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**How to support staff wellbeing**

Staff wellbeing is about organisations enabling and supporting employees in maximizing their physical, emotional and mental health. Wellbeing is more than preventing sickness absence; it is about a holistic approach that includes promotion of health. Wellbeing is about the whole person.

Whilst the individual owns their own personal wellbeing, managers can help to create an environment in which wellbeing is supported and enabled. The benefits of wellbeing at work include increased motivation and engagement, improved organisational culture, enhanced sense of value and recognition by staff and a reduction in sickness absence. It is part of the role of every University manager to contribute to creating a supportive working environment that promotes employee health and wellbeing.

Small changes by managers can make a big difference. Positive people management can help support employees in developing themselves, balancing work and home and being their best self at work.

In particular, managers can support staff wellbeing through:

* Responding to any concerns regarding the wellbeing of any member of the team.
* Being aware off the symptoms of ill-health and responding to them promptly.
* Ensuring employees have reasonable workloads.
* Encouraging staff to take part in University wellbeing activities.
* Attending relevant training.
* Supporting staff with health issues, especially on their return to work after sickness absence.
* Monitoring working hours to ensure staff are not working excessively and are taking their holiday entitlement.
* Discussing wellbeing and health during 121s and review meetings.
* Referring employees to Occupational Health or other health services promptly when a wellbeing or health issues arises.
* Listening to employees.
* Encouraging staff to talk about wellbeing.
* Provide time and space to enable employees to engage with wellbeing activities.

Finally, managers can act as role models – employees will be more likely to engage with wellbeing activity if they see their manager doing the same or giving priority to their own health and wellbeing.