

Mental Wellbeing Policy & Procedure

1. Policy Statement

Bridmet Ltd is committed to protecting and promoting the mental wellbeing of all employees. We recognise that good mental health is essential to individual wellbeing, job satisfaction, productivity, and the overall success of the business.

We aim to create a supportive, inclusive, and respectful working environment where mental health is openly discussed, stigma is challenged, and employees feel confident seeking support when needed.

This policy applies to all employees, contractors, agency workers, and managers at Bridmet Ltd.

2. Objectives

The objectives of this policy are to:

- Promote positive mental wellbeing across the organisation
- Prevent work-related stress where reasonably practicable
- Support employees experiencing mental health difficulties
- Ensure managers are equipped to recognise and respond appropriately to mental wellbeing concerns
- Comply with relevant UK health and safety and employment legislation

3. Legal Framework & ISO 45001 Alignment

Bridmet Ltd recognises its responsibilities under:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010 (mental health conditions may constitute a disability)
- Employment Rights Act 1996

This policy is aligned with **ISO 45001:2018 – Occupational Health and Safety Management Systems**, in particular:

- Clause 5: Leadership and worker participation
- Clause 6: Hazard identification and risk assessment (including psychosocial risks)
- Clause 7: Support, competence, and awareness
- Clause 8: Operational planning and control
- Clause 9: Performance evaluation
- Clause 10: Continual improvement

Mental health is treated with the same importance as physical health.

4. Responsibilities

4.1 Directors & Senior Management

- Demonstrate commitment to mental wellbeing
- Ensure adequate resources are available to support this policy
- Foster a culture that promotes openness and psychological safety

4.2 Managers & Supervisors

- Promote positive mental wellbeing within their teams
- Identify early signs of stress or mental health concerns
- Hold supportive, confidential conversations with employees
- Make reasonable adjustments where appropriate
- Signpost employees to internal or external support
- Complete stress risk assessments when required

4.3 Employees

- Take reasonable care of their own mental wellbeing
- Raise concerns about work-related stress or mental health issues
- Support colleagues and contribute to a respectful workplace
- Engage with support measures offered

4.4 HR / Health & Safety Function

- Maintain this policy and review it regularly
 - Provide guidance to managers and employees
 - Monitor absence, turnover, and wellbeing indicators
 - Support stress risk assessments and return-to-work plans
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5. Mental Wellbeing Risks

Bridmet Ltd recognises that mental wellbeing can be affected by factors such as:

- Excessive workload or unrealistic deadlines
- Long working hours or lack of rest
- Poor communication or unclear expectations
- Conflict at work or bullying and harassment
- Lack of control over work
- Change, uncertainty, or job insecurity

These risks will be assessed and managed in line with our risk assessment processes.

6. Hazard Identification & Preventative Measures

In line with ISO 45001, Bridmet Ltd recognises **psychosocial hazards** as occupational health and safety risks.

6.1 Psychosocial Hazard Identification

Psychosocial hazards may include:

- Excessive workload or time pressure
- Long or irregular working hours
- Poor role clarity or conflicting demands
- Lack of control or autonomy
- Poor communication or management practices

- Workplace conflict, bullying, or harassment
- Organisational change and job insecurity

These hazards will be identified through:

- Risk assessments
- Stress risk assessments
- Absence and turnover data
- Employee feedback and consultation
- Incident and near-miss reports

6.2 Preventative Measures

To promote positive mental wellbeing, Bridmet Ltd will:

- Encourage healthy work-life balance
- Promote regular breaks and rest periods
- Ensure roles and responsibilities are clear
- Provide fair and consistent management practices
- Address bullying and harassment promptly
- Consult employees on changes affecting their work
- Offer training and awareness on mental health and stress

7. Support for Employees

Employees experiencing mental health difficulties may access support through:

- Line manager discussions
- HR support
- Occupational health referrals (where applicable)
- Reasonable workplace adjustments
- Temporary adjustments to duties or working patterns
- Time off in line with sickness absence procedures

All discussions will be treated sensitively and confidentially.

8. Stress Management Procedure

8.1 Identification

Stress concerns may be identified through:

- Self-reporting by employees
- Manager observations
- Absence patterns or reduced performance
- Workplace incidents or conflict

8.2 Stress Risk Assessment

Where work-related stress is identified:

1. The manager will meet with the employee
2. A stress risk assessment will be completed
3. Control measures will be agreed and implemented
4. Review dates will be set to monitor effectiveness

8.3 Ongoing Monitoring

Managers will maintain regular contact and review agreed actions.

9. Reasonable Adjustments

Where an employee's mental health condition meets the definition of a disability, Bridmet Ltd will make reasonable adjustments, which may include:

- Flexible working arrangements
- Adjusted workloads or deadlines
- Changes to working environment
- Additional supervision or support

Adjustments will be agreed on an individual basis.

10. Absence & Return to Work

Digital return to work forms will be sent to employees on the first day of absences and to be completed prior to the start of their next shift in line with the Company's Sickness Absence Policy.

Data will be collected to identify causes of illness including Mental Health.

Absences lasting more than 2 weeks will instigate a back to work meeting with HR to:

- Welcome the employee back
- Identify ongoing support needs
- Agree any reasonable adjustments
- Prevent recurrence

11. Confidentiality & Data Protection

Bridmet Ltd is committed to protecting the confidentiality and privacy of employees' personal and health-related information.

Mental health information is treated as **special category personal data** and will be handled in accordance with the UK GDPR and the Data Protection Act 2018.

The Company will ensure that:

- Information is collected only where necessary and relevant
- Data is processed lawfully, fairly, and transparently
- Access is restricted to authorised personnel on a strict need-to-know basis
- Information is stored securely and retained only as long as necessary
- Employees are informed how their data will be used

Confidentiality will be maintained wherever possible. However, information may be shared without consent where:

- There is a serious risk to the individual or others
- There is a legal obligation to do so

All managers handling sensitive information will be expected to do so with discretion and in line with Company data protection procedures.

12. Consultation, Participation, Training & Awareness

12.1 Worker Consultation & Participation

In accordance with ISO 45001 Clause 5.4, Bridmet Ltd will:

- Consult employees on matters affecting mental wellbeing
- Encourage employee feedback on workload, stress, and working conditions
- Involve employees in the development and review of wellbeing controls
- Ensure no employee is disadvantaged for raising mental wellbeing concerns

12.2 Training & Awareness

Bridmet Ltd will:

- Provide mental wellbeing and stress awareness training for managers
 - Ensure managers are competent to recognise and manage psychosocial risks
 - Promote mental health awareness initiatives
 - Communicate this policy to all employees
 - Promote mental health awareness initiatives
 - Encourage open conversations about mental health
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13. Monitoring, Performance Evaluation & Continual Improvement

In line with ISO 45001 Clauses 9 and 10, Bridmet Ltd will monitor the effectiveness of this policy through:

- Sickness absence data (including stress-related absence)
- Employee turnover and engagement indicators
- Completion and review of stress risk assessments
- Feedback from employees and managers

- Audit findings and incident investigations findings will be reviewed by management and used to:
 - Identify trends and root causes
 - Improve controls and support measures
 - Drive continual improvement of the OH&S management system
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14. Review of Policy

This policy will be reviewed annually or earlier if:

- There are significant organisational changes
 - New legislation or guidance is introduced
 - Monitoring identifies the need for improvement
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14. Policy Approval

Approved by: Paul Loveridge

Position: MESH Manager

Date: 19/03/2026

Next Review Date: 18/03/2026