

## **HEALTH & WELLBEING POLICY**

### **1. Introduction**

The Kilmarnock Leisure Centre Trust T/A The Galleon Centre are committed to protecting the health, safety and welfare of our employees. We recognise that workplace health & wellbeing is a health and safety issue and acknowledge the importance of identifying and reducing workplace health & wellbeing issues including stress.

This policy will apply to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources. The KLCT T/A The Galleon Centre are pro-active in this area as exercise is a known factor in ensuring the health & wellbeing of our staff. Staff have access to free use of all the leisure facilities here at the Galleon Centre. In addition we have a system in place where if they attend the facility in their own time, there is the opportunity to attend, when the business can allow it, the facilities programme during their working time for free and be paid for this time.

### **2. Definition of Health & Wellbeing**

2.1 The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

### **3. Policy**

- The company will identify all workplace health & wellbeing issues and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace health & wellbeing including stress.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counseling for staff affected by issues affecting their health & wellbeing caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company’s agreed health & wellbeing management strategy.

## **4. Responsibilities**

### **4.1 General Manager**

- Provide external specialist advice and awareness training on health & wellbeing and stress.
- Ensure managers are trained and support managers in implementing stress risk assessments.
- Inform managers of any changes and developments in the field of stress and health and wellbeing at work.
- Give guidance to managers on the health & wellbeing policy.

### **4.2 Deputy General Manager**

- Monitor and review the effectiveness of measures to ensure all staffs health & wellbeing.
- Collate sickness and absence statistics to assist monitor the effectiveness of measures to address stress.
- Advise managers and individuals on training requirements.
- Ensure that risk assessments within their jurisdiction are conducted and implemented.
- Conduct inspections with the Operations Manager of the workplace at least every 4 months to ensure environmental stressors are properly controlled.
- Managers will be provided with paid time away to attend training relating to workplace stress and health & wellbeing.

### **4.3 Operations Manager**

- Conduct and implement risk assessments for health, wellbeing including stress in the Galleon Centre.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to external occupational counselors where necessary.
- Support individuals who have been off work with stress and advise them and their management on a planned return to work.
- Staff must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Managers (Duty) must be meaningfully involved in the risk assessment process.

### **4.4 Duty Managers & Office Managers**

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful development opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- Guide staff to the Aspens Risk Management – Stress for information purposes.

#### **4.5 Employees**

- Raise issues of concern with your line managers or operations manager.
- Accept opportunities for counseling when recommended.
- Liase with and co-operate with management on the issues of health & wellbeing including stress and especially if they are affected.
- Monitor their own workload and the number of hours they work.
- Use the sport, recreational, leisure facilities as a means of exercise to ensure their health & wellbeing.

The Management team will perform a pivotal role in ensuring that this policy is implemented and will oversee the monitoring of the efficiency of the policy and other measures include health & wellbeing and to reduce stress and promote workplace Health and Safety.