4	Smoking	7
6.5	Drugs, Alcohol and Substance Abuse.....	8
7	Mental Wellbeing	8
7.3	Stress	9

Purpose

- 1.1 Being in employment positively impacts a person's overall wellbeing. It provides a sense of identity, intellectual challenge, builds on and develops new skills, opens up opportunities to form new relationships and can provide a person with a sense of achievement. We are committed to ensuring that our employment provides all our employees with opportunities to ensure their health and wellbeing is supported.
- 1.2 We wish to provide a culture which empowers individuals to take positive steps to improve their health and wellbeing when at work.
- 1.3 Our aim is to ensure that we offer appropriate workplace health and wellbeing initiatives because doing so can positively impact on overall health and wellbeing and lead to improved attendance at work.
- 1.4 The aim of this policy is to:
 - promote positive mental and physical health and wellbeing
 - raise awareness of the importance of taking care of yourself both physically and mentally
 - highlight common issues that are associated with poor mental and physical health
 - provide support to line managers in how to manage poor mental and physical health
 - signpost line managers and employees to reputable sources of information for help on mental and physical health and wellbeing
 - promote the roles and responsibilities of those within the company who take a leading role in supporting the health and wellbeing of colleagues.
- 1.5 This policy is not contractual but outlines the way in which we aim to build and maintain a workplace culture that supports the health and wellbeing of individuals within the workplace.

Scope

This policy covers all employees, including those on fixed-term or temporary contracts, as well as casual workers.

Communications

This policy will be promoted to all staff on an annual basis and will be readily available from your People Team.

Responsibilities

Employer's Duties

We will:

- provide and maintain a health and wellbeing culture which meet the standards set out in our health and safety policy
- provide training, instructions and information to employees that enable them to carry out their work without risk to health
- adopt a proactive approach towards the prevention of poor health and wellbeing
- make available appropriate measures and facilities that support a working environment which promotes positive health and wellbeing
- ensure that each new employee is given induction training which covers the importance of taking positive steps at work to support their own health and wellbeing
- inform employees of any changes to health and wellbeing working practices, amendments to health and safety procedures or changes in legislation
- ensure that all managers are aware of their roles and responsibilities in implementing a positive culture supporting the health and wellbeing of all employees.

Employees' Responsibilities

We encourage all employees to be supportive of our commitment to maintaining a positive health and wellbeing culture by:

- ensuring they are aware of all their responsibilities regarding health and welfare
- following healthy working practices as defined in our health and safety policy and departmental work processes
- informing their line manager of any serious or imminent danger and reporting any shortcomings that they see in health and wellbeing arrangements
- seeking guidance from their line manager if they are in any doubt concerning any health and wellbeing safety issue.

Benefits of a Healthy Lifestyle

According to the NHS, people maintaining a healthy lifestyle of regular exercise and a healthy diet reduce their risk of major illness such as type 2 diabetes, strokes, cancer and coronary heart disease. It can also reduce the risk of early death.

The NHS further reports that being physically active improves mental wellbeing by raising self-esteem, helping to set goals and achieving them, and causing chemical changes in the brain which can positively change a person's mood.

Eating a healthy balanced diet is important for maintaining good health and body weight.

It is also known that those employees who focus on a healthy lifestyle will need less time out from the workplace due to sickness and poor health. When in work, a person feels like they are contributing to something, which is beneficial to positive mental health.

Physical Wellbeing

Healthy Eating

Healthy eating is essential for good health and nutrition and protects you from many chronic medical conditions and diseases such as heart disease, diabetes and cancer. We fully support employees in making healthy food choices when at work.

Physical Activity

Engaging in physical activity is essential to ageing well. Regular physical activity is linked to improved immune functions as well as resilience to illness. The company recognises the positive benefits that physical activity has on the body and the mind and will encourage and support employees to keep physically active.

Smoking

Smoking is detrimental to a person's health. We also know that passive smoking adversely affects the health of someone who is subjected to it.

Due to the significant health risks, smoking is prohibited in any enclosed area on our premises.

This includes the reception area and entrances, corridors, stairs and lifts, meeting rooms, rest rooms, toilets and around the entrance to our offices as well as production and storage areas and workshops. In addition, smoking is not allowed in any of our offices. When working away from our premises, such as attending meetings, our employees should adhere to our policy of not smoking.

We are, however, mindful that smoking is a personal choice, and it may be difficult for somebody to stop. We acknowledge that those employees who do smoke may wish to do so at some stage during the working day, and therefore we provide appropriate outdoor facilities in which to do so. These areas are in locations that guarantee non-smokers' right to work in air that is free of tobacco smoke.

We also offer an Employee Assistance Programme which can be used to seek advice and counselling from our external provider. Details can be obtained from the People Team. are provided at the end of the policy.

Drugs, Alcohol and Substance Abuse

Employees with drug-related, alcohol and/or substance misuse problems require help and treatment.

Employees must recognise that it is their responsibility and in their best interests to seek help at the earliest possible stage, when treatment is more effective and before the problems affect their work sufficiently to become a disciplinary matter. Employees enrolled in a rehabilitation programme will be subject to our normal sickness absence rules.

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to seek help voluntarily and may make direct contact with their GP who will treat the case in confidence. The employee may also inform their line manager or the People Team for further assistance and advice.

Mental Wellbeing

The World Health Organization defines mental health as “a state of wellbeing in which every individual realises their own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to their community”. The company recognises the positive benefits that offering mental health initiatives can have on the body and mind and will encourage and support employees in keeping mentally well by:

- raising awareness and increasing employees’ understanding of mental ill health and common issues that are associated with it
- supporting line managers who need help to manage a team member with mental health and wellbeing issues
- encouraging employees to manage their annual leave entitlement so that it is taken evenly throughout the holiday year and not left to the end

Stress

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressures or other types of demands placed on them”.

A certain amount of stress can be good, in certain circumstances. We become concerned when employees experience stress that has an adverse reaction and places excessive pressure on them as a result.

Any employee who believes they are suffering from the negative effects of stress, rather than worrying about it, is encouraged firstly to speak to their line manager or the People Team.

