Service Policy: PODPOL17 Overarching Wellbeing Policy

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Amendment History:

Version	Date	Author	Reasons for Change
1.0	01/03/20	[redacted]	Document created
2.0	Feb 2023	[redacted]	Update to HRT/ menopause support
3.0	February 2026	[redacted]	Added menopause provision

Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
	x		ED&I TEAM	LOCATED ON PORTAL

Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments

Related Documents:

Doc. Type	Ref No.	Title	Location
Policy	PODPOL07	Positive mental health and wellbeing Policy	Portal
SI		Capability	Portal
SI		Absence and Attendance	Portal
Fire Standard		Code of Ethics;	Portal
Fire Standard		Leading and Developing People;	Portal
Fire Standard		Leading the Service	Portal

Distribution List:

Name	Position	Department

Sign-Off List:

Name	Position

Target Audience:

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
X						

Ownership:

FOI exemption required?	Yes		URL	
	No	X	Reason	

Legislation:

Title	

Contact:

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People and Organisational Development	[redacted]	

PODPOL17- Overarching Wellbeing Policy:

1. Policy Introduction and Background:

MFRS recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance.

MFRS has an established positive mental health and wellbeing policy to manage its obligations to maintain the mental health and wellbeing of all staff. The policy includes MFRS' commitment to employee health, the responsibilities of managers and others for maintaining psychological health, health promotion initiatives, communicating and training on health issues, the range of support available for the maintenance of mental health, and organisational commitment to handling individual issues.
This policy outlines the broader approach to managing employee physical and mental wellbeing.

2. Policy Explanation:

MFRS has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. MFRS will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

Line managers

Line managers will put in place measures to minimise the risks to employee wellbeing, particularly from perceived negative pressure at work. For example, managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and other team members to do their job. Managers must also familiarise themselves with MFRS's policies on diversity and tackling inappropriate behaviour in order to support staff, for example on bullying and harassment issues.

Line managers must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications through transparent and auditable selection processes;
- keeping employees in the team up to date with developments at work and how these might affect their job and workload;
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues with management;
- making sure jobs are designed fairly and that work is allocated appropriately between teams;
- ensuring that work stations are regularly assessed to ensure that they are appropriate and fit for purpose.
- Ensuring that PPE is fit for purpose.

3. Policy Implementation:

People and Organisational Development:

This team develops organisation-wide policies and procedures to protect and promote the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good physical and psychological health.

They provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing health problems. The teamwork with employees and managers to prevent an employee wherever possible from absenting themselves from work via a range of flexible working options and leave for carers.

Health and Wellbeing professionals will play a critical part in developing rehabilitation plans for employees returning to work after absences and work with line managers on designing jobs

and working environments to ensure that rehabilitation is successful.

The Health and Wellbeing team have designed and implemented award winning mental health and wellbeing initiatives such as:

- smoking cessation
- weight management,
- managing pressure,
- dealing with traumatic incidents at work
- physical fitness and
- ongoing health conditions at work.
- Menopause support

Their work with the EAP provides support to employees with financial, legal and family issues which can have a direct impact on an employee's health and capability to do their role.

Other measures available to support employees in maintaining positive health and wellbeing include: -

- Procedures for reporting and handling inappropriate behaviour (for example bullying and harassment);
- Stress management support and stress risk assessments.
- Counselling services
- Mindfulness services
- Chaplaincy services
- Eye tests
- Fitness tests
- Gym facilities;
- Vaccinations
- Nutritional advice
- Payment of HRT prescriptions

- Physiotherapy provision
- Special leave arrangements;
- Volunteering opportunities
- Opportunities for flexible working;
- Generous maternity and paternity policies
- Support for workers with disabilities;
- The organisation's grievance policy and
- Employee staff surveys *

****this list is not exhaustive***

Employees:

Employees must take responsibility for managing their own health and wellbeing, by adopting good health attitudes (for example in relation to diet, alcohol consumption and smoking) and informing the organisation if they believe work or the work environment poses a risk to their health.

Any health-related information disclosed by an employee during discussions with managers, the POD department or the Occupational Health medical services is treated with the highest degree of discretion and sensitivity to ensure that the employee receives the most appropriate support and guidance from people best placed to meet those needs and dependent of the facts of that particular case.

Relationship with other policies

This employee wellbeing policy should be read in conjunction with other policies and procedures covering positive mental health, critical incident stress management, attendance, policies on work-life balance, special leave, flexible working, the management of short and long-term absence, sick pay, bullying and harassment, violence at work, equal opportunities and staff training and development.

All Policies can be found on the Website