

## Background

**Health and Safety is a clear focus for most businesses and compliance with legal requirements is a minimum for any business that wants to develop, improve and grow. A mature approach to managing work risks is often well embedded. Many organisations are also choosing to recognise that a happy and healthy work-force and workplace wellbeing make positive contributions to their business.**

At the University of Manchester we have developed our [own approach to wellbeing](#), which helps to ensure we support our staff (and our students) through a range of activities and initiatives. We know there are some really simple steps that [everyone can take](#) to feel happier, less stressed and more productive as a result.

Supporting our suppliers to think about workplace wellbeing within their own businesses and helping them to consider how they might adopt simple approaches to improving the quality of life for their staff is part of our commitment to [Social Responsibility](#).

This guidance document is designed to support our suppliers to think about Workplace Wellbeing in their own business context.

## Supporting Workplace Wellbeing Makes Business Sense

Workplace wellbeing is about much more than offering a staff canteen and a bonus scheme to keep staff happy; it encourages workers to feel valued and can bring many business benefits too:

- Reducing sickness absence
- Improving staff retention and helping to recruit good staff
- Improving staff engagement more broadly
- Boosting community links

## Getting Started:

There are several simple things that will help you improve wellbeing in your workplace

1

### Go beyond just Health and Safety compliance

Recognising staff as an important part of your business is often the starting point. Having a focus on the 'Health' part of your approach to Health and Safety is a good first step. You may already offer a variety of benefits to staff but signposting staff to freely available resources (such as the NHS link listed under resources) is also helpful and can be incorporated into existing training or staff updates.

2

### Plan to get the best from your staff

As well as helping your staff to be more aware of how they can help themselves, you may also consider ways you can adapt your working practices to enhance wellbeing. From access to natural light, proper lunch breaks and walking meetings to flexible working, volunteering days and healthy vending choices, there will be a variety of ways your business practices can demonstrate your commitment.

3

## Link wellbeing with sustainability

Spending time in green spaces, walking more and connecting with others are all routes to better wellbeing that relate directly to sustainability activities. Consider how you might develop approaches that maximise these links.


 [www.staffnet.manchester.ac.uk/equality-and-diversity/the-diversity-calendar](http://www.staffnet.manchester.ac.uk/equality-and-diversity/the-diversity-calendar)


### Resources to Help:


There are a wide variety of resources to help develop sustainable practices and many are accessible by searching the internet. However, one of the easiest ways to identify best practice in your own sector is to see what leaders (or competitors) are doing. Even if they are much larger companies there is likely to be much to learn. Below are a few links that may help in getting started.<sup>1</sup>

 [www.nhs.uk/livewell/Pages/Livewellhub.aspx](http://www.nhs.uk/livewell/Pages/Livewellhub.aspx)

 [www.investorsinpeople.com/sites/default/files/IIP%20Health%20and%20Wellbeing%20Guide.pdf](http://www.investorsinpeople.com/sites/default/files/IIP%20Health%20and%20Wellbeing%20Guide.pdf)

 [www.tfgm.com/walking/Pages/pdf/TfGM-Walking-workplaces-Toolkit.pdf](http://www.tfgm.com/walking/Pages/pdf/TfGM-Walking-workplaces-Toolkit.pdf)

 [wellbeing.bitc.org.uk/](http://wellbeing.bitc.org.uk/)

 [www.fsb.org.uk/docs/default-source/fsb-org-uk/well-being-and-small-business---how-you-can-help.pdf](http://www.fsb.org.uk/docs/default-source/fsb-org-uk/well-being-and-small-business---how-you-can-help.pdf)

<sup>1</sup> Please note we are not endorsing any of these, or vouching for their security/content.

## Good practice

### What might good practice look like:

We support our suppliers and welcome feedback from them; you can find more details on our webpages :

 [www.procurement.manchester.ac.uk](http://www.procurement.manchester.ac.uk)

Here are some good practice ideas that they have told us about us about how they are thinking about workplace wellbeing:

- “We promote staff wellbeing alongside safety and risk management, and have various policies including the... Flexible Working Policy...recognises the importance of helping employees balance their work and home life by offering Flexible Working.”
- “We take active steps to promote our staff’s wellbeing, including: • Free fruit daily • Staff Healthcare policy • Contribution to Health Club membership to promote wellbeing • Flexible working policy • Free annual training for a family member • Contribution to lifelong learning • Annual birthday gift • Long service contribution.”
- “We promote healthy eating...encourage physical activity through fundraising events raising funds for our long-term charity...We invested...into an extension and refurbishment based on a biophilic design to improve the health and wellbeing of our employees. We hold regular appraisals for all staff and have an open-door policy. We also offer flexible working to accommodate changes in home life.”