

**FOIA request (ref.31/1313)**

Question	Our response
1. The job title of the senior manager with lead responsibility for staff wellbeing in the University.	HR Director
2. The number of mental health specialist staff available within the university to support staff wellbeing.	<p>We do not employ any mental health specialist staff to support staff wellbeing.</p> <p>We are introducing Mental health first aiders and provide Mental health first aider training.</p> <p>Our external EAP supports staff wellbeing including mental health wellbeing through a range of measures including counselling.</p>
3. A copy of the University's Policy (procedures)/other relevant document(s) to support the wellbeing of staff.	<p>Our recently reviewed H&amp;W policy is attached.</p> <p>We have also recently reviewed our Stress Management Guidance, which is attached.</p>
4. The type of services offered to support staff wellbeing in the University	<ul style="list-style-type: none"> <li>• Externally provided EAP</li> <li>• Externally provided OH service</li> <li>• Free onsite sport and fitness facilities including free gym membership and free fitness classes</li> <li>• Stress management and personal resilience training</li> <li>• Training for line managers on how to identify stress in their staff and how to manage staff who appear to be suffering from stress.</li> <li>• A suite of mental health awareness training</li> <li>• Free eye tests and discounted spectacles</li> <li>• Cycle to work scheme</li> <li>• Discounted health care scheme</li> <li>• Discounted treatments from our onsite Sports injuries scheme</li> <li>• At your desk neck and shoulder massages</li> <li>• Walking Wednesdays</li> <li>• Web based resources to help staff recognise stress in themselves and others and help them to manage it in a productive way</li> <li>• Tools to help staff manage their health and for wellbeing (relaxation, sleeping tools etc.) that they can access and use</li> <li>• Published links to external sources of health and wellbeing support including Mindful employer and MIND tools</li> <li>• Work-life balance policies</li> </ul>

	<ul style="list-style-type: none"> <li>• Detailed assessment of workstations with a variety of remedial treatments</li> <li>• Healthy food and drink choices at our catering outlets</li> </ul>
5. The number of referrals to services offered where staff wellbeing was a primary reason for the referral	<p>Staff refer themselves to our EAP for confidential advice and support.</p> <p>Managers refer staff to the OH service for a variety of reasons. I receive referral statistics from our OH service provider. During August to October 2018, 47 appointments were booked with our OH service.</p>
6. Staff take up (number) by each service offered to support staff wellbeing.	<p>We receive utilisation reports from our EAP and OH service providers.</p> <p>During 2017/18, 74 “cases” used/accessed our EAP.</p> <p>During August to October 2018, 40 appointments with our OH service were completed.</p>