



Mental Health & wellbeing Policy

About this policy

Purpose

The purpose of this policy is for **PRT HEATING LTD** to establish, promote and maintain the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.

PRT HEATING LTD believes that the mental health and wellbeing of our staff is key to organisational success and sustainability.

Goals

PRT HEATING LTD

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate employees active participation in a range of initiatives that support mental health and wellbeing.

Scope

- This policy applies to all employees of **PRT HEATING LTD** including contractors and casual staff.

Responsibility

All employees are encouraged to:

- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing **PRT HEATING LTD** support fellow workers in their awareness of this policy
- support and contribute to **PRT HEATING LTD**'s aim of providing a mentally healthy and supportive environment for all workers.

All employees have a responsibility to:

- take reasonable care of their own mental health and wellbeing, including physical health
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.

Managers have a responsibility to:

- ensure that all workers are made aware of this policy
- actively support and contribute to the implementation of this policy, including its goals
- manage the implementation and review of this policy.

Communication

PRT HEATING LTD will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all members of the organisation
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy
- employees are notified of all changes to this policy.

Occupational Health

Work related ill-health, also known as Occupational ill-health, describes any illness an employee suffers as a result of exposure to workplace hazards. Work related illness is often viewed as the domain of specialists. It is however our responsibility to manage our activities and prevent, so far as is reasonably practicable, any of our employees falling ill as a result of the work that they do. There are many examples of risks to health, capable of causing illness, for instance:--

- The handling of heavy/awkward loads, poor work posture, repetitive or forceful movement - which can cause musculoskeletal disorders, back strains and sprains.
- The handling and breathing in of hazardous substances which can cause e.g; asthma, poisoning, dermatitis, etc.
- Stressors like excessive workloads or work pace or conflicting priorities which in turn can contribute to high blood pressure, heart disease or depression.

Fatigue

PRT HEATING LTD has legal duties to:

- Assess risks associated with shift work. It aims to improve understanding of shift work and its impact on health and safety by providing advice on risk assessment, design of shift-work schedules and the shift-work environment; suggesting measures that employers, safety representatives, and employees can use to reduce the negative impact of shift work; and reducing tiredness, poor performance and accidents by enabling employers to control, manage and monitor the risks of shift work. HSE Guidance document HSG256 will be used to make the relevant assessments based on the individual. Fatigue is the decline in mental and/or physical performance that results from prolonged exertion, lack of quality sleep or disruption of the internal body clock. The degree to which a worker is prone to fatigue is also related to workload. For example, work that requires constant attention is machine paced, complex or monotonous will increase the risk of fatigue. Driving to and from work can be risky, particularly after a long shift, a night shift or before an early start.
- The following strategies may make driving safer: consider using public transport or taxis rather than driving; exercise briefly before your journey; share the driving if possible; drive carefully and defensively; try not to hurry; stop if you feel sleepy and take a short nap if it is safe to do so; make occasional use of caffeine or energy drinks.

Monitoring and review

PRT HEATING LTD will review this policy **12** months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from workers, the Health and Wellbeing Committee (if applicable), and management
- review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

Authorised by Mr Nathan Tilsley



Position: Company Director

Date: 30/04/24

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