

Fife Council values all staff feeling healthy, happy and everyone having a personal responsibility for wellbeing. We understand that mental, financial, social, and physical wellbeing all contribute to thriving at work. Identifying factors that can influence wellbeing, offer a variety of advantages. These include enhanced performance, stronger relationships, fewer accidents and better attendance.

We want to foster a healthy workforce where employees work productively, everyone is appreciated, has positive work experiences, is fairly treated and is aware of the potential risk of excessive pressures leading to stress.

Fife Council's How We Work Matters behavioural framework outlines how we are expected to work, what we all need to know, be and do to create a better working environment. The OPM (Our People Matter) strategy lays out the council's commitment to supporting positive workplace culture, good leadership, inclusive experiences, development opportunities and support for employee wellbeing. It is important to consider both of these as we focus on a positive organisational culture.

In supporting wellbeing at work, Fife Council aims to:

- Promote positive behaviours and a culture where employees feel comfortable discussing their wellbeing openly, while also recognising the potential effects of factors like psychological trauma or deteriorating mental health.
- Encourage the use of available information, services, and systems to support health, safety and wellbeing.
- Use a robust risk assessment process to mitigate or prevent workplace stressors.
- Offer policies and procedures which may help employees facing adverse health and social challenges.
- Provide opportunities for managers to develop their knowledge, skills, and confidence to support their team members whilst maintaining their own positive wellbeing.
- Encourage our workforce to develop new skills to enable them to deal with challenges effectively.
- Promote a safe working environment where hazards are identified, risks managed, and staff are appropriately trained.

As a manager you should:

- Connect with your team members regularly, build effective working relationships and promote and model positive behaviours which may safeguard against bullying, harassment, and discrimination.

- Participate in development opportunities to progress your knowledge and confidence in identifying when employees might require support and how to address it effectively.
- Support employees at work by discussing and implementing the range of early interventions available.
- Encourage employees to disengage at the end of the working day and have appropriate breaks, particularly when working in static positions.
- Be encouraging and supportive of different approaches available to help manage an individual's work life balance.
- Ensure psychosocial hazards, including stress, are identified during the task-based risk assessment process and appropriate mitigations are applied.
- Arrange for an individual stress risk assessment to be carried out when it is identified that an employee could be suffering from work related stress.
- With your team members, discuss the current demands of their jobs and any opportunities to make improvements.
- Escalate any concerns or issues that you need support to resolve.
- Maintain confidentiality unless the employee gives their consent for information to be shared, except when the employee discloses something that could cause harm to themselves or others.

As an employee you should expect:

- Supportive managers who are approachable, open to listening and responsive to your concerns.
- Your manager to regularly discuss your wellbeing and to support you when required.
- A safe working environment.
- Access to information to help you understand your role and responsibilities.
- Appropriate control over how your work is organised.
- Discussions about your work-related learning and development.
- Access to information and services to support your wellbeing where appropriate.

As an employee you should:

- Be supportive and understanding of colleagues and avoid causing health and wellbeing problems for others.
- Take ownership of your health and wellbeing.
- Use the sources of support, information, training, and tools on offer to you.
- Raise any concerns you have and seek support from your manager as early as possible.
- Take an active part in workplace processes, including providing honest feedback, completing surveys, identifying, and highlighting risks such as work-related stressors.

Scope

This policy applies to all employees of Fife Council.

Further Information

For more information or advice go to the following sites on the intranet - **HR Online or Health, Safety & Wellbeing**.

If you need further support, go to First Contact, and submit an HR or Health and Safety enquiry.

Your Trade Union can also be another source of support and advice.

Useful information list

OHS7 Managing Stress at Work

AM01 Attendance Management Policy

AM02 Attendance Management Policy (Teachers)

CC01 Employee Code of Conduct

D107 Grievance Policy

EO01 Equality of Opportunity Policy

WH02 Working Time Regulations Policy

IN01 Induction Policy

MC01 Managing Workforce Change Policy

OD01 Employee Development Policy

OD12 How We Work Matters

OD54 Talking Points

See Learning Lounge – Trauma Informed Practise

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