

2024

Theatre Royal Bury St Edmunds Mental Health and Welfare Policy

Next Review Date: 1st Feb 25

FINANCE, RISK, AUDIT & RESOURCES TEAM



Mental Health & Welfare Policy

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Mental Health & Welfare Policy

Introduction

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems, and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

All personal sensitive information will be handled in accordance with the Information Security Policy and Procedures.

Policy Statement

The organisation is committed to the protection and promotion of the mental health and wellbeing of all staff.

The organisation shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

Policy Aim:

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

Scope:

- This policy will comply with Health and Safety legislation and best practice guidelines.
- This policy will be developed in accordance with existing organisational policies and procedures.
- This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed.

Policy Objectives

To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

Achieving the Policy Aims

Culture of Good Mental Health

Bury St Edmunds Theatre Management Ltd will promote a culture of good mental health and wellbeing for all employees as follows:

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- By supporting a small group, of between 2 to 4, Mental Health First Aiders to champion Mental Health and Wellbeing within the organisation.
- By promoting awareness and understanding about mental health and wellbeing through effective communication.
- By listening to our employees and adapting workplace policies (as required) implementing changes and evaluating their effectiveness.
- By providing systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
- By ensuring all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- By effective procedures to manage conflict effectively and ensure the workplace is free from bullying and harassment, all types of discrimination and racism.
- By effective good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- By ensuring that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- By endeavouring to provide a physical environment that is supportive of mental health.
- By promoting and supporting opportunities to enhance professional development, identified through the appraisal.
- By providing information about the mental health policy and team of Mental Health First Aiders in the staff induction programme and during the regular 1 to 1 meeting programme and via the staff noticeboard.
- By showing a positive and enabling attitude to employees and job applicants with mental health issues.
- By recognising that workplace stress is a health and safety issue.
- By reducing discrimination and stigma through increasing awareness and understanding

Knowledge and Skills

Bury St Edmunds Theatre Management Ltd will provide knowledge and skills training to;

- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and are trained in appropriate interview skills.
- Ensure all line managers have information and training about managing mental health in the workplace and good management practices.

And to provide relevant training to help HR staff and Mental Health First Aiders to support mental health and wellbeing across the organisation. This training will be designed to address the following:

- The promotion of understanding of the importance of mental wellbeing to all employees, including best practice.
- The early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management
- Ensure that any employee suffering from mental illness is treated fairly, with respect and confidentiality and without discrimination.

Support

Bury St Edmunds Theatre Management Ltd undertakes to provide the following measures and ways of working to promote mental health and wellbeing:

- To provide support for employees experiencing mental health difficulties.

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- Offering continued employment where practicable subject to appropriate adaptations to the role,
- In situations where the staff member experiences a period of absence from work due to mental ill-health, working with the employee to develop a "Return to Work Plan" that provides the best opportunity for the employee to return to work as soon as is reasonably practicable.
- Give non-judgemental and pro-active support to individual staff that experience mental health problems
- Encouraging staff to seek the appropriate help through the NHS or a mental health support organisation
- Identifying and remediating any factors within the workplace that are contributing to the negative mental health issues.
- Dealing with the mental health related issues in a sensitive, fair and consistent manner, respecting the employee as an individual and acknowledging their right to confidentiality.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.
- To encourage the employment of people who have experienced mental health problems.
- Being mindful of the organisation's responsibilities under The Equality Act 2010.

Communication

This Policy will form part of the new employee induction pack.

All employees will be made aware of the mental health policy on induction and the facilities available. This will be included in the employee handbook and employee information or induction packs.

The Health and Safety Committee will take forward the actions from this policy.

All updates will be provided to all employees via Sage HR.

Responsibilities

Directors:

- To ensure that this Policy receives the necessary support and prioritisation to achieve its aim.
- To participate in the annual review of this Policy and its effectiveness
- To ensure that managers and supervisors are aware of, and implementing, their responsibilities.

Managers and Supervisors:

- To Ensure that staff are made aware of this policy, at induction and how to access it afterwards.
- To actively communicate who Mental Health First Aiders are.
- Actively promote a culture of good mental health and wellbeing through the implementation of this policy.
- Manage and review the effectiveness of this policy on staff, and feedback to senior leadership as appropriate.

All employees:

- To read and understand this policy, including changes, seeking clarification where required.
- To support our aim of providing a culture of good mental health and wellbeing through their activities and when considering others.
- To take care of their own health and wellbeing, including mental health.
- To ensure that their actions do not affect the health and safety and general wellbeing of other people in the workplace.
- To raise issues or concerns and seek help from their line manager or an appropriate senior manager or Director.
- Have a duty to ensure they don't discriminate or show racism.

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Review and monitoring

This Policy will be reviewed annually by HR with input from the Mental Health First Aid group, the Health & Safety Committee and final approval by the Finance, Risk, Audit and Resources Committee.

Effectiveness of the policy will be assessed through:

- Feedback from the workforce, including complaints, appraisals/performance reviews, return to work surveys and exit interviews as appropriate.
- Staff turnover, retirement and sickness statistics
- Outcomes of any mental health issues supported through this policy

Version Control

Version Number	Approved By	Effective Date	Next Review Date
1.00		01/03/2024	01/03/2025