



National Audit Office

Health and Wellbeing HR Update

A Healthy Workplace

The CIPD defines this as:

Promoting well-being can help prevent stress and create positive working environments where individuals and organisations can thrive. Good health and well-being can be a core enabler of employee engagement and organisational performance.

Our new strategy says:

Our people are proud to be part of our diverse, inclusive and healthy workplace.

Physical and Mental Health

Consider the following:

Physical health

- Working too many hours
- Spending too long looking at a screen while working from home
- Not having the right equipment or space to work

Mental well-being

- concerns about work
- concerns about coronavirus and society changes
- concerns about family responsibilities
- feeling overwhelmed
- feeling stressed or anxious
- Mental health issues such as stress, anxiety and depression are the most common reasons staff are sick

What Can We Do?

- Check the Merlin Ways of Working page.
- Follow good DSE practice – the Health and Safety Manager is a good source of advice and support
- Make sure staff have the right equipment
- Offer the opportunity for them to work in the office for welfare reasons
- Encourage everyone to take breaks throughout the day, including lunch
- Keep meetings to 25 or 55 minutes where possible
- Make sure we all take our annual leave – managers should be role models here! Remember only 15 days can be taken forward.
- Make sure hours are kept to a reasonable level and any TOIL is booked in to be taken asap after the work is done

What Can We Do cont.

- Recognise symptoms of stress or anxiety in others and offer support, including encouraging them to see their GP or speaking to someone, completing a stress risk questionnaire or speaking to HR about a referral to occupational health
- Make sure staff are clear about what you are asking or expecting them to do.
- Provide positive social interaction and support – regular team meetings and 1:1s and the opportunity to connect with others
- Support a good work:life balance
- HR arranged for Healthy Performance to run sessions on Mental Health for Remote Workers and Family Life and Emotional Wellbeing in October and November 2021.

Discussion Points

- Anything else which has worked well for you and your teams?
- Are there any barriers to putting some of this into practice?

Sources of Support for Managers and Employees

Employee Assistance Programme

- Support for Managers (e.g. mental health issues, supporting carers, dealing with bullying, attendance, equality and discrimination, loss and bereavement)
- My Wellbeing (e.g. emotional wellbeing, personal resilience, self esteem, nutrition, physical activity, smoking, mindfulness, anxiety)

HR Manual

- Information about health and well-being and managing stress

Thrive

- Personal effectiveness courses such as impact and confidence and personal resilience

HR Business Partner

- Talk through issues and provide advice, guidance or support.