

POLICY NAME:	MENTAL HEALTH, WELLBEING & FATIGUE	DATE:	JANUARY 2026
POLICY REVISION:	02	BY	JONATHAN CLARK
REVIEW PERIOD:	ANNUALLY	REVIEW:	JANUARY 2027



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CONTENTS

1. AMENDMENTS AND UPDATES 3

2. PURPOSE 3

3. SCOPE 3

4. OBJECTIVES 3

5. POLICY STATEMENT..... 3

6. DEFINITIONS 3

7. LEGAL AND STANDARD REFERENCES 4

8. RESPONSIBILITIES - MANAGEMENT 4

9. RESPONSIBILITIES - EMPLOYEES 4

8. SUPPORT AND RESOURCES 4

9. COMMUNICATION 4

10. RISK MANAGEMENT AND CONTROLS..... 4

11. TRAINING..... 5

12. CONFIDENTIALITY 5

13. REVIEW AND CONTINUOUS IMPROVEMENT 5

POLICY NAME:	MENTAL HEALTH, WELLBEING & FATIGUE	DATE:	JANUARY 2026
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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Unknown	All previous versions saved in 'Archive' server
02	Jan 2026	Template, wording and sections, GFS improvement process. Fatigue addition.

2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited's commitment to a safe, healthy and supportive workplace, covering mental health, wellbeing and work-related fatigue. It outlines how we prevent, assess and control risks; support individuals; and comply with health, safety and employment law.

3. SCOPE

This policy applies to:

- All employees, temporary staff and contractors working at Glass and Framing Solutions Limited.

It covers all aspects of mental health, wellbeing and fatigue, including prevention, support, and response to mental health issues.

4. OBJECTIVES

- Promote awareness of mental health, wellbeing and fatigue as core health and safety issues
- Meet legal duties, including:
 - The Health and Safety at Work etc. Act 1974
 - The Management of Health and Safety at Work Regulations 1999
 - The Working Time Regulations 1998
 - The Equality Act 2010
 - and data protection law (UK GDPR and DPA 2018)
- Identify and control risks from work design, workload, hours, shift patterns and environmental factors.
- Provide timely support, reasonable adjustments and access to confidential help.
- Encourage reporting and early intervention without stigma.
- Continuously improve through monitoring, consultation and review.

5. POLICY STATEMENT

Glass and Framing Solutions Limited is committed to:

- Recognising mental health as equally important as physical health.
- Creating an inclusive and supportive workplace where mental health issues are addressed with sensitivity and confidentiality.
- Providing access to resources and support for employees experiencing mental health challenges.
- Encouraging open dialogue about mental health and wellbeing.
- Training managers and staff to recognise signs of mental health issues and respond appropriately.

Glass and Framing Solutions Limited recognise that psychological health and fatigue are as important as physical safety. We will manage fatigue like any other workplace hazard through risk assessment and control; design work to allow sufficient rest and recovery; and ensure that individuals are treated fairly, with dignity and confidentiality.

6. DEFINITIONS

- **Mental health:** A state of wellbeing in which the individual realises their abilities, can cope with normal stresses, can work productively and contribute to the community.
- **Fatigue:** A decline in mental and/or physical performance arising from factors such as prolonged exertion, sleep loss, circadian disruption, long or irregular hours, high or monotonous workload, environmental

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conditions, or insufficient recovery. Fatigue reduces alertness and increases the likelihood of error and incidents.

7. LEGAL AND STANDARD REFERENCES

- Health and Safety at Work etc. Act 1974, s2 (General duties of employers).
- Management of Health and Safety at Work Regulations 1999 (Risk assessment, competent persons, arrangements).
- Working Time Regulations 1998 (Limits, night work health assessment, rest breaks and rest periods).
- Equality Act 2010 (Duty to make reasonable adjustments for disability, including conditions causing fatigue).
- UK GDPR and Data Protection Act 2018 (Special category health data, confidentiality).
- HSE HSG256 Managing shift work: Health and safety guidance.

8. RESPONSIBILITIES - MANAGEMENT

- **Leadership Commitment:** Senior management will demonstrate commitment to mental health and wellbeing through leadership and resource allocation.
- **Policy Implementation:** Ensure the effective implementation of this policy across all levels of the company.
- **Training and Support:** Provide training to managers and employees to increase awareness and understanding of mental health issues.
- **Workplace Adjustments:** Implement reasonable adjustments to support employees experiencing mental health difficulties.

9. RESPONSIBILITIES - EMPLOYEES

- **Awareness and Engagement:** Engage in training and awareness programs related to mental health and wellbeing.
- **Supportive Environment:** Foster a supportive work environment by treating colleagues with respect and understanding.
- **Self-Care:** Take responsibility for their own mental health and seek support when needed.

8. SUPPORT AND RESOURCES

- **Employee Assistance Program (EAP):** Access to confidential counselling and support services (Let's Talk Service).
- **Mental Health First Aiders:** Trained personnel available to provide initial support and guidance.
- **Flexible Working Arrangements:** Options to accommodate employees' needs for a better work life balance.
- **Wellbeing Activities:** Regularly scheduled activities and workshops to promote mental health and wellbeing.

9. COMMUNICATION

- **Policy Distribution:** This policy will be made available to all employees through the Glass and Framing Solutions Limited Intranet, employee handbooks, and notice boards.
- **Open Dialogue:** Encourage regular discussions about mental health and wellbeing through team meetings, newsletters, and dedicated wellbeing sessions.

10. RISK MANAGEMENT AND CONTROLS

- **Risk Assessment:** Identify tasks and roles at higher fatigue risk (i.e. night work, long shifts, repetitive/monotonous work, safety-critical activities, driving). Consider workload, environmental conditions, staffing, commuting and on-call.
- **Working Time:** Plan work to comply with legal limits and ensure minimum rest, normally at least 11 hours daily rest, 24 hours weekly (or 48 hours per fortnight), and uninterrupted breaks during the working day. Where exceptions apply, provide compensatory rest.
- **Shift Design:** Limit consecutive night shifts, avoid excessive shift length, use forward rotation where possible, and provide adequate rest days after nights.
- **Breaks and Micro-Breaks:** Schedule and protect breaks; consider additional breaks for monotonous or intensive tasks.

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- **Overtime and Callouts:** Manage, monitor and cap overtime; ensure recovery time after extended duty.
- **Driving for Work:** Avoid scheduling long drives following night shifts or extended duty; allow journey planning, breaks at least every two hours, and alternative travel where appropriate.
- **Environment and Workload:** Manage temperature, lighting, noise and task variation to reduce fatigue risk.
- **Monitoring:** Record working hours, overtime and rest; investigate incidents for fatigue factors; use KPIs to track compliance.

11. TRAINING

- **Mental Health Awareness:** Regular training for all employees to recognise and respond to mental health issues.
- **Manager Training:** Specialised training for managers to equip them with skills to support their teams effectively.
- **Fatigue:** All employees; awareness of fatigue risks, safe working hours, signs and reporting, and support routes

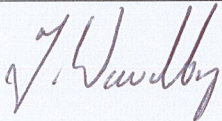
12. CONFIDENTIALITY

All discussions regarding an employee's mental health will be treated with the utmost confidentiality, in line with data protection regulations.

13. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	15 th January 2026

