



HEALTH AND WELLBEING POLICY

Medex Group recognises the protection of health and the promotion of wellbeing as important factors in sustaining attendance at work and supporting job satisfaction and success in study. Medex Group is committed to providing a working and living environment for its staff and students which minimises risk to health and promotes positive wellbeing. Medex Group aims to deliver this commitment by:

- ❓ Providing an environment in which staff and students who have health problems that may affect their work or study receive suitable support, and that reasonable steps are taken to make adjustments to their work or study circumstances to enable them to achieve their full potential.
- ❓ Promoting the health and wellbeing of staff and students through its management policies, support services, information networks, and by means of health promotion campaigns.
- ❓ Encouraging staff and students to declare any relevant health or wellbeing matters to enable Medex Group to identify and implement appropriate measures to actively support them. Medex Group will respect the confidentiality of staff and students making such declarations and will ensure that information is only shared where it is appropriate to do so (i.e. to support the individual or to prevent harm to the individual or to others).

Responsibilities

Centre Head

Has the overall day to day responsibility for health and safety matters at Medex Group. The head delegates responsibility for undertaking aspects of these duties through line management and identified roles. The following people are identified as having responsibilities (in addition to any other responsibilities under other health and safety policy) for the management of health and wellbeing risks in those areas, and for those relevant persons, that fall under their control:

Senior Managers are responsible for:

Implementing and promoting the principles and behaviours embedded in Medex Group policies and procedures that contribute to positive staff and student wellbeing.

Implementing any line management responsibilities for those teams and areas that they directly line manage.

Allocating sufficient resources to enable line managers to fulfil their responsibilities under this policy. Ensuring that any confidential health information disclosed by staff and/or students is maintained as confidential and is only shared where there is a need to do so in order to support the individual or to protect their health, safety and wellbeing or that of anyone else who might be affected.

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Person Responsible: Vicki Chetwood

Medex Group Ltd

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Line Managers are responsible for:

Ensuring that risk assessments include appropriate consideration of potential significant risks to health and wellbeing. Risk assessments will include consideration of any support that employees might require in emergency situations (for example, a Personal Emergency Evacuation Plan)

Ensuring that risk assessments identify appropriate control measures to reduce risks to health and wellbeing as far as reasonably practicable.

Monitoring direct reports' working time and encouraging them to take the rest breaks and leave that they are entitled to in the course of their employment.

Monitoring workload to ensure allocated tasks are capable of being completed within the time and resources allocated and are within the competency of the relevant employee.

Consulting appropriately with the members of their team over aspects of their employment, role and anything else which may significantly impact upon their health, especially any planned changes.

Consulting with the Department of Human Resources in respect of any member of their team whom they believe would benefit from support from Occupational Health and/or staff counselling.

Ensuring that those employees subject to health surveillance or further occupational health investigation are provided with sufficient time to attend appointments.

Employees

Have general duties under Medex Group's health and safety policy to cooperate with the employer on matters of health and safety, for example by participating in statutory health surveillance programmes, and to protect their own health and safety and that of any other person who may be affected by their acts or omissions. Whilst this policy does not impose any additional duties on employees, they are strongly encouraged to:

Disclose any relevant health and wellbeing information to line management to enable Medex Group to identify and implement any support measures to sustain attendance and support health and wellbeing.

Attend Occupational Health where this is recommended and consent to relevant information being disclosed to line management.

Students

Are strongly encouraged to inform the tutors as soon as is practicable if they have a health or wellbeing concern that affects or is likely to affect their ability to carry out their studies, so that reasonable steps can be taken to identify and implement suitable support.

Students are strongly encouraged to report to the tutors, any person about whom they have concerns with respect to their health or wellbeing.

Promote employee health and wellbeing.

Ensure competent advice is available for health and wellbeing matters. This will include access to Occupational Health and an appropriate Employee Assistance Programme (i.e. counselling service). Consult with relevant stakeholders, where appropriate, on proposed action relating to staff wellbeing and the prevention of workplace ill-health.

The Centre head is responsible for allocating resources to:

Provide a range of mental health and wellbeing services to support students.

Medex Group Health and Safety Committee is responsible for:

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Monitoring the implementation of this policy.

Monitoring factors that might indicate patterns of health-related issues, e.g. in particular areas or staff groups.