



Lucas Health at Work Policy

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VERSION CONTROL

Version	Author	Job Title	Date	Reason for review
V0	Nathalie Martens	Head of Business and Project Support	25.06.2020 - Master Copy	New Policy First Issue
V1	Nathalie Martens	Head of Business and Project Support	15.01.2021	Annual Review
V1.1	Nathalie Martens	HSQE Manager	06.01.22	Annual Review
V2	Nathalie Martens	HSQE Manager	03.01.2023	Annual Review

The need for Health at Work Policy

This policy forms part of Lucas UK Group's Health and Safety Policy and sets out our commitment, contribution and arrangements for ensuring the health and wellbeing of its employees. It encompasses such matters as nutrition, physical activity and mental wellbeing. We are committed to maintaining the quality of our health at work controls through communication and raising the awareness. Lucas will actively promote, encourage and support a healthy culture at work, explaining how lifestyle choices affect health and wellbeing at work. The relationship between health and wellbeing appears to have two-way connection i.e. good health improves wellbeing and good wellbeing improves health.

Physical Activity

Physical activity is essential for good health and promotes positive wellbeing. It can help improve sleep, maintain a healthy weight, manage stress, reduces depression, reduces dementia, improves quality of life, reduce your chances of joint and back pain and reduce your risk of major illnesses. Many of the leading causes of disease and disability in our society – such as coronary heart disease, strokes, obesity, type 2 diabetes, hypertension (high blood pressure), colorectal cancer, stress, anxiety, osteoarthritis, osteoporosis and low back pain – are linked with physical inactivity and sedentary positions/postures.

For general health benefits:

1. Adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2½ hours) of moderate intensity activity in bouts of ten minutes or more – one way to approach this is to do 30 minutes on at least five days a week.
2. Alternatively, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or a combination of moderate and vigorous intensity activity.
3. Adults should also undertake physical activity to improve muscle strength on at least twice a week.
4. All adults should minimise the amount of time spent being sedentary (sitting) for extended periods
5. **Everybody** should try to be **active every day** of the week.

For older adults (65-plus years):

1. Older adults who participate in any amount of physical activity gain some health benefits, including maintenance of good physical and cognitive function. Some physical activity is better than none, and more physical activity provides greater health benefits.
2. Older adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes (2½ hours) of moderate intensity activity in bouts of ten minutes or more – one way to approach this is to do 30 minutes on at least five days a week.
3. For those who are already regularly active at moderate intensity, comparable benefits can be achieved through 75 minutes of vigorous intensity activity spread across the week or a combination of moderate and vigorous activity.
4. Older adults should also undertake physical activity to improve muscle strength on at least two days a week.
5. Older adults at risk of falls should incorporate physical activity to improve balance and coordination on at least two days a week.
6. All older adults should minimise the amount of time spent being sedentary (sitting) for extended periods.
7. **Everybody** should try to be **active every day** of the week.

Any activity during leisure, working or travel counts. Everyday activity includes walking, cycling, gardening, dancing and housework, as well as participation in sport and formal exercise.

The workplace is an important environment in which employees can increase their levels of activity to benefit their health and protect against illness.

Physical activity and active recreation help employees manage stress, back pain, weight and medical conditions. Physically active employees also report less illness and recover more quickly from the illness they do get.

Employees engaged in physical activity initiatives have reported greater satisfaction of their work, improved concentration, mental alertness and improved cooperation and rapport with their colleagues.

Healthy Eating

Healthy eating is essential for good health and contributes to positive wellbeing. Many of the leading causes of disease and disability in our society – such as obesity, coronary heart disease, type 2 diabetes, certain types of cancer, mental ill health and osteoporosis – are associated with poor nutritional choices.

A healthy, balanced diet contains a variety of different types of food, including lots of fruit, vegetables, plenty of starchy foods such as wholemeal bread and wholegrain cereals, some protein rich foods such as meat, fish, eggs, lentils and some dairy foods.

The **Eatwell Plate** is based on the Government's Eight Guidelines for a Healthy Diet. It shows you how much of what you eat should come from each food group (Food Standards Agency):

1. Enjoy your food
2. Eat a variety of foods
3. Eat the right amount to be a healthy weight
4. Eat plenty of foods rich in starch and fibre
5. Eat plenty of fruit and vegetables
6. Don't eat too many foods that contain a lot of fat
7. Don't have sugary foods and drinks too often
8. If you drink alcohol, drink sensibly

Tips for a healthier diet include:

1. Aim towards five portions of fruits and vegetables a day
2. Limit your salt intake
3. Opt for high fibre starchy carbohydrates e.g. wholemeal, bread, potatoes, brown rice and pasta, wholegrain cereals and include some at each meal.
4. Reduce sugary foods e.g. chocolate, cakes, biscuits, and fizzy drinks. Have fruit juice, fruit based reduced sugar drinks or fresh fruit instead.
5. Reduce overall fat intake, particularly saturated fat (animal fat e.g. fat on meat, butter, lard and foods containing these)
6. Opt for a low-fat sandwich and jacket potato fillings (not mayonnaise based) e.g. lean meat, fish, cottage cheese, baked beans, chilli and bolognaise.
7. We should be drinking around 6-8 glasses of water, or other fluids, every day to stop us from getting dehydrated.

The workplace is an important setting in which people can increase their intake of healthy foods to benefit their health and protect against illness. A healthy, balanced diet helps people to recover more quickly from illness.

The food we eat, and what we drink, not only have a physical impact on our body, but can also contribute to our mental health, resulting in improved levels of concentration, mental alertness and the ability to cope with everyday stresses and strains.

Mental Wellbeing

Mental health is the way we think and feel and our ability to deal with ups and downs. It is something we all have. When we enjoy good mental health, we have a sense of purpose and direction, the energy to do things we want to do and the ability to deal with the challenges that happen in our lives.

If you enjoy good mental health, you can:

- Make the most of your potential
- Cope with what life throws at you
- Play a full part in your relationships, your workplace and your community.

There are different ways of defining the term mental health. Some definitions emphasise positive psychological wellbeing, whereas others see it as the absence of mental health issues or mental illness. There are a variety of terms used to describe mental ill health: mental health issues, mental health problems, emotional distress, nervous breakdown, burnout etc., slang terms such as crazy, loony, nuts are terms that promote stigmatising attitudes and should not be used.

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity.

Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health conditions and support them once they are at work.

Important aspects of mental wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing poor mental wellbeing or returning to work after a period of absence due to poor mental wellbeing.

Sleep

'Sleep is the best meditation.'

We spend, on average, approximately a third of our life asleep, along with eating, drinking and breathing, sleeping is one of the pillars for maintaining good mental and physical health. Ultimately, we would die if we did not sleep.

Sleep is crucial to the health of all of us, it is important to remember that poor sleep has massive implications for our health, therefore it is in all our interests to ensure that we sleep better.

The phrase sleep hygiene is often used to describe how lifestyle and environmental factors can affect our sleep.

Sleep affects our ability to use language, sustain attention, understand what we are reading, and summarise what we are hearing. If we compromise on our sleep, we compromise on our performance, our mood and our interpersonal relationships. Sleep has also been shown to protect the immune system.

Most of us have experienced a sleepless night, the inability to fall or remain asleep over a period of several nights is known as **insomnia**. People with insomnia have poor quality sleep. Insomnia is a psychophysiological disorder, which means that it is a combination of our thoughts, behaviour, emotions and physiology. Insomnia can be acute (lasting less than a month) or it may develop into a chronic, long term condition. Insomnia is the most reported mental health complaint in the UK.

Sleep quality is of paramount importance to our health. People who have poor sleep are likely to suffer from fatigue, sleepiness during daytime, poor concentration, irritability, memory loss,

depression, frustration and a weakened immune system. Poor sleeping increases the risk of poor mental health which is often neglected when aiming to improve health and wellbeing.

Oversleeping is not as commonly reported as insomnia, however oversleeping has been linked to physical health problems such as diabetes and cardiovascular disease. Oversleeping can occur in some people who suffer from depression.

Relaxation and Mindfulness

It is important to allow time for relaxation and rest. Relaxation is important for preventing stress levels from getting too high.

Exploring relaxation can help you look after yourself when you are feeling stressed or worried. It does not have to take up a lot of your time, just stepping away from your normal routines and thoughts can give you enough space and distance to feel calmer.

Relaxation does not have to mean sitting still, gentle exercise can help you relax too.

Mindfulness is an awareness of our thoughts and feelings as they happen moment to moment. It is about allowing ourselves to see the present moment clearly and when we do that, it can positively change the way we see ourselves and our lives. Mindfulness allows us to become aware of the stream of our thoughts and feelings we experience, it allows us to stand back from our thoughts and start to see their patterns. Gradually, we can train ourselves to notice when our thoughts are taking over and realise that thoughts are simply 'mental events' that do not have to control us.

Social Interaction

Taking part in social activities, having good relationships and strong social networks are all shown to be good for a person's level of wellbeing. Social networks can be important tools in building people's resilience and a tool for happiness and longevity. Connecting with friends may also boost your brain health and lower your risk of dementia.

Social activity allows you to express your feelings and share problems and has a beneficial outcome on human health. Social support and social interaction have a positive influence on human beings' physical and mental health. It lowers occurrence of stress, depression, anxiety and highly affects our endocrine-immune system. Their physical health benefits are equal to physical exercise, even though the social activities involved almost no physical exertion.

OBJECTIVES

Physical Activity

- Encourage employees to make active choices using educational leaflets and resources.
- Encourage employees to take breaks away from their working environment.
- Establish a lunchtime activity group i.e. walking

Healthy Eating

- Encourage employees to make healthier choices
- Provide educational leaflets and resources on healthy eating
- Promote the 5-A-DAY message and encourage employees to eat more fruit and vegetables
- Reduce saturated fat, sugar and salt intake and increase the intake of fibre.
- Encourage employees to take breaks away from their working environment.
- Appoint a healthy eating champion, responsible for workplace healthy eating.
- A diet that is good for your physical health is also good for your mental health.

Mental Wellbeing

- To create a workplace environment that promotes the mental wellbeing of all employees.
- Employees are encouraged to declare any mental health issues to their line manager so that the appropriate support can be offered.

- To eliminate stigma and discrimination.
- To develop a supportive culture, tackle factors that may negatively affect mental wellbeing.
- Provide employees information on and increase their awareness of mental wellbeing.
- Give non-judgemental and proactive support to employees who experience mental health problems.
- Include information about mental health in the new employee inductions.
- Ensure employees have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Show a positive and enabling attitude to employees with mental health illness.
- Ensure there are managers and supervisors that have information and training about managing mental health in the workplace.
- Mental Health First Aiders to offer help to a person developing a mental health issue, experiencing a worsening of an existing mental health issue or in a mental health crisis. This first aid is given until appropriate professional help is received or until the crisis appears to have been resolved.
- Identify all workplace stressors and conduct risk assessments where applicable, to eliminate the stress or control the risks from stress.
- We all have a wide range of legal rights that protect our mental health at work. These range from basic human rights such as the right to freedom of expression and freedom of association, to the health and safety legislation that keeps us safe from hazards, including psychological hazards.

Sleep

- Encourage employees to adopt a positive sleep hygiene thus improving sleep quality i.e. removing caffeine, alcohol and nicotine substances which make it harder to sleep as it stimulates the central nervous system.
- Provide educational leaflets and resources on sleep hygiene.
- Promote and encourage regular exercise to help us sleep.
- Promote and encourage a healthy diet.

Relaxation and Mindfulness

- Encourage employees to practice relaxation exercises i.e. to take a walk at lunch breaks.
- Promote taking a break - Technology can be great, however if you are using it a lot, it can help contribute to making you feel busy and stressed, taking a break from this can help you relax.
- Provide employees information on relaxation and mindfulness and increase their awareness

Social Interaction

- Promote social relationships and psychological wellbeing.
- Actively hold regular company social events e.g. quarterly gatherings, Christmas party
- Engage in employee feedback and interaction
- Promote positive relationships in the workplace

Interactions with other policies

Lucas UK Group Ltd exercise the duty of care through this policy and through the following related policies and associated guidance:

1. Equality and Diversity Policy
2. Stress Management Policy
3. Drugs and Alcohol Policy
4. Health and Safety Policy
5. Lucas UK Group Handbook
6. GDPR Privacy Notice

Other sources of support

Sleepio – www.sleepio.com – an organisation dedicated to helping people sleep better

Mental Health Foundation – www.mentalhealth.org.uk promotes the impact of sleep on our mental health

Mind – www.mind.org.uk – access to information and support for a better mental health

Samaritans – www.samaritans.org.uk – confidential support for people experiencing feelings of distress or despair

Construction Industry Helpline – www.constructionindustryhelpline.com – a 24/7 safety net for all construction workers and their families in the UK – 0345 605 1956

Communication

- All employees will be made aware of the health at work policy and the resources available.
- The Health at Work policy will be included with the employee handbook and/or induction pack. It will also be promoted on a regular basis and readily available to download the rough the company's intranet or shared drives.
- Regular updates will be provided to all employees through their line management.
- Bulletins and informative posters will be issued regularly to the workforce promoting the Health at Work policy.

Review and monitoring

- Employees participating in any of the health at work activities will be regularly asked for feedback.
- A health at work audit will be undertaken annually.
- A health at work action plan will be maintained by the workplace health champion.
- The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.
- The policy will be reviewed six months from implementation and then annually by the Head of Business & Project Support, after that to ensure that it remains relevant.

Danny Lucas



Executive Chairman & MD

3rd January 2023