
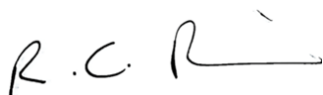
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	V.3	
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<b>Title: Health and Wellbeing Policy</b>		

Version	Action	Author	Verifier	Comments	Date
V1	Original	Susan O'Neill	Dale Ball	Created	01/05/2023
V2	Original	Natasha Blacklock	Jodi Pearson	Created	30/07/2024
V3	Review	Bob Pinner	Jodi Pearson	Created	18/07/2025
V3	Review	Donna Lawson	Donna Lawson	No Changes	13/02/2026
				Next Review	13/02/2027

Authorised by:



Name: Bob Pinner

Role: Head of Business Development



### 1. Statement of Intent

**PET-Xi is dedicated to enhancing a culture of wellbeing by introducing our Health and Wellbeing policy as a fundamental element of PET-Xi.**

- PET-Xi recognise that staff Health and wellbeing is important to the company's performance.
- PET-Xi is committed to making sure that the Health & Wellbeing Policy is implemented so that each Individual is able to cope successfully with the demands in their lives.
- The purpose of the policy is to maintain a company ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

### 2. Aims of the policy

PET-Xi aims to:

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- Help ensure that the company promotes the health and wellbeing of all staff members, recognising the impact work can have on employees' stress levels, mental and physical health.
- Recognise that excessive hours of work can be detrimental to staff health and effectiveness and to agree on flexible working practices where possible without damaging opportunities for learners to succeed.
- Communicate the importance of a work-life balance to all staff, and to ensure that all policy updates are communicated regularly.
- Respond sensitively to external pressure which affect the lives of staff members by providing support on a case-by-case basis.
- Provide staff with tips on how to deal positively with stress via the weekly Xi update and make staff members aware of the channels which can be used to manage and deal with stress or work-related health and wellbeing issues.
- Identify and understand what wellbeing at work means to the Staff at PET-Xi and to ensure that those things remain a focus for Managers.

### 3. Support Intent



The CEO and COO will encourage the maintenance of an atmosphere where all staff members feel comfortable asking for help or raising concerns.

All Managers should be sensitive to any problems which may cause the employee stress-related issues and should act in a professional, fair, consistent and timely manner when a concern arises.

Where additional, professional advice is required, then Occupational Health Professionals and other avenues should be utilised.

On joining PET-Xi and moving to new roles the following support will also be offered:

- All new staff will be made to feel welcome and given an induction. They will also receive the staff induction pack and staff handbook as well as access to all company policies.
- There will be reviews for new staff held within the first 3months of employment.



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#### 4. Arrangements for implementation

Arrangements for wellbeing and stress prevention through good management practices.

These include:

- Recruitment and selection procedures, clear job descriptions and person specifications to ensure that the 'right' person is recruited for the job.
- Appropriate knowledge, skills and behaviours to be cascaded through all levels of management and supervision.
- Training and Development procedures to ensure that individuals have the necessary skills and competencies to undertake the tasks/duties required of them.
- Reward and recognition
- Capability and absence management & return to work procedures to ensure that individuals are supported back into work following illness.
- Suitable adaptations for disability
- Harassment and anti-bullying policy in practice
- Procedures for communicating with employees on the work of the company and issues affecting their work.
- Contact days with staff on maternity leave
- Stress risk assessments

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## 5. Roles and Responsibilities

### CEO and COO

The CEO & COO are responsible for ensuring the effective implementation of this policy and ensuring the ethos reflects its commitment to managing workload and creating a working environment that is focused, purposeful and considers individuals' wellbeing. Thus, ensuring that there is a whole company approach to mental health and wellbeing embedded within leadership practice, the curriculum, values and ethos, and the social and physical environment.

### MANAGERS

Managers will demonstrate leadership by active and visible participation in and promotion of working environment that is focused, purposeful and considers individuals' wellbeing.



### MANAGERS

Managers must also 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/specification
- 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
- Making sure jobs are designed fairly and that work is allocated appropriately between teams
- Ensuring that workstations are regularly assessed to ensure that they are appropriate and fit for purpose via annual DSE assessment unless required more regularly due to injury or illness.

### HR DEPARTMENT

The HR Department will continue to develop policies and procedures to protect the health and wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with Occupational Health, and other medical professionals, with the objective of helping employees to maintain good health and wellbeing.

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### HR Co-ordinator and Head of People

HR Co-ordinator and Head of People are responsible for championing and promoting relevant Health and Well-Being events and activities within PET-Xi, this may include displaying posters, distributing emails or delivering messages to staff through.

- Weekly staff updates
- signposting colleagues to relevant support services i.e. The Mental Health First Aiders.
- Promoting and role modelling a healthy approach to wellbeing and helping to embed a positive wellbeing culture within the workplace and contribute to the development of the PET-Xi Staff Well-Being Policy, staff surveys and strategy
- Assist with organising and running Health & Well-Being activities within their workplace

### MENTAL HEALTH FIRST AIDERS

PET-Xi has a Mental Health First Aider.





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The role of a Mental Health First Aider in the workplace is to be a point of contact for an employee who is experiencing a mental health issue or emotional distress. This interaction could range from having an initial conversation through to supporting the person to get appropriate help. As well as in a crisis, Mental Health First Aiders are valuable in providing early intervention help for someone who may be developing a mental health issue.

Mental Health First Aiders are trained to:

- Spot the early signs and symptoms of mental ill health

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- Start a supportive conversation with a colleague who may be experiencing a mental health issue or emotional distress
- Listen to the person non-judgementally
- Assess the risk of suicide or self-harm
- Encourage the person to access appropriate professional support or self-help
- Strategies. This might include encouraging access to internal support systems such as: The Employee Assistance Programme; Escalate to the appropriate emergency services, if necessary

#### 6. Process for referral

In the first instance any issues or concerns should be raised with the appropriate line management or the Head of HR. However, if the employee feels they are unable to do this or have done this and need further support, a Mental Health First Aider should be contacted.

Any issues/concerns discussed will be treated as highly confidential, unless the employee is a risk to learners, staff or themselves.

#### 7. The policy

The policy will be regularly reviewed by the Health & Wellbeing group and approved by Head of HR and externally verified. The policy will be adapted in accordance with feedback from staff, so that it remains responsive to changing needs.

#### Related Policies

- Safeguarding
- Absence Management/Sickness
- Safer Recruitment
- Equality, Diversity and Inclusion
- Health and Safety Policy