

Spence.

Company Policy	
Title	Health & Wellbeing
Rev Date	11th November 2024
Ref No	SPO.HW.01



Spence firmly believe that to achieve outstanding business performance, the health, welfare and well-being of its staff should be an integral part of the business.

Spence defines staff health, welfare, and well-being as “the state of being healthy, comfortable and happy”.

Our support of health and wellbeing at work through engaging and supporting initiatives do demonstrate that the workforce is valued, and the work-life balance is respected.

This policy is supported by the following:

- Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design and Management) Regulations 2015
- NR/L3/INI/CP0036 “Provision of Welfare Facilities”

Working Environment

Spence have implemented measures to ensure that our staff working environment is healthy and comfortable. These measures take the following into consideration:

- Ventilation
- Temperatures in indoor workplaces
- Work in hot or cold environments
- Lighting
- Cleanliness and waste materials
- Room dimensions and space
- Workstations and seating
- Access for people with disabilities

Welfare Facilities

- Spence Responsible Managers will consider all aspects of staff welfare when preparing Quality Plans, Construction Phase Plans, Work Package Plans or Task Briefing Sheets for specific jobs.
- They are responsible for the implementation of adequate welfare standards on all sites and must record the assessment for provisions in CPP Appendix Z (Welfare assessment).
- This assessment must include consideration for the following but is not limited to:
 - Sanitary conveniences and washing facilities.
 - Drinking water
 - Lighting
 - Heating
 - Drying
 - Storage

General Staff Health, Welfare and Well-being

The HSQE Manager will ensure that all health, welfare and well-being standards are maintained throughout the company and communicate relevant information to all staff.

Responsible Managers must ensure that they endeavour to identify causes of stress or issues affecting health among their staff and strive to eliminate or control these issues.

All health, welfare and well-being issues should be brought to the attention of their responsible line Manager who will involve the appropriate Line Director, Company Director and HR if deemed relevant. Action will be taken, as appropriate and details will be referred to the Managing Director.

We aim to:

- Promote and encourage employee participation in regular moderate intensity physical activity by providing:

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- flexible working hours to allow for physical activity before, during and after work and,
- the provision of showering and changing facilities.
- Support and encourage employees to make healthy eating choices by providing:
 - educational information on nutrition and eating habits
 - maintain access to fruit that encourages good choices for snacks.
 - Welfare facilities that encourage eat away from desks
- Create a workplace environment that promotes the mental wellbeing of all employees by providing:
 - information and training to increase awareness of mental health.
 - manage and encourage a conflict free workplace that is free from bullying, harassment, discrimination, and racism.
 - An established and effective two-way communication facility that encourages staff involvement.
 - A positive and enabling attitude to all staff with a mental health concern or illness.
 - Training to all managers on mental health awareness and management.
 - A company-wide cross section of mental health first aiders
- Support and encourage employees to access smoking cessation services, raise awareness of the risks of smoking and help staff to quit.
- Raise awareness of recommended guidelines for alcohol intake and encourage staff to reduce consumption of alcohol where necessary.
- Set out a coordinated approach to increase the availability of healthier eating options to ensure that the working environment promotes the health and wellbeing of employees, clients and visitors.

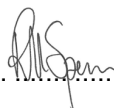
This policy outlines how Spence will fulfil our commitments to meet the health, welfare and well-being needs of each member of our staff including staff with disabilities. Spence will ensure that adequate welfare facilities are provided for people at work.

Supporting Staff Well-being

Spence Responsible Managers play an important role in supporting our staffs' health and well-being through promoting a productive workplace, healthier workforce and supportive environment. This includes:

- Encouraging open and honest communication, support and respect
- Giving staff control over their work (lack of control can increase stress)
- Ensuring staff have the right level of skills for the job, encouraging personal development and mentoring opportunities
- Making sure staff have a manageable workload
- Eliminating any unnecessary environmental stressors such as flickering lights or excessive noise as these can cause anxiety
- Dealing with any conflict quickly and effectively and encourage team building.
- Providing and developing a team of Mental Health First Aiders that are accessible to all parts of the business and are placed within teams for visibility.

This policy will be reviewed periodically and annually.

Signed..... 

Date 11th November 2024

Jonathon Spence, Managing Director

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