2020 - 2021
Health & Wellbeing Plan

Supporting staff in the workplace

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At Edinburgh Napier we are committed to providing a healthy working environment for all staff and to creating an inclusive, safe and supportive environment where health and wellbeing is at the heart of our culture.

I am delighted to be able to share with you our new Health and Wellbeing plan 2020/21. This plan outlines our commitment to creating a working environment where staff feel that they can openly discuss their health and wellbeing and can access the right support at the right time.

Over the last few years, we have introduced a number of resources to improve the health and wellbeing of our staff, but we do recognise, particularly in these uncertain times, that a key focus must be on mental health related support. In support of this, Edinburgh Napier University has now signed up to the University Mental Health Charter. This Charter provides a set of principles to support universities to make mental health a priority. Given the potential negative consequences that poor mental health can have for learning, for working and for life in general, the wellbeing of our community is clearly an important issue. It is for that reason we are giving it our due attention, resource and expertise.

We recognise that many of us are now working from home and may be for some time. It is therefore important that we ensure that staff stay connected with colleagues and that we are providing the right support, both physically and emotionally.

We were also delighted to be able to launch the Mental Health First Aid at Work Champions network in May 2020. Our trained Mental Health Champions are a point of contact for an employee who is experiencing a mental health issue or is in emotional distress, helping them get the appropriate support they need as quickly as possible.

We are also proud of our Healthy Working Lives GOLD level award, assessed and accredited by Public Health Scotland. We have held this award for many years and is clear evidence that our policies and practices to support the wellbeing of our staff are robust and that we are continually promoting the benefits of good health in the workplace.

And finally, our proposed programme of events for the forthcoming year is provided here. I am sure you will agree it is well informed, varied and supportive of our staff’s continued wellbeing. I hope there is something for everyone to participate in as we work together to continue to ensure Edinburgh Napier is a happy and healthy place to work.
Our Vision

To create a culture where health and wellbeing is openly discussed and to support staff to make and maintain a healthy lifestyle

We understand that people can face physical and mental health challenges during the course of their working lives which can have a significant impact on them, their families and their colleagues. The success of our University rests on the ability of all colleagues to give their very best effort and we believe that can only happen when we create a working environment where staff feel that they can openly discuss their health and wellbeing and be able to access support when and where they require it.

In support of our vision, our focus for 2020/2021 will be on the following actions:
1. To attain the University Mental Health Charter
2. To retain the Healthy Working Lives GOLD Award
3. To regularly engage with staff, gather feedback and to understand their needs
4. To fully utilise our own resources and to engage with external support partners when required
5. To deliver an annual programme of activity, events and promotions to meet the needs of the workforce

All of us have a role to play in achieving our vision and commitments.

As Senior Leaders
We will lead by example and listen and respond to staff concerns and we will monitor progress being made against this plan.

As Line Managers
We will create an environment where it is safe to discuss health and wellbeing issues and to signpost our team to the right support.

As Employees
We are all encouraged to seek help when it is needed and to provide support to colleagues and fellow team members.
1. University Mental Health Charter

The University Mental Health Charter seeks to adopt a whole university approach to mental health and to become a place which promotes the mental health and wellbeing of all members of the university community. This will include adequately resourced, effective mental health resources and interventions and will support good mental health by facilitating staff and students to develop insight, understanding and skills to manage and maintain their own wellbeing.

The wellbeing and development of staff is a crucial component of any genuine whole university approach to mental health and includes ensuring managers can and do support good wellbeing within their teams and respond appropriately to staff experiencing poor mental health.

Our work on this Charter will include a focus on staff wellbeing and staff development.

Staff Wellbeing

- We will develop a culture and environment that supports good staff wellbeing
- We will ensure staff feel able to discuss their mental health and wellbeing and have access to effective, accessible support and proactive interventions to help them improve their own mental health and wellbeing
- We will ensure staff feel psychologically safe to enable them to innovate, identify improvements and raise concerns about culture and practice that may impact mental health
- We will equip managers with the knowledge, skills and confidence to support good wellbeing within their teams and respond appropriately when staff experience poor mental health
- We will encourage staff to adopt and maintain a healthy lifestyle and workplace behaviours
- We will encourage staff to stay connected with colleagues and will ensure that, if home working, they have the right resources in place to continue to be effective in their role

Staff Development

- We will support staff to develop, individually and collectively, the confidence and ability to promote positive mental health and respond appropriately to poor mental health
- We will support staff to recognise and respond appropriately to poor mental health and signs of risk, signpost effectively and maintain the safe boundaries of their role
- We will ensure staff receive mental health training that is contextual and role specific
- We will promote a workplace environment and management practices that support formal and informal reflection, consultation and development for staff who may encounter student mental illness
- We will provide formal development for managers that enables them to promote good wellbeing within teams, understand the challenges staff may face, provide appropriate support for their teams and have knowledge of resources that can help
- We will ensure staff in mental health roles engage in regular, ongoing clinical development
2. Healthy Working Lives

Edinburgh Napier University is proud to hold the Healthy Working Lives GOLD Award. This programme, awarded through Public Health Scotland, allows us to identify issues and improve health, safety and wellbeing in our organisation in a structured and productive way. Holding the GOLD Award is evidence that our policies and practices have been assessed and are clear and robust and that we adhere to high levels of health and safety. The Healthy Working Lives model helps organisations identify issues and improve health and safety and wellbeing in a structured and productive way.

There are a number of key areas which we are benchmarked and assessed against and these include:

- **Healthy Eating**: We will promote the benefits of healthy eating at work and at home. Our catering outlets will offer healthy options, including “meat free” days and will ensure that there is a wide variety of food choices open to staff. Additional information on food and nutrition will be made available through Workplace Options campaigns, including “Eating your way to wellness”.

- **Alcohol**: We will deliver awareness campaigns to highlight the risk to health through excessive alcohol consumption and will ensure that information and support is available and accessible to staff through our Employee Assistance Programme.

- **Drugs**: We will raise awareness of the health and safety risk of drugs and drug dependency and will promote the Substance Abuse Policy alongside signposting to where help and support to tackle addictions can be accessed.

- **Smoking**: We will ensure staff, students and visitors can enjoy a smoke-free environment. We will raise awareness of the support available to help staff to stop smoking, through Occupational Health, our Employee Assistance Programme and through external partners such as NHS Scotland.

- **Physical activity**: We will encourage staff to be active and promote the benefits of movement and exercise, especially if working from home. We will participate in programmes such as Walk @ Work Step Count challenges and will continue to engage in Active Travel and Cycle to work initiatives.

By retaining the Healthy Working Lives GOLD Award, we will strive to have a healthier, more motivated and productive workforce.
3. Staff Engagement

The success of the Health and Wellbeing plan will rely on positive staff engagement and involvement. We will regularly seek constructive feedback on our resources, our workshops and other promotional activities to ensure that it continues to be fit for purpose and supportive of the needs of the workforce.

We will use a number of channels to gather information and data together to inform how the plan will evolve and be responsive to changes in the environment. These channels will include:

- Staff Surveys
- Special Interest Groups
- Focus Groups
- Evaluation of workshops

Policy and Guidance

Edinburgh Napier University seeks to maintain a positive and supportive working environment for all its staff. It recognises that excessive or prolonged pressure in the workplace can have a negative impact on the organisation and individuals, and that this can be prevented and alleviated through appropriate action on the part of individuals and their managers. Our policies and guidance aim to establish standards for managers and staff on the prevention and management of work-related stress:

- Mental Health and Wellbeing – Guidance for Managers
- Managing Stress – Guidance for Managers
- Managing Stress – Employee Guidance
- Occupational Stress Policy
- Stress Risk Assessment
- Wellness Action Plan
4. Resources

All resources, support and policy information can be found on our Health and Wellbeing staff intranet page.

**Employee Assistance Programme**
Workplace Options is the University’s Employee Assistance Programme Provider and they provide a free, confidential and independent resource to help employees balance their work, family and personal lives.

**Togetherall**
Everyone at Edinburgh Napier can access free online mental health support with Togetherall, any time, any day. Whether you’re struggling to cope, feeling low or just need a place to talk, Togetherall can help you to explore your feelings in a safe supportive environment.

**Silvercloud - Making Space For Healthy Minds**
All staff have access to Silvercloud, a free and easy to use platform to support your mental health and wellbeing. The platform provides several self-directed courses covering a range of topics including resilience, stress, sleep, money matters, and covid-19.

**Mental Health Champion Network**
Mental Health Champions are a point of contact for an employee who is experiencing a mental health issue or emotional distress, helping the person get appropriate help, and also provide early intervention for someone who may be developing a mental health issue.

**[EN]GAGE**
Edinburgh Napier University’s sports and fitness centre. Colleagues can help with advice if you’re looking to optimise your fitness, stay healthy or try something new.
5. Programme of events

We have a varied and comprehensive programme of events, activities and promotions planned for the forthcoming year providing many opportunities for staff to engage in. We are always seeking feedback to ensure that our programme is fit for purpose and aligned to the needs of our staff. If you would like to speak to us about any of the programmes or offer suggestions as to content, please contact: Rhona Bain, HR Partner - Inclusion, r.bain@napier.ac.uk

Health and Wellbeing Events 2020 / 2021

**September 2020**

28: National Inclusion Week

**October 2020**

10: World Mental Health Day
18: World Menopause Day

**November 2020**

Movember - Mental Health, Prostate and Testicular Cancers

**December 2020**

Spotlight on:
- Gender Based Violence
- Financial Awareness
- Mental Health

**January 2021**

Beat the January Blues!
- Dry January

**February 2021**

6: Time to Talk
- Feel Fab February!

**March 2021**

2: Eating Disorders Awareness Week

**April 2021**

Stress Awareness Month

**May 2021**

Mental Health Awareness Week

**June 2021**

Carers Week

**July 2021**

Spotlight on: University Resources
Monitoring and Evaluating

Progress on the delivery of this plan will be monitored and measured by the Inclusion Committee and will be reported on to Court on an annual basis as part of the Mainstreaming Inclusion Report.

We will be using both quantitative and qualitative data to monitor progress, including:

- Employee Engagement data
- Absence statistics
- Employee Assistance Programme usage
- Togetherall usage
- Engagement in activities and events
- Feedback from staff

Key Metrics

We will focus on these metrics to monitor progress and use these questions regularly in staff surveys.

**Staff are feeling supported**

Graph shows positive answers to the question: *My team leader/line manager/immediate supervisor is considerate of my health and wellbeing*

**Key Metrics**

**Staff are aware of the Employee Assistance Programme**

Graph shows positive answers to the question: *Are you aware of the independent staff counselling services available through Workplace Options?*

**Women and men access the Employee Assistance Programme equally**

Figures show gender breakdown of staff accessing EAP in 2019

**Reduction in absence due to mental health issues**

Figures show proportion of sick days due to stress or mental health illness over total sick days

1/3 of all sick days per year
Staff Networks

We recognise the importance of our staff inclusion networks which provide support, friendship and safe spaces for staff to share and discuss matters of importance to them. It is well documented that having these safe spaces to connect can support and help maintain good mental health and wellbeing in staff.

Armed Forces Network
It allows members who are ex-service and those interested in supporting the armed forces community to come together to share information, learn, socialise and support each other as well as the armed forces community as a whole.

BAME Network
Its aim is to create a space for Black, Asian and Minority Ethnic Staff to feel visible, valued, represented, and culturally recognised. A community where members and allies come together to raise awareness about the need for intersectional representation across Edinburgh Napier University.

Carers Network
It is a supportive and engaged group of staff with a diverse range of caring responsibilities or keen interest in care issues. It also provides a valuable platform for discussion of the many issues affecting the balance between work and home.

LGBT+ Network
It enables LGBT+ colleagues to come together to share information, learn together, socialise and support each other. By signalling a LGBT+ presence on campus, we can ensure we maintain a comfortable and fully inclusive environment.

Womens Network
It is open to colleagues of all gender identities. It provides an engaging forum primarily for the discussion of issues affecting women and gender equality at Edinburgh Napier and beyond.