



WELLBEING POLICY

POLICY STATEMENT:

Bradford Watts Ltd is committed to promoting the overall wellbeing of our employees. We recognise that a healthy, engaged, and supported workforce is essential for delivering safe, high-quality, and productive services.

Wellbeing is multi-dimensional and includes:

- Physical health – ensuring employees are safe, protected, and encouraged to maintain healthy lifestyles.
- Mental health – removing stigma, creating open channels for discussion, and providing support mechanisms.
- Emotional wellbeing – promoting resilience, respect, and a sense of belonging in the workplace.
- Social wellbeing – fostering teamwork, inclusivity, and positive workplace relationships.
- Financial wellbeing – recognising the impact of financial stress and signposting appropriate support.

This policy sets out Bradford Watts Ltd approach to embedding wellbeing into all aspects of our operations, ensuring staff feel valued, respected, and supported.

OBJECTIVES:

The aims of this policy are to:

- Provide a healthy and safe workplace through compliance with health and safety legislation and proactive wellbeing initiatives.
- Reduce work-related stress by managing workloads, providing support, and monitoring risk factors.
- Encourage early intervention where wellbeing issues are identified.
- Promote awareness and training so managers and staff can understand and support wellbeing.
- Offer access to confidential support and signposting to external services.
- Foster a culture of openness where employees feel safe discussing wellbeing issues.
- Support return to work for employees after sickness absence through structured and sensitive procedures.

Version:	08
Created:	11/02/2026
Review Date:	11/02/2027

SCOPE:

This policy applies to:

- All permanent, temporary, and part-time employees of Bradford Watts Ltd.
- Agency staff, contractors, and subcontractors working on behalf of the company.
- It complements, but does not replace, statutory employee rights or occupational health requirements.

LEGAL AND REGULATORY FRAMEWORK:

This policy is informed by:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Working Time Regulations 1998
- Equality Act 2010
- Employment Rights Act 1996
- Data Protection Act 2018 and GDPR
- Health and Safety Executive (HSE) Stress Management Standards
- Guidance from CIPD and ACAS on employee wellbeing

PRINCIPLES OF WELLBEING AT WORK:

Mental Wellbeing:

- Awareness: Provide regular training, toolbox talks, and campaigns to raise awareness of mental health.
- Support: Ensure staff have access to confidential counselling services and mental health first aiders.
- Bradford Watts Certified Mental Health First Aiders are:
Fraser Pimley: Email: fpimley@bradfordwatts.co.uk
Peter Rawlings: Email: prawlings@bradfordwatts.co.uk
- Openness: Promote an environment where employees can talk about mental health without fear of stigma.
- Stress Management: Carry out regular stress risk assessments in line with HSE guidance.
- Signposting: Provide clear access to external support (Mind, NHS helplines, financial counselling).

Version:	08
Created:	11/02/2026
Review Date:	11/02/2027

Physical Wellbeing:

- **Safe Working Practices:** Ensure risk assessments, method statements, PPE, and safe systems of work are in place.
- **Healthy Living Encouragement:** Provide information and campaigns on diet, exercise, and substance misuse.
- **Ergonomics:** Assess workstations and manual handling practices to minimise physical strain.
- **Occupational Health:** Provide referrals where health concerns arise.
- **Health Initiatives:** Offer flu vaccination programmes, eye test contributions, and wellbeing check-ins.

Work-Life Balance:

- **Flexible Working:** Consider requests for flexible or hybrid working where operationally possible.
- **Leave Entitlement:** Encourage staff to use annual leave entitlement fully and discourage excessive overtime.
- **Breaks:** Reinforce the importance of regular rest breaks and meal times.
- **Right to Disconnect:** Recognise that employees should not be expected to answer calls/emails outside working hours except in emergencies.

Social Wellbeing and Inclusion:

- **Equality and Diversity:** Provide equality, diversity, and inclusion (EDI) training to all staff.
- **Anti-bullying & Harassment:** Zero tolerance approach with clear reporting channels.
- **Social Engagement:** Arrange regular staff events, recognition awards, and team-building activities.
- **Employee Voice:** Encourage participation through surveys, suggestion boxes, and open forums.

Financial Wellbeing:

- **Fair Pay:** Ensure salaries are transparent and benchmarked.
- **Support Services:** Provide access to financial advice and debt support helplines.
- **Awareness:** Offer training on pensions, budgeting, and employee benefits.

Version:	08
Created:	11/02/2026
Review Date:	11/02/2027

ROLES AND RESPONSIBILITIES:

Directors and Senior Leadership:

- Set a positive example by modelling healthy work behaviours.
- Ensure sufficient resources are dedicated to wellbeing initiatives.
- Review wellbeing trends, absence data, and employee feedback at board level.

Site Managers:

- Monitor workloads, overtime, and potential stressors in their teams.
- Hold regular one-to-one wellbeing check-ins.
- Encourage use of support services and occupational health referrals.
- Act promptly on concerns raised by staff.

HR Department:

- Oversee implementation of the wellbeing policy.
- Monitor sickness absence, turnover, and exit interviews to identify wellbeing trends.
- Deliver wellbeing training and provide guidance for managers.
- Ensure confidential handling of employee data.

Employees:

- Take responsibility for their own wellbeing and support colleagues.
- Raise wellbeing concerns early with line managers or HR.
- Respect confidentiality and dignity of others.
- Engage in training, initiatives, and feedback opportunities.

Wellbeing Support Measures:

Bradford Watts Ltd will implement the following:

- Employee Assistance Programme (EAP): 24/7 confidential helpline and counselling service.
- Mental Health First Aiders: Trained staff available for immediate confidential conversations.
- Wellbeing Champions: Volunteers within teams to promote wellbeing campaigns and signposting.
- Return-to-Work Procedures: Structured and supportive phased return, including reasonable adjustments.
- Occupational Health Access: Specialist support for workplace-related or personal health issues.
- Wellbeing Calendar: Annual programme of campaigns (e.g. Mental Health Awareness Week, Healthy Eating Week)
- Surveys: Annual wellbeing survey and anonymous suggestion scheme to gather employee feedback.
- Wellbeing Toolkit: Practical guidance available online and in print covering stress management, nutrition, fitness, and resilience.

Version:	08
Created:	11/02/2026
Review Date:	11/02/2027

CONFIDENTIALITY AND DATA PROTECTION:

- All personal data collected under this policy will be processed in compliance with the Data Protection Act 2018 and GDPR.
- Wellbeing-related conversations will remain confidential unless there is a risk of serious harm.
- Employees will be informed before information is shared with third parties.

Monitoring and Review:

- HR will produce an annual Wellbeing Report analysing sickness, turnover, and survey data.
- Directors will review this report and update the policy accordingly.
- The policy will be formally reviewed every 12 months, or sooner if legislation, business needs, or wellbeing concerns require it.

COMMUNICATION OF POLICY:

- Issued to all employees during induction.
- Available on staff noticeboards and internal systems.
- Available to read with 'sign for function of understanding' on our monitored iHasco training platform.
- Reinforced through ongoing campaigns, newsletters, and toolbox talks.

D. Pitcher MD

11/'02/'2026



Version:	08
Created:	11/02/2026
Review Date:	11/02/2027