

Mental Health and Wellbeing Policy

Right now, **one in six workers** in the UK is experiencing depression, anxiety or stress. Research show that work is the biggest cause of stress in people's lives, more so than debt or financial problems (source MIND). In a construction population of 2.1 million representing 6% of the UK workforce that suggests 350,000 people in construction at any one time. It means that although dealing with mental ill health can feel isolating there will be someone close by and at work who can help or are dealing with similar feelings.

In a sector with a high number of male workers we cannot ignore the specific risks associated for men principally, and mental poor health. **Suicide is now the leading cause of death in men between 15 and 49, and they are often in employment.**

A ONS study found that, in England, the risk of suicide among low skilled male labourers, particularly those working in construction roles, was 3 times higher than the male national average (March 2017).

Introduction

Mental health conditions 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, confidence, self-esteem and productivity requirements to name but a few. 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, helping, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

Policy Statement

The organisation is committed to the protection and promotion of the mental health and wellbeing of all our employees (head office and operational staff) and by extension the employees of the contractors and or sub-contractors working on our behalf.

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 it employees and others reasonably affected by what we do. The organisation shall continuously strive, so far as reasonably practicable, to promote mental health and wellbeing throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

Policy Aim

Our Mental Health and Wellbeing policy outline our provisions to prevent and address mental health issues amongst our employees and other reasonably affected by our work activities / who meet our undertaking, and to provide a support mechanism where so required.

Scope

Mental Health problems and stress can affect anyone, regardless of the social standing or position within an organisation. Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it may impact happiness, productivity and collaboration.

This policy will comply with the provisions of primary and secondary Health and Safety legislation our Clients requirements and expectations, good practice guidelines, published industry guidance, and from information provided by charitable organisations e.g. MIND, Mental Health Foundation and Mates in Mind.

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 and at site level, and will be evaluated and reviewed as appropriate.

Policy Objectives

To develop a supportive culture, address factors that may negatively affect mental health and an individual's wellbeing, and to develop appropriate management skills to include appropriate training e.g. <https://mhfaengland.org/individuals/adult/> or <https://www.mind.org.uk/workplace/training-consultancy/>

Policy Actions:

1. Reduce discrimination and stigma by increasing awareness and understanding.
2. Complete an employee survey to identify mental health needs.
3. Give employees information on and increase their awareness of mental health and wellbeing.
4. Include information about the mental health policy in the employee induction programme and show our commitment by displaying a copy of the policy at our head office and on all live construction projects.
5. Provide opportunities for our employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
6. Promote the Five Ways to Wellbeing concept developed by the new Economics Foundation (NEF)
7. Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.
8. Ensure all head office staff and operational workers have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job. Demonstrate that people are valued and that the work-life balance is respected
9. Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism. Encourage people not to be judgemental or unduly critical of co-workers – you may not be aware of the difficulties that an individual is experiencing in their personal life.
10. Establish good two-way communication to ensure employee involvement, particularly during periods of organisational change.
11. Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
12. Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
13. Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.
14. Promote and support opportunities to enhance professional development, identified through the appraisal.
15. Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To provide support for employees experiencing mental health difficulties

Policy actions:

1. Ensure individuals suffering from a mental health condition are treated fairly, compassionately and consistently.

2. Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
3. Give non-judgemental and pro-active support to individual employees that experience mental health problems such as counselling etc
4. Ensure employees are aware of the support that can be offered through our occupational health provider, Employee Assistance Programme (EAP) (if applicable) or alternatively their own GP, or a counsellor.
5. Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
6. Treat all matters relating to individual employees and their mental health problems in the strictest confidence, in line with the principles of the Data Protection Act (DPA) 2018 and by extension the General Data Protection Regulation (UK GDPR) 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.

Policy actions:

1. Show a positive and enabling attitude to employees and job applicants with a mental health condition. This includes having positive statements in recruitment literature.
2. Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the requirements of the Equality Act 2010 and are trained in appropriate interview skills.
3. Ensure all line managers have information and training about managing mental health in the workplace e.g. <https://mhfaengland.org/mhfa-centre/about> or <https://www.mind.org.uk/workplace/training-consultancy/>

To recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Policy action:

1. Adopt the principles of the HSE Stress Management Standards for employees or groups if employees that it is felt may be affected by stress.
2. Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
3. Provide training in good management practices.
4. Provide confidential counselling and adequate resources.
5. Align other relevant policies such as physical activity, alcohol and absence management.

Responsibilities

Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective.

Directors and Line Managers have a responsibility to:

- Ensure all workers are made aware of this policy.
- Actively support and contribute to the implementation of this policy, including its objectives.
- Manage the implementation and review of this policy.
- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.

- Monitor working hours and overtime to ensure that staff are not overworking and monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff are provided with meaningful development opportunities.
- In addition, senior management will ensure that staff performing a management or supervisory function have sufficient competence to discharge that function in a manner consistent with the maintenance of mental health in the workplace.

Human resources staff or office management have a responsibility to:

- Organise training and awareness courses on workplace mental wellbeing in conjunction with suitable experts / training providers.
- Provide advice and support to employees and managers in relation to this policy.
- Monitor and report on levels of sickness absence which relate to mental health problems including stress-related illness (in conjunction with the occupational health service and departmental managers).

Employees have a responsibility to:

- Understand this policy and seek clarification from management where required
- Raise issues of concern and seek help from their safety representative, line manager, human resources or occupational health department, or use the Employee Assistance Programme if one is provided.
- Accept opportunities for counselling when recommended.
- Support fellow workers in their awareness of this policy.
- Support and contribute to DVC Roofing & Building Ltd aim of providing a mentally healthy and supportive environment for all workers.

Occupational health and safety staff, Safety representatives or Representatives of employee safety have a responsibility to:

- Provide specialist advice and awareness training on mental wellbeing.
- Support individuals who have been off sick with mental health and stress problems and advise them and their management on a plan to work.
- Refer individuals to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to promote mental wellbeing.
- Meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Involved in the risk assessment process.

Communication

All employees will be made aware of the mental health and wellbeing policy and the resources available. This will form part of our health and safety policy, which will be included in the employee handbook and employee information or induction packs.

The works forum / Health and Safety Committee (Client or our own), employee feedback will take forward the actions from this policy.

Regular updates will be provided to all employees via their line management.

Review and monitoring

Employees participating in any of the mental wellbeing activities will be regularly asked for feedback.

The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.

The human resources department (or an individual as appropriate) will be responsible for reviewing the mental health and wellbeing policy and for monitoring how effectively the policy meets its aims and objectives.


Indicators to measure effectiveness could include:

- Working hours and patterns
- Workplace violence or harassment
- Absenteeism
- Accident at work
- Staff complaints
- Staff sickness levels
- Staff turnover
- Use of occupational health or counselling services
- The employee surveys
- Early retirement through ill health
- Exit interviews.

This Policy will be reviewed no later than 12 months from the date below.

Signed for and on behalf of DVC Roofing & Building Ltd

Mr. Darren Van-Cliff



Designation: Managing Director

Date: 12th September 2024

APPENIX 1

Mental Health issues, statistics and facts

What are mental health issues?

Mental health issues in the workplace are any conditions that affect employee's state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g. increased blood pressure, lethargy, changes in eating habits.)

Factors that cause mental health issues

Employees may experience mental health issues for various reasons that an employer cannot control (e.g. hereditary, family conflicts, general health.) But there are also work-related reasons for mental health problems, including:

Job insecurity, Excessive pressure, Work-life imbalance, Lack of appreciation, Hostile workplace conditions, Unsatisfactory job or workload or Unpleasant relationships with colleagues or managers.

To every extent possible, our company's leaders aim to recognize and address cases of workplace pressures that contribute to mental health issues.

Mental health issues, statistics and facts

Mental health problems are a growing public health concern. They are prevalent not just in the UK, but around the world. **The statistical information below has been provided by third parties and will be subject to change.**

- Mental problems are one of the main causes of the overall disease burden worldwide
- Mental health and behavioural problems (e.g. depression, anxiety and drug use) are reported to be the primary drivers of disability worldwide, causing over 40 million years of disability in 20 to 29-year-olds
- Major depression is thought to be the second leading cause of disability worldwide and a major contributor to the burden of suicide and ischemic heart disease
- Approximately 1 in 4 people in the UK will experience a mental health problem each year
- In England, 1 in 6 people report experiencing a common mental health problem (such as anxiety and depression) in any given week
- 34% of construction workers surveyed have experienced a mental health condition in the last 12 months.
- 3 out of 5 employees experience mental health issues because of work
- 4-10% of people in England will experience depression in their lifetime
- Mixed anxiety and depression is the most common mental health disorder in Britain, with 7.8% of people meeting criteria for diagnosis
- Common mental health problems such as depression and anxiety are distributed according to a gradient of economic disadvantage across society. The poorer and more disadvantaged are disproportionately affected by common mental health problems and their adverse consequences
- In 2017, 5821 suicides were recorded in Great Britain. Of these, 75% were male and 25% were female
- Between 2003 and 2013, 18220 people with mental health problems took their own life in the UK
- Suicide is the most common cause of death for men aged 20-49 years in England and Wales
- Over 200 school children are lost to suicide every year
- One person in fifteen had made a suicide attempt at some point in their life

Appendix 2

Five ways to wellbeing (source MIND and the New Economics Foundation (NEF))

The following steps have been researched and developed by the New Economics Foundation.

Connect

There is strong evidence that indicates that feeling close to, and valued by, other people is a fundamental human need and one that contributes to functioning well in the world.

It's clear that social relationships are critical for promoting wellbeing and for acting as a buffer against mental ill health for people of all ages.

With this in mind, try to do something different today and make a connection.

- Talk to someone instead of an email
- Speak to someone new
- Ask how someone's weekend was and really listen when they tell you
- Put five minutes aside to find out how someone really is
- Give a colleague a lift to work or share the journey home with them

Be active

Regular physical activity is associated with lower rates of depression and anxiety across all age groups.

Exercise is essential for slowing age-related cognitive decline and for promoting well-being.

But it doesn't need to be particularly intense for you to feel good – slower-paced activities, such as walking, can have benefit of encouraging social interactions as well as providing some level of exercise.

Today, why not get physical? Are a few ideas:

- Take the stairs not the lift
- Go for a walk at lunchtime
- Walk into work – perhaps with colleague – so you can 'connect' as well
- Get off the bus one stop earlier than usual and walk the final part of your journey to work
- Organise work sporting activity
- Have a kick-about in a local park
- Do some 'easy exercise', like stretching, before you leave for work in the morning
- Walk to someone's desk instead of calling or emailing

Take notice

Reminding yourself to 'take notice' can strengthen and broaden awareness.

Studies have shown that being aware of what is taking place in the present directly enhances your well-being and savouring 'the moment' can help to reaffirm your life priorities.

Heightened awareness also enhances your self-understanding, and all allows you to make positive choices based on your own values and motivations.

Take some time to enjoy the moment and the environment around you. Here are a few ideas:

- Get a plant for your workspace
- Have a 'clear the clutter' day
- Take notice of how your colleagues are feeling or acting
- Take a different route on your journey to or from work
- Visit a new place for lunch

Learn

Continued learning though life enhances self-esteem and encourages social interaction and more active life.

Anecdotal evidence suggests that the opportunity to engage in work or educational activities particularly helps to lift older people out of depression.

The practice of setting goals, which is related to adult learning in particular, has been strongly associated with higher levels of well-being.

Why not learn something new today? Here are a few ideas:

- Find out something about your colleagues
- Sign up for a class
- Read the new or book
- Set up a book club
- Do a crossword or Suduko
- Research something you've always wondered about
- Learn a new word

Give

Participation in social and community life has attracted a lot of attention in the field of wellbeing research.

Individuals who report a greater interest in helping others are more likely to rate themselves as happy.

Research into actions for promoting happiness has shown that committing an act of kindness once a week over a six-week period is associated with an increase in wellbeing.

Appendix 3

Types of mental health problems and mental health – key legislation

Please click the link below for more information on the topics of concern identified below:

<http://www.min.org.uk/information-support/types-of-mental-health-problems/>

Anger	Anxiety and panic attacks	Bipolar disorder	Body dysmorphic disorder (BDD)
Borderline personality disorder (BPD)	Depression	Dissociative disorders	Drugs - recreational drugs & alcohol
Eating problems	Hearing voices	Hoarding	Hypomania and mania
Loneliness	Obsessive-compulsive disorder (OCD)	Panic attacks	Paranoia
Personality disorders	Phobias	Postnatal depression & perinatal mental health	Post-traumatic stress disorder (PTSD)
Premenstrual dysphoric disorder (PMDD)	Psychosis	Schizoaffective disorder	Schizophrenia
Seasonal affective disorder (SAD)	Self-esteem	Self-harm	Sleep problems
Stress	Suicidal feelings	Tardive dyskinesia	

There are two specific pieces of legislation that govern how people with mental health conditions receive care and treatment. They are the Mental Health Act 1983 and the Mental Capacity Act 2005. Other pieces of key legislation are also identified below.

The Mental Health Act (MHA) 1983 is the law in England and Wales which was updated in 2007. It tells people with mental health problems what their rights are regarding:

- Assessment and treatment in hospital
- Treatment in the community
- Pathways into hospital, which can be civil or criminal

In the most cases when people are treated in hospital or another mental health facility, they have agreed or volunteered to be there. They may be referred to as a voluntary patient.

But there are cases when a person can be detained, also known as sectioned, under the Mental Health Act (1983) and treated without their agreement.

The Mental Health Act 1983 is the main piece of legislation that covers the assessment, treatment and rights of people with mental health disorder. Available from:

<https://www.legislation.gov.uk/ukpga/1983/20/content>

The Mental Capacity Act 2005 (MCA) is designed to protect and empower people who may lack mental capacity to make their own decisions about the care and treatment. It applies to people aged 16 and over.

Available from: <https://www.legislation.gov.uk/ukpga/2005/9/contents>

It covers decisions about day-to-day things like what to wear or what to buy for the weekly shop, or serious life-changing decisions like whether to move into a care home or have a major surgery.

Examples of people who may lack capacity include those with:

- Dementia
- A severe learning disability
- A brain injury
- A mental illness
- A stroke
- Unconsciousness caused by an anaesthetic or sudden accident

As a person with a mental health problem living in England or Wales, these are some other key pieces of legislation which set out some of your rights and protect you from discrimination:

- Care Act 2014 (applies to England)
- Data Protection Act 2018
- Equality Act 2010
- UK General Data Protection Regulation (“UK GDPR”)
- Health and Safety at Work Act 1974
- Health and Social Care Act 2012
- Human Rights Act 1998
- Mental Health Act 1983
- Mental Health Act 2007
- Mental Capacity Act 2005
- Mental Health (Discrimination) Act (2013)
- National Health Service Act 2006
- Preventing Suicide in England 2012
- Social Services and Well-being (Wales) Act 2014 (applies to Wales)

Appendix 4

Advice, Support & Helpful Resources

If you’re experiencing mental health problems or need general advice and support, there are lots of places you can go to for help. You may find it helpful to talk to you or your partner, a relative or a friend about your problems. They may be concerned about you and welcome the opportunity to hear what you have to say. If this is not possible, you may prefer to talk to someone else you can trust, like a faith leader or a tutor. Additionally, seek support from your GP or visit your local A&E department.

Construction Industry Helpline
Telephone: 0345 605 1956

Samaritans

Telephone: 116 123 (24 hours a day, free to call)

Email: jo@samaritans.org

Website: <https://www.samaritans.org>

Mind Infoline

Telephone: 0300 123 3393 (9am-6pm Monday to Friday) or text 86463

Email: info@mind.org.uk

Website: www.mind.org.uk/information-support/helplines

Rethink Mental Illness Advice Line

Telephone: 0300 5000 927 (9.30am - 4pm Monday to Friday)

Email: online contact form

Website: <http://www.rethink.org/about-us/our-mental-health-advice>

Saneline

Telephone: 0300 304 7000 (4:30pm-10:30pm)

Website: www.sane.org.uk/what_we_do/support/helpline

The Mix

Telephone: 0808 808 4994 (11am-11pm, free to call)

Email: Helpline email form

Crisis Support: Text 'THEMIX' to 85258.

Website: www.themix.org.uk/get-support

Childline

Telephone: 0800 1111

Website: www.childline.org.uk

Mental Health Foundation

(Research and policy development only)

Telephone: 020 7803 1110

Email:

Website: <https://www.mentalhealth.org.uk/your-mental-health>

Campaign Against Living Miserably (CALM)

Telephone: 0800 58 58 58 (5pm-midnight, free to call)

Webchat: Webchat Opening hours are 5pm – midnight every day

Website: <https://www.thecalmzone.net/>

Prevention of Young Suicide - Papyrus

Telephone: 0800 068 41 41 Text: 07786 209697

Email: pat@papyrus-uk.org

Website: <https://papyrus-uk.org/>

DVC Roofing & Building Ltd

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IAPT (Improving Access to Psychological Therapies)

Website: www.iapt.nhs.uk

Alcoholics Anonymous

Telephone: 0800 9177 650

Email: help@aamail.org

Website: <https://www.alcoholics-anonymous.org.uk/Contact>

Drink Aware

Telephone: 020 7766 9900

Email: contact@drinkaware.co.uk

Website: <https://www.drinkaware.co.uk/about-us/contact/>

Gamblers Anonymous UK

Telephone:

Email: info@gamblersanonymous.org.uk

Website: <https://www.gamblersanonymous.org.uk/>

Anxiety UK

Nunes House, 447 Chester Road, Manchester M16 9HA

Infoline: 03444 775 774

Telephone (Admin): 0161 226 7727

Text Service: 07537 416905

Email: support@anxietyuk.org.uk

Website: <https://www.anxietyuk.org.uk/get-help/>

Money Advice Service

Freephone

0800 138 7777 (English)

0800 138 0555 (Welsh)

Typetalk: 18001 0800 915 4622

From overseas: +44203 553 2279

Our opening hours

Monday to Friday, 8am to 6pm

Saturday, 8am to 3pm (web chat only)

Sunday and Bank Holidays, closed

Email: enquiries@moneyadviceservice.org.uk.

Website: <https://www.moneyadviceservice.org.uk/en/corporate/contact-us>

Depression UK

Email: info@depressionuk.org

Facebook: www.facebook.com/depressionukorg/

Website: <http://depressionuk.org/>

MHFA England

Telephone: 0203 928 0760

Email: info@mhfaengland.org (**General**)

Email: cet@mhfaengland.org (**Training**)

Website: <https://mhfaengland.org/>

Resources: <https://mhfaengland.org/mhfa-centre/resources/>

Chasing the Stigma (Hub of Hope)

Email: info@chasingthestigma.co.uk

Website: <https://chasingthestigma.co.uk/hub-of-hope/>

Facebook: <https://www.facebook.com/chasingthestigma/>

SOS Silence of Suicide

Telephone: 0300 1020 505

Email: info@sosilenceofsuicide.org

Website: <https://www.sosilenceofsuicide.org>