

## TRUST POLICY AND PROCEDURE FOR HEALTH, WELLBEING AND ATTENDANCE

<b>Reference Number</b> policy/3920/2021	<b>Version:</b>		<b>Status</b> Final	<b>Author:</b> Roger Smith
<b>Version / Amendment History</b>	<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>
	V6	01.10.21	Roger Smith	Policy reviewed and technically updated and developed on a person-centered basis.
<b>Intended Recipients:</b> The Policy is inclusive and aimed at all colleagues				
<b>Training and Dissemination:</b> Neti, Trust wide communication and Leadership training.				
<b>To be read in conjunction with:</b> State the name(s) of any other relevant policies: / procedure  <ul style="list-style-type: none"> <li>• Redeployment guidance</li> </ul>				
<b>In consultation with and Date:</b> Workforce Policy Review Group – 6 <sup>th</sup> August 2021 Trust Joint Partnership Forum – 17 <sup>th</sup> September 2021				
<b>EIRA stage One</b>		Completed Yes		
<b>stage Two</b>		Completed Yes		
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<b>Review Date and Frequency</b>			June 2024	
<b>Contact for Review</b>			Claire Sanders, Head of Workforce Operations.	
<b>Executive Lead Signature</b>			Amanda Rawlings- Chief People Officer	

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## 1. References

- Equality Act 2010 <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- ACAS <http://www.acas.org.uk/index.aspx?articleid=1461>
- NHS Terms and Conditions of Service <https://www.nhsemployers.org/pay-pensions-and-reward/agenda-for-change/nhs-terms-and-conditions-of-service-handbook>

## 2. Vision and Values

Our vision as a Trust is 'Exceptional Care Together' and to achieve this we will show our values of compassion, openness and excellence.



## 3. Introduction

University Hospitals of Derby and Burton NHS Foundation Trust (UHDB) recognises that our colleagues are our most valuable asset. This policy is underpinned by our overall aim to support the health and wellbeing of our workforce, and it applies to all our colleagues in the Trust.

The Trust aims to ensure that our colleagues maintain good health and wellbeing, and to encourage and support regular attendance whilst ensuring that absence due to ill health is minimal.

This policy will be applied in conjunction with ACAS guidelines, Employment Law and Trust Guidelines.

#### **4. Supporting the Health, Safety and Wellbeing of Our Colleagues**

There are several ways in which we aim to support all of our colleagues:

- By working to ensure that working conditions and working environments are healthy and safe;
- By encouraging people to take responsibility for their own health and wellbeing and play a part in developing solutions as individuals and on a team basis;
- By offering timely support and advice aimed at improving health and attendance.
- By supporting and offering reasonable adjustments to enable colleagues to remain in work

#### **5. Promoting Health, Safety and Wellbeing**

The Trust strongly believes that the promotion and protection of our colleagues' health, safety and wellbeing is one of our most important priorities. We will continue to support colleagues to manage their health, wellbeing and on-going health conditions to recover in a timely manner and rehabilitate to work.

There are many ways in which the Trust will support you, this can be for your emotional wellbeing, physical wellbeing or anything else health related.

Wellbeing meetings/ discussions to support you with your health and wellbeing may be arranged in all circumstances this may include when you have not had any absences.

#### **6. Equality, Diversity and Inclusion**

UHDB recognises that sections of society experience prejudice and discrimination and pays due regard to The Equality Act 2010. The Trust specifically recognises the protected characteristics of age, disability, sex, race, religion or belief, sexual orientation and gender reassignment. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The Trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The Trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

#### **7. Health and wellbeing assessment and interventions**

The Trust is committed to supporting your return to work following a period of ill health and where appropriate and possible, support your return to work in a number of ways including:

- Holding wellbeing meetings between you and your manager to plan for your return to work.
- Assessing your needs using risk assessments' specific to your situation / condition(s) e.g. vulnerable workers, stress etc. (available on NET-i)
- Supporting and facilitating you to maintain a safe environment,
- Access to and flexibility to attend health and lifestyle improvement programmes ([uhdb.getthehealthystayhealthy@nhs.net](mailto:uhdb.getthehealthystayhealthy@nhs.net))

- Making temporary or permanent reasonable adjustments to the workplace, working practices and working hours, including a time-limited phased return to work and redeployment where appropriate.
- Referring you to Occupational Health to seek their advice and support.

## **8. Roles & Responsibilities**

### *Line Manager*

- Ensure appropriate early intervention to prevent the escalation of healthcare needs.
- Support the health, safety and wellbeing of employees recognising their duty of care.
- Seek, consider and implement Occupational Health and health professional advice where appropriate.
- Update/record absences in a timely manner across relevant systems.

### *All Colleagues across UHDB*

- Recognise personal responsibility to take reasonable care of their own health and wellbeing and ensure they are fit to work without detriment to themselves or others.
- Actively participate and engage in this process and any recommendations health care interventions.
- Communicate at the earliest opportunity any underlying health issues or other contributing factors which may impact on their attendance at work.

### *Occupational Health*

- Provide expert, impartial and timely advice in relation to how an employee's health issues impact on their attendance at work.
- Consider information provided from a variety of sources e.g. GP's, other agencies, job role to make sure that all relevant information is available concerning an employee's circumstances to advise managers accordingly.
- Advise on whether a colleague may be considered as having a disability under the Equality Act 2010.
- Seek, identify and advise on appropriate solutions including reasonable adjustments based on information available and individual circumstances to enable colleagues to remain in work, return to work and maintain attendance.
- Can recommend or offer appropriate work place assessment(s) and monitoring of conditions.

## **9. Monitoring**

Please refer to the Health and Wellbeing Procedure and Guidance Document for further information and guidance.