



## COVID-19 Health and Wellbeing Policy

### Introduction

We are committed to fulfilling our duty of care to protect the health, safety and welfare of our employees during this pandemic.

We will keep our employees as up to date as we can with all current World Health Organisation and UK government guidance where they impact upon our working activities.

We recognise that this is a unique situation and may cause some level of stress and anxiety. We will therefore look to provide information, guidance and instruction to support our employees' wellbeing as much as we can during such times.

### Definition of stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

### Manager responsibilities

- Ensure good communication between management and employees, particularly where there are organisational and procedural changes.
- Ensure employees are fully trained to discharge their duties.
- Monitor workloads to ensure that people are not overloaded and are taking breaks away from their work activities.
- Where necessary, look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. illness of family members or anxiety about the general safety of their loved ones.

### Employee responsibilities

- Follow any information, training and instruction provided to you regarding looking after your mental health during the COVID-19 outbreak.
- Raise any issues or concerns with your line manager or safety representative.