

Health and Wellbeing Policy

Version: 3.1, effective from August 2024

Policy Summary: The Health and Wellbeing policy document acts as a summary of the Cheynes Training approach to all matters relating to the health and wellbeing of team members involved with our programmes.

1. Introduction

- 1.1 Cheynes Training has a duty of care to look after the health and wellbeing of team members. We particularly recognise that many factors influence the health and wellbeing of our team, especially their mental wellbeing. Understanding and helping to overcome these issues results in a range of benefits for individuals and the wider business.
- 1.2 Mental wellbeing is relevant to all employees, and every member of the team can play their part in improving general wellbeing in the workplace. By addressing mental health issues, we will improve the wellbeing of everyone involved, achieving this aim will reduce absenteeism and lower team turnover. These key factors will help to improve service and increase productivity.
- 1.3 Similarly, promoting physical activity and encouraging healthy eating, can help to manage stress while also improving concentration and alertness.

2. Promoting Mental Wellbeing

- 2.1 This Health and Wellbeing policy aims to promote mental wellbeing by:
 - Providing information and raising awareness of mental health issues.
 - Promoting policies and actions that support wellbeing in the workplace.
 - Equipping employees with the skills to support their own mental health.
 - Reducing workplace stress and improving work-life balance.

3. Promoting Physical Health

- 3.1 Alongside our wellbeing responsibilities, we will also encourage physical health by:
 - Promoting physical activity across the business.
 - Supporting a healthy, balanced diet in the workplace.
 - Raising awareness of mental and physical wellbeing across our programme.

4. Promoting Work-Life balance

- 4.1 We evaluate employee's work activities based on results and productivity rather than on number of hours they work. We therefore do the following to encourage a healthy work-life balance:
 - Offer flexible working arrangements (including flexible start and end times, part-time working, remote working opportunities, and compressed work weeks).
 - Encourage the full use of annual leave allocation within the holiday year.
 - Have policies regarding out of hours communications.
 - Regularly review and adjust employee workloads.
 - Ensure tasks and deadlines are reasonable and appropriate.

5. Raising Awareness of Wellbeing Issues

- 5.1 All employees will be made aware of the Health and Wellbeing policy and the resources available to them. To achieve this, the policy will be included in the Cheynes Training employee handbook and in induction packs for new employees.
- 5.2 We will raise awareness of health and wellbeing issues by:
- Delivering an in-depth induction to new starters to explain their role.
 - Ensuring all employees have a clear job description and are trained to do their job.
 - Ensure the workplace is free from bullying, harassment, racism or discrimination.
 - Dealing with any conflict quickly and to reduce stress in the workplace.
 - Ensuring those with mental health issues are treated fairly and without judgement.
 - Ensuring good communication throughout Cheynes Training.
 - Providing resources to help managers implement the company's health and wellbeing approach.

6. Identifying Health and Wellbeing Issues

- 6.1 Where health and wellbeing issues are identified, we will offer support to team members by:
- Creating a culture that supports the health and wellbeing of all team members.
 - Offering direct help, support and guidance to those with a mental health issue.
 - Supporting team members who develop mental ill health.
 - Assisting those returning to work after a period of absence following illness.
 - Where appropriate, phasing in colleagues who are returning after illness.
 - Making any necessary adjustments to their role to help in their return to work.

7. Individual Responsibility

- 7.1 All team members will be made aware of their own responsibilities in implementing the health and wellbeing actions. This includes raising any issues or concerns, and seeking help from senior colleagues and, if necessary, from senior management.

8. Corporate Responsibility

- 8.1 The directors of Cheynes Training are responsible for ensuring the policy actions are implemented across the business. They are also responsible for reviewing the Health and Wellbeing Policy, as well as monitoring its effectiveness.
- 8.2 Directors will review the policy's effectiveness through the following:
- Seeking feedback from team members.
 - Measuring team sickness, absenteeism and turnover levels.
 - Analysing concerns and complaints from team members.
 - Gaining feedback from academy Heads of Centre.
 - Exit interviews for employees who leave the company.

To ensure it stays relevant, the policy will be reviewed annually.

Last review: August 2024
Next Review: August 2025

Melanie Mitchell, Managing Director
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