Small Workplace Health Award

Testimonials

"The benefits for our business have been very good - a greater culture of team spirit and learning to work together at a different level than we have been used to. The Small Workplace Health Award brings together staff skills and interests and shows that we care about them."

Julie Cashell, Registered Manager, Oaklands Residential Home

"Keep Wales Tidy places great value on the welfare of its employees recognising that people are an organisation's greatest asset. The Small Workplace Health Award fits closely with the ethos of Keep Wales Tidy and we were very pleased to have had the opportunity to participate in the award scheme. We found the process straightforward and I'm sure our participation will provide continuing benefits for our staff."

Tony Seymour, Business Services Manager, Keep Wales Tidy

"The Small Workplace Health Award has enabled us to show, promote and encourage our employees to begin healthier lifestyles, not only during the working day, but to carry it on into their lives outside work and it has highlighted areas in which we can all improve our lifestyle."

Working Group, M. Wood Insurance Services Ltd.

"Being part of the Small Workplace Health Award programme has enthused and motivated staff as well as demonstrating benefits to the business as a whole. Not only have the team realised how important our health at work is but it has had a huge impact on me as an employer. It has increased our efforts of team building immensely and we now enjoy working and living in a much healthier environment."

Rebecca Griffiths, Owner, The Secret Spa – Holt, Wrexham

Contents

Introduction

The Small Workplace Health Award is the national mark of quality for health and well-being aimed at organisations employing fewer than 50 people.

It is a developmental process, based on good practice and improvement and it can be used to support the creation of activities that promote the health and well-being of employees. The award has been developed to target the key preventable ill-health issues in your workplace, which will also help to increase organisational performance and productivity.

Three levels of award can be achieved, reflecting the range of actions that an organisation is taking to promote the health and well-being of its staff. The modules that make up each level are stand-alone and it is recommended that organisations view them as a developmental award to be achieved over time.

Using the Pack

The goal of this resource pack is to help you discover and put in place effective ways of promoting the health and well-being of your most valuable resource - your staff. It is divided into two topic areas – core component topics and healthy lifestyles topics. Within the core component topic section there are eight modules and in the healthy lifestyles topic area there are five modules.

In addition to the Small Workplace Health Award the Welsh Assembly Government runs a similar award for large organisations called 'The Corporate Health Standard'. The issues in the Small Workplace Health Award reflect those addressed in The Corporate Health Standard.
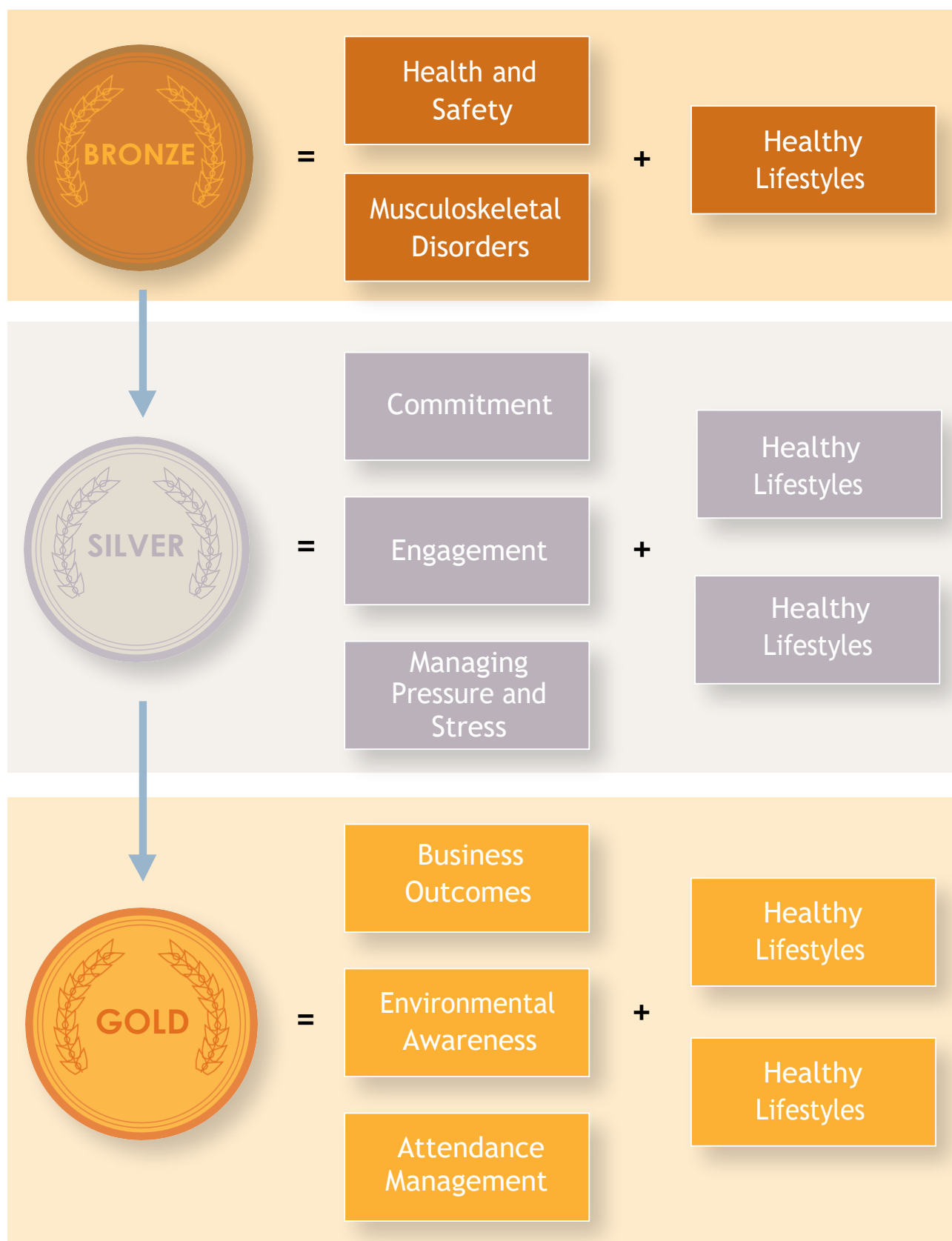
The Small Workplace Health Award has been developed by the Welsh Assembly Government to promote health and well-being in the workplace. Receipt of the award does not necessarily signify current or future compliance with legislative requirements.

Level of Award	Core Components		Healthy Lifestyles Topics
BRONZE =	Health and Safety	+	Healthy Lifestyles
	Musculoskeletal Disorders		
SILVER =	Commitment	+	Healthy Lifestyles
	Engagement		
	Managing Pressure and Stress		Healthy Lifestyles
GOLD =	Business Outcomes	+	Healthy Lifestyles
	Environmental Awareness		
	Attendance Management		Healthy Lifestyles

Healthy Lifestyles Topics: Tobacco, Healthy Eating, Physical Activity, Alcohol and Work, Drugs and Work.

Healthy Lifestyles Topics

Tobacco

Healthy Eating

Physical Activity

Alcohol

Drugs

The bronze level of award addresses some of the requirements that all small workplaces face including health and safety and musculoskeletal disorders. At this level one topic from the 'healthy lifestyles' list also has to be addressed, and can be chosen in accordance with the needs or interests of your organisation.

Having demonstrated that it meets the standard for this section an organisation can then go on to address the criteria at silver level, which consists of three core component topics, including managing pressure and stress, and two healthy lifestyles topics.

To achieve the gold level award an organisation needs to have achieved the requirements of the bronze and silver levels. At this level the final three core component topics, including environmental awareness, and the two remaining healthy lifestyles topics have to be addressed.

Each module in this resource pack includes information on:

• The business case which makes it worthwhile addressing the topic

• Realistic goals

• The relevant criteria

• How the criteria can be demonstrated/ evidenced

Support

The material contained in the remainder of this pack offers guidance for what is required to achieve each level of award. In addition you will be able to access further free support from your local Workplace Health Advisor or by visiting the website:

Healthy Working Wales

The Workplace Health Advisors will visit your workplace if required and tailor their support to meet your organisation's needs e.g. attend working group meetings, offer ideas and examples of specific activities and provide sources of information / materials. In addition you can receive regular workplace health e-bulletins, obtain examples of good practice from other organisations and benefit from networking opportunities.

The Workplace Health Advisor will provide you with an action plan that may be used by you to show how employee health and well-being activities will be developed, implemented and reviewed. You are under no obligation to use this model but it will be used during the accreditation process.

Getting your award

Once you feel that you meet the criteria in order to achieve an award, you will need to take the following steps.

Stage 1

You will need to complete your expression of interest form which is available **online** or from your Workplace Health Advisor. The form then needs to be sent to your Workplace Health Advisor.

Stage 2

Once the form has been received your Advisor will contact you to discuss the requirements of accreditation and arrange a visit.

Stage 3

A visit will be made to your business to confirm you meet the required criteria. Room / space should be available for those visiting you to check any documentation you have produced. They will also want to meet representatives from all levels of your workforce (including the manager / owner and working group if appropriate).

Prior to the accreditation (assessment) process you need to:

- Have completed the expression of interest form for the level of award you are aiming to achieve. ☐

- Ensure that all the evidence required for the modules is collected, in place and available for the accreditors to view during the accreditation visit. ☐

- Indicate whether a Welsh speaking accreditor is required. ☐

Once the accreditation process has been completed you will receive brief feedback and under normal circumstances you will be told whether you have achieved the level of award that you desire and what action, if any, needs to follow.

Confirmation will be sent to the Welsh Assembly Government and they will then ensure you are issued with your award.

Guidance and Information

Core Components - Health and Safety

Why is health and safety important for your employees and your organisation?

In 2007/8 just over a thousand offences were prosecuted by the Health and Safety Executive (HSE) and in the previous year 354 prosecutions were also brought by local authorities.

Almost 28 million working days were lost due to work related illness and a further 6 million were lost due to work related injury. Each one of these lost days carries a cost to an employer measured in lost productivity, lower efficiency and higher pressure.

Reducing preventable workplace related illness and injury clearly has huge benefits – for small businesses losing a key member of staff can be very harmful to the business, especially when the reason for their absence was preventable.

Realistic goals

- Greater awareness among the staff of the importance of safety at work and their role in creating a safe workplace
- Working with staff to create a safer, healthier workplace
- To have in place a practical and effective approach to the management of risk

What do you need to do?

- Develop a health and safety policy or statement
- Consult with employees on health and safety matters
- Train employees on health and safety issues
- Provide drinking water
- Keep a written record of accidents to identify and assess risk areas
- Display information about workplace risks and control measures
- Undertake an assessment of workplace risks and put in place measures to control them
- Have employers' liability insurance in place

How can you demonstrate this?

Develop a health and safety policy or statement

- In consultation with staff, develop a health and safety policy/statement that addresses the key issues appropriate to the organisation
- Identify one member of staff that has overall responsibility for health and safety in the organisation

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Consult with employees on health and safety matters

- Ensure that there are regular updates on health and safety in team meetings / briefings

- Consult with staff representatives when any new change / development occurs

Train employees on health and safety issues

- Provide appropriate training for all staff on general health and safety awareness and specific issues to the organisation e.g. manual handling, COSHH regulations etc.

Provide drinking water

- Provide drinking water as this prevents dehydration, makes staff more comfortable, improves performance and increases productivity

Keep a written record of accidents

- Ensure that an accident book (or suitable alternative) is set up on every site with persons responsible for it identified

Display information about workplace risks and control measures

- Designated section of notice boards / intranet on health and safety with appropriate information displayed

Undertake an assessment of workplace risks and put in place measures to control them

- Identify key risks for the organisation and develop an action plan to address them. Put in place measures to control risks

Have employers' liability insurance in place

- Ensure that appropriate insurance has been obtained

Core Components - Musculoskeletal Disorders

BRONZE

Why is reducing Musculoskeletal Disorders (MSDs) important to your organisation?

Musculoskeletal disorders (MSDs) are the most common occupational illness in Great Britain, affecting 1 million people a year. They relate to or involve the muscles and the skeleton and include a range of problems such as low back pain, joint injuries and repetitive strain injuries.

The law requires workplaces to undertake a risk assessment of the key MSD risks. Organisations can take action to prevent MSDs and these measures are cost effective. In addition not all MSDs can be prevented so early reporting of symptoms, treatment and helping people stay in or return to work is essential.

Expected Outcomes

- Raised awareness of the causes and prevention of back pain
- Prevention of the risks associated with MSDs
- Reduction in sickness absence associated with MSDs and the promotion of an early return to work
- A positive impact on the well-being of staff

What do you need to do?

- Identify the risks associated with MSDs in your organisation and examine how these can be made safer
- Involve employees in assessing and managing the risks
- Inform staff about how to manage back pain
- Ensure a return to work is managed appropriately and adjustments to the work is made if and when appropriate

How can you demonstrate this?

Identify the risks associated with MSDs in your organisation and examine how these can be made safer

- Assess the risks to employees from working practices looking at things such as posture, excessive lifting, pushing or pulling etc
- Provide lifting and handling equipment where reasonably practical

Involve employees in assessing and managing the risks

- Consult with staff on the risks associated with MSDs in their jobs
- Provide manual handling training to staff where appropriate

Inform staff about how to manage back pain

- Provide information to staff on the prevention of MSDs
- Give information to people suffering from back pain highlighting the importance of staying active

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- Implement one awareness raising activity that is available to all staff on the prevention of MSDs including the importance of lifting and handling in the correct manner

Ensure that a return to work is managed appropriately and adjustments to the work is made if and when appropriate

- Make reasonable adjustments to a job to enable an individual to return to work at an early opportunity. This could mean altering a task, equipment or workload

- Manage the return to work as a staged process e.g. working reduced hours, partial home working etc.

- Where an individual cannot continue in their existing job consider offering alternative employment if practicable

Core Components - Commitment

SILVER

Why is a commitment to employee health and well-being important to your organisation?

Having a group of key people who are committed to employee health and well-being will result in the development of a positive organisation culture where employees are valued.

Companies that provide their staff with committed and dynamic leadership and who take the issue of health and well-being seriously are much more likely to gain all the benefits that such an approach can bring e.g. increased productivity, low staff turnover, high levels of morale and commitment from the staff.

Training is also an indicator of commitment. Equipping staff with knowledge and skills to take greater control of their health, well-being and safety is an important part of personal and organisational development.

Expected Outcomes

- Demonstrable organisational commitment to employee health
- Development of a fair and just culture
- The importance of training and individual development is recognised

What do you need to do?

- Staff health and well-being is a regular item in discussions between senior managers / owners
- Establish a small working group to implement your action plan
- Creation of an open culture in which staff feel able to contribute to discussions and debates on organisation practice that impacts on their health and well-being
- Training

How can you demonstrate this?

Staff health and well-being – a regular item in discussions between senior managers / owners

- Formal or informal notes or records of meetings showing that health and well-being has been discussed

Establish a small working group to implement your action plan

- Membership of the working group may include a staff representative, health and safety representative and one or more of the following: human resources and manager/ supervisor
- Records of the work of the group are available
- Working group to have met on four or more occasions prior to accreditation

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Creation of an open culture in which staff feel able to contribute to discussions and debates on organisation practice that impacts on their health and well-being

- Feedback from staff indicates that this is the case

Training

- Details of training undertaken by staff

Core Components - Engagement

SILVER

Why is engagement with your staff important?

Employee engagement is about an individual's connectivity to the organisation - whatever its size - and it is critical in securing an individual's commitment and loyalty to that organisation. More and more organisations are looking to develop a culture that meets their needs and those of their employees. Research has shown that there is a strong link between employee engagement and key drivers such as productivity, financial performance and customer satisfaction. Employers want engaged employees because they deliver improved business performance.

Expected Outcomes

- Employees are recognised and valued as an important part of the business
- Engagement of employees in a consultation process
- Employees take responsibility for health and well-being activities

What do you need to do?

- Ensure all staff can receive and provide information
- Engage employees in consultation
- Measure staff satisfaction
- Ensure that employees understand and are part of 'the bigger picture' of the organisation
- Encourage employee representatives to be involved in the health and well-being process

How can you demonstrate this?

Ensure all staff can receive and provide information

- Arrangements are in place to encourage employees to give and receive information

Engage employees in consultation

- Staff representatives have an opportunity to discuss and comment on organisational changes and decisions with senior managers / owners

Measure staff satisfaction

- Develop a method of gauging staff satisfaction e.g. by survey, formal or informal group discussion etc
- Action is taken on the feedback received from the above

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Ensure that employees understand and are part of 'the bigger picture' of the organisation

- Staff receive updates on the current position of the organisation

- Staff are able to comment on the above to senior managers / owners

Encourage employee representatives to be involved in the health and well-being process

- Staff are encouraged to take part in health and well-being activities

- Staff are encouraged to take responsibility for some health and well-being activities

Core Components - Managing Pressure and Stress

SILVER

Why is managing pressure and stress important to your organisation?

In trying to enhance well-being among their workforce, employers are aiming for their employees to be happy and content in their work. This to an extent is dependent on individual perception and on an individual's personal circumstances but the way in which work is organised, the nature of the work and the work environment can have a dramatic affect on an employee's well-being.

It is well recognised that stress reduces employee well-being, and that excessive or sustained work pressure can lead to stress. Stress is one of the major causes of sickness absence in most organisations. Tackling the sources of stress among the staff not only can impact on sickness absence costs and show that an employer recognises his / her legal duty but also demonstrates that the employer cares about the workforce.

Expected Outcomes

- Employees become more aware of sources of pressure and how to manage them
- A positive impact on the well-being of employees
- A happier and more content workforce
- Prevention of sickness absence

What do you need to do?

- Ensure that staff have an opportunity to comment on their job demands, job role and training needs
- Identify the risks associated with the job that might impact upon an employee's well-being
- Create a culture that does not tolerate inappropriate behaviour among all employees
- Provide employees access to support mechanisms when appropriate
- Provision of information regarding the prevention of stress and the promotion of well-being

How can you demonstrate this?

Ensure that staff have an opportunity to comment on their job demands, job role and training needs

- A mechanism is in place to allow staff to discuss with their manager / employer issues related to their job. This can be done formally e.g. a performance review system or informally e.g. regular discussions with their manager/supervisor

Identify the risks associated with the job that might impact upon an employee's well-being

- Ensure there is the facility in place to assess the risks associated with an individual's job role e.g. a risk assessment process

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- In consultation with the employee an action plan is developed to address identified areas from the above

- Ensure the assessment is regularly reviewed e.g. annually

Create a culture that does not tolerate inappropriate behaviour among all employees

- Develop a statement / guidelines showing the organisation's commitment to having a culture that promotes positive behaviour among all staff and does not tolerate inappropriate behaviour e.g. bullying and harassment

- Ensure the above is communicated to all staff

- Provide managers with the knowledge of how to deal with any situation that may arise

Provide employees access to support mechanisms when appropriate

- Where possible, allow staff flexibility in their work patterns when experiencing personal difficulties

- Consider offering access to support e.g. their family doctor, counselling, Human Resources specialist etc. if and when appropriate

Provision of information regarding the prevention of stress and the promotion of well-being

- Leaflets, booklets / posters made available to staff giving them information on how to better manage stressful situations

- Provide one awareness raising activity on the management of stress and the promotion of well-being

Core Components - Business Outcomes

GOLD

Why are business outcomes important for your employees and your organisation?

When running a small business understanding what works (what makes the business 'tick', increases efficiency, increases productivity etc) and why is a very important issue. In some circumstances the success and even the survival of the business might depend on it.

The same is true for employee health and well-being. In today's world, many approaches are on offer, the question is which ones work? As part of the process of the Small Workplace Health Award you will be putting in place new ways of protecting and promoting the health of your staff and this section will help you to monitor and gauge the impact of these in terms of business outcomes.

Sickness absence, productivity, change in behaviours and staff turnover all have an impact on the business. Tracking changes in these over time presents the owner / manager with an opportunity to monitor success and, if necessary, change the organisation's approach to health and well-being.

Realistic goals

To have in place at least three ways of measuring the impact of the health promotion programme on the business, for example by:

- Monitoring sickness absence and making a note of any trends that may be noticed
- Monitoring staff turnover and finding out why they are leaving

What do you need to do?

- Monitor participation in organisation supported healthy lifestyle activities such as physical activity, healthy eating and smoking cessation
- Have in place a mechanism for recording sickness absence and identifying any trends
- Have in place a way of identifying the reasons that staff give for leaving the organisation

How can you demonstrate this?

Monitor participation in organisation supported healthy lifestyle activities such as physical activity, healthy eating and smoking cessation

- This may be a simple questionnaire developed and used to gauge staff involvement in organisation supported activities or discussions with staff

Have in place a mechanism for recording sickness absence and identifying any trends

- Records of sickness absence kept
- Analysis of sickness absence levels and reasons for absence
- Description of appropriate action taken to address identified trends

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Have in place a way of identifying the reasons that staff give for leaving the organisation

- Reason for staff leaving the organisation is noted and used to identify any health and well-being related issues that cause staff to leave

Core Components - Environmental Awareness

GOLD

Why is environmental awareness important to your organisation?

Taking action to make your organisation more environmentally friendly can:

- Help you reduce your costs
- Enhance how your organisation is perceived by your customers and the community
- Help you to recruit and retain staff
- Make your current employees more motivated in their work

Expected Outcomes

- Employees become more aware of environmental issues
- A positive impact on the well-being of staff
- A reduction in your organisation's carbon footprint

What do you need to do?

- With your staff, jointly develop realistic key objectives for improving environmental awareness and activity in the organisation
- Hold regular progress reviews in working towards your targets
- Encourage car sharing, cycling to work and use of public transport
- Manage electricity usage
- Reduce, reuse and recycle your office waste

How can you demonstrate this?

Jointly develop realistic key objectives for improving environmental awareness and activity in the organisation

- A working document/action plan clearly specifying your aims and timescales for improvements in environmental performance. This should be jointly developed between staff and management

Hold regular progress reviews in working towards your targets

- Frequently monitor and report on your progress against the aims and targets you set for environmental performance

Encourage car sharing, cycling to work and use of public transport

- Consider whether all work journeys are necessary and encourage use of public transport
- Promote cycling to and from work and car sharing schemes

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Manage electricity usage

- Implement informal 'turn off' policies e.g. printers, photocopiers, computer monitors, lights

- Turn down heating, air conditioning etc. e.g. in corridors and storerooms

- Replace spent light bulbs with energy saving ones

Reduce, reuse and recycle your office waste

- Encourage staff to reduce what they print and use double side print if possible

- Introduce a recycling scheme for all office waste

- Use environmentally friendly cleaning products where applicable

Core Components - Attendance Management

GOLD

Why is attendance management important to your organisation?

Employee absence is a significant cost to 90% of businesses (according to research from the Chartered Institute of Personnel and Development). On average sickness absence costs employers £659 per employee every year in Wales.

In reducing absence organisations should focus on developing a culture of attendance – motivating staff to want to attend work so that they are only absent when they are genuinely too ill to come to work.

Expected Outcomes

- An understanding of the causes of sickness absence within the organisation
- A reduction in sickness absence rates
- Flexible working practices that will benefit the organisation and its employees
- A positive impact on the well-being of staff

What do you need to do?

- Identify problem areas
- Consider the work environment
- Develop a consistent approach to managing absence
- Encourage more flexibility in working practices

How can you demonstrate this?

Identify problem areas

- Consult with employees to identify what issues may have an impact directly or indirectly on absence levels
- Keep absence information to help identify causes and trends of sickness absence
- Use the above information to identify and improve issues that could contribute to staff absence

Consider the work environment

- Consult with staff on the working environment
- Identify where the workplace might be improved in order to make it a better place to work

Develop a consistent approach to managing absence

- Develop an approach to managing absence that includes managers / supervisors interviewing staff on their return to work
- Communicate this approach to all staff ensuring that they can benefit from it as much as the organisation can

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- Ensure managers / supervisors are trained to deliver and carry out the procedures

- Managers indicate that they participate in the process and that agreed actions are followed up

Encourage more flexibility in working practices

- Consider introducing flexible working patterns to enable staff to balance their work / life commitments. These might include home working, part time working, flexi time, annualised working hours, job sharing etc.

- Consult with staff on flexible working if appropriate

Healthy Lifestyles - Tobacco

Why is tackling tobacco in the workplace important for your organisation?

Tobacco remains - and will do so for many years - the major cause of premature death and preventable disease in Wales, killing more than 6000 people each year. One in two smokers will die prematurely as a result of smoking tobacco and of these a half will die in mid life (45 – 69 years). Of those smokers who are not killed by their habit, many will experience tobacco related disease. This means that organisations are at risk of losing valuable and experienced employees at a time when pressure on the labour market is increasing due to the ageing of the working population. Helping smokers quit the habit and becoming a truly 'smoke free organisation' reduces this pressure on your labour force.

Realistic goals

- Compliance with the legislation requiring all workplaces in Wales to be smoke free
- Raise awareness of all staff of the benefits of stopping smoking
- Promotion of Help Me Quit, the service which offers free, local support to stop smoking

What does your organisation need to do?

- Ensure it complies with the legislation - Smoke Free Premises etc. (Wales) Regulations, 2007
- Promotion of the No Smoking Day Campaign – a major annual event to promote smoking cessation
- Publicise the number of the Stop Smoking Wales service and make available to staff information on the benefits of smoking cessation

How can you demonstrate this?

Ensure your organisation complies with the smoke-free legislation

- Signage displayed correctly
- Smoking banned in enclosed and substantially enclosed areas
- Smoking banned in all organisation vehicles

Promotion of No Smoking Day

- Active involvement dependent on the needs of the organisation

Publicise the Stop Smoking Wales service

- Help me Quit/ Helpa Fi I Stopio (0800 085 2219) is displayed in the workplace

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Healthy Lifestyles - Healthy Eating

Why is good nutrition important for your employees and your organisation?

Most people recognise the benefits of eating a healthy and balanced diet. In the short term, missing meals and eating too much of the wrong type of foods means that concentration levels fall and we are more likely to make mistakes. In the long term a poor diet has been linked to the development of diseases such as Type 2 Diabetes, various cancers and coronary heart disease, all of which can contribute to sickness absence.

The real issue here is that such diseases are preventable and that a healthy diet is a major positive contributor to good health.

Expected Outcomes

- Greater awareness among the staff of the benefits and importance of healthy eating
- Staff prepared to try new food types and ways of preparing food
- Healthy eating viewed by staff as a central element of a healthy lifestyle

What do you need to do?

- Provide staff with practical information on eating healthily and its benefits and participate in one activity per year to highlight / raise awareness of healthy eating
- Promote the safe preparation and storage of food that workers bring to work
- Provide suitable and accessible facilities for breast feeding mothers where appropriate
- Ensure that healthy choices are available at working lunches and business functions
- If vending machines are present on site then ensure that healthy choices are available

How can you demonstrate this?

Provide staff with practical information on eating healthily and its benefits

- Noticeboards, posters, leaflets
- Web links to appropriate sites
- If available, intranet site
- Taster sessions e.g. recipe swapping, smoothies

Promote the safe preparation and storage of food that workers bring to work

- Information on the importance of hand washing, safe storage and preparation of food

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- Provision of refrigerator(s)

Provide suitable and accessible facilities for breast feeding mothers when appropriate

- Space that is private and not part of a toilet available for mothers to use with suitable refrigerated storage for expressed milk

Ensure that healthy choices are available at working lunches and business functions, these might include:

- Unsweetened fruit juice and water
- Sandwiches made with thick cut bread and small amounts of low fat spread with brown / whole grain bread options and which are salt free
- Provision of fruits and vegetables as part of the meal
- Availability of skimmed or semi skimmed milk

If vending machines are present on site then ensure that healthy choices are available

Healthy Lifestyles - Physical Activity

Why is physical activity important for your employees and your organisation?

Being physically active enhances people's health and well-being. It is estimated that within Wales, only 29 per cent of adults are currently meeting physical activity targets set by experts, which state that adults should be undertaking at least 30 minutes of moderate exercise, at least five times a week. For organisations, having a physically active workforce can bring extensive business benefits such as a reduction in sickness absence and turnover and an increase in staff morale and productivity.

The workplace offers an advantageous setting in which to promote physical activity as the majority of the population spend a significant proportion of their time in work and can be encouraged by their colleagues to participate in activities. The types of activities that can be introduced within small workplaces do not need to be either time-consuming or costly.

Expected Outcomes

- Greater awareness of the benefits and importance of undertaking physical activity
- Staff introducing physical activity into their work / home lives
- Recognition of the importance of physical activity as part of a healthy lifestyle

What do you need to do?

- Encourage staff to undertake physical activity
- Promote the health benefits that can be gained through increased physical activity
- Hold one activity annually to highlight / raise awareness of physical activity

How can you demonstrate this?

Encourage staff to undertake physical activity

- Provide information on how to increase physical activity both within and outside of the workplace, e.g. leaflets, posters etc
- Suggest ways of becoming more active within work, e.g. 'take the stairs', introduce walking meetings, walking at lunchtime
- Suggest ways of becoming more active during travel to and from work, e.g. park away from the premises, get off the bus one stop earlier, promote cycling / walking and provide bike racks
- Access funding opportunities to help introduce exercise activities

Promote the health benefits that can be gained through increased physical activity

- Provide information on the health benefits of physical activity e.g. web links to British Heart Foundation site

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Hold one activity annually to highlight / raise awareness of physical activity

- Encourage staff to take part in at least one event that supports exercise e.g. Race for Life, sports competitions with other organisations, corporate sponsorship for activities, aerobic classes for staff etc.

Healthy Lifestyles - Alcohol and Work

Why is managing alcohol use at work important to your organisation?

More than a quarter of men report that they drink over the recommended maximum 21 units of alcohol a week, while 17% of women consume over the 14 recommended units of alcohol.

For many people drinking alcohol is seen as a positive part of their social lives and does not impact in any way on their work. However, drinking alcohol either before, or during the working day can be a health and safety issue. For some organisations the consumption of alcohol has been identified as a significant cause of employee absence, has resulted in an increase in accidents in the workplace as well as in a loss of productivity. Employers also have a legal responsibility under the Health and Safety at Work Act 1974 which places a general duty on them to ensure the health, safety and welfare of their employees including providing and maintaining a safe place and a safe system of work. This might include issues relating to working under the influence of alcohol.

Expected Outcomes

- An environment where the importance of health and safety practice is recognised
- Staff understand when they can and cannot drink alcohol
- Employees become more aware of responsible drinking habits
- A positive impact on employees' health and well-being

What do you need to do?

- With your staff, jointly develop an approach to becoming alcohol free within work
- Develop guidelines for managers to ensure a consistent approach
- Identify clear avenues of support for those who have been identified as using alcohol inappropriately
- Promote responsible drinking
- Raise awareness of the impact of drinking on employee well-being

How can you demonstrate this?

With your staff, jointly develop an approach to becoming alcohol free within work including unpaid breaks

- Consult with staff representatives on an acceptable approach for the business taking into account health and safety needs

Develop guidelines for managers to ensure a consistent approach

- Decide on how the employer / manager / supervisor will manage an employee attending work in an intoxicated state or ignoring the rules on alcohol at work i.e. a disciplinary issue
- Ensure managers / supervisors are briefed on how to implement the guidelines in a consistent manner
- Ensure the guidelines are communicated to all staff including contractors / agency staff

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Identify clear avenues of support for those who have been identified as using alcohol inappropriately

- Where appropriate develop an internal line of support for those who need help or advice on an alcohol issue. This may include the manager, human resources / welfare officer, occupational health specialist, counsellor etc.

- Referral to an external agency where appropriate

Promote responsible drinking

- Raise awareness of responsible drinking habits e.g. know your units

Raise awareness of the impact of drinking on employee well-being

- Implement one awareness raising activity on the potential effects of alcohol misuse

Healthy Lifestyles - Drugs and Work

Why is controlling drug use at work important to your organisation?

36% of 16-59 year olds have used one or more illicit drugs in their lifetime with 12% having used an illicit drug at least once a year. Recreational drug use is far more common in society today than it was even ten years ago. The term drug misuse also encompasses improper use of prescription and over the counter medicines as well as illegal drugs.

Like alcohol, drugs can have a negative effect on an employee's ability to carry out a job effectively. It is also worth remembering that it is an offence under the Misuse of Drugs Act 1971 for an employer knowingly to permit the production, supply or use of controlled substances on their premises, except in specified circumstances. This is in addition to an employer's responsibility under the Health and Safety at Work Act 1974 mentioned in the previous section - Alcohol and Work.

Expected Outcomes

- An environment where the importance of health and safety practices is recognised
- Staff understand why it is not permissible to take drugs before or during the working day
- Employees become more aware of the impact of taking drugs on their well-being

What do you need to do?

- With your staff, jointly develop an approach to prevent the misuse of drugs before and during work
- Develop guidelines for managers / supervisors to ensure a consistent approach
- Identify clear avenues of support for those who have been identified as misusing drugs
- Raise awareness of the impact of drug misuse on employee well-being

How can you demonstrate this?

With your staff, jointly develop an approach to prevent the misuse of drugs within work

- Clarify the organisation's stance on taking drugs before and during work
- Ensure that a distinction is made between illegal substances and prescription drugs
- Consult with staff representatives on an acceptable approach for the business taking into account health and safety needs

Develop guidelines for managers / supervisors to ensure a consistent approach

- Decide on how the employer will manage an employee attending work in an inappropriate state or ignoring the rules on the use of drugs at work i.e. a disciplinary issue

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- Ensure managers are briefed on how to implement the guidelines in a consistent manner
- Ensure the guidelines are communicated to all staff including contractors / agency staff

Identify clear avenues of support for those who have been identified as misusing drugs

- Where appropriate develop an internal line of support for those who need help or advice on a drug related issue. This may include the manager, human resources / welfare officer, an occupational health specialist, counsellor etc.
- Referral to an external agency where appropriate

Raise awareness of the impact of taking drugs on an employee's well-being

- Implement one awareness raising activity on all types of drugs and their effects including the dangers associated with over-the-counter medicines and prescription drugs
- Raise awareness of warning signs which may indicate the use of illegal substances in work

Appendix - Resources

General Health Promotion

Health and Safety Executive

www.hse.gov.uk/welsh/index.htm

www.hse.gov.uk/pubns/indg417.pdf

www.hse.gov.uk/pubns/priced/hsg65.pdf

Healthy Working Wales

https://phw.nhs.wales/services-and-teams/healthy-working-wales/

Chartered Institute of Personnel and Development
www.cipd.co.uk

NHS Direct Wales
www.nhsdirect.wales.nhs.uk

Men's Health Forum
www.menshealthforum.org.uk

Women's Health Concern
www.womens-health-concern.org

Musculoskeletal Disorders

BackCare Charity
www.backcare.org.uk

Expert Patients Programme Wales
www.wales.nhs.uk/sites3/home.cfm?orgid=537

Mental Health

Mind Cymru

www.mind.org.uk

Healthy Minds at Work

www.healthymindsatwork.org.uk

Rural Support Wales

https://www.cais.co.uk/directory/wales-rural-stress-helpline/

The Mental Health Foundation

www.mentalhealth.org.uk

British Association for Behavioural and Cognitive Psychotherapies

www.babcp.com

British Association for Counselling and Psychotherapy

www.bacp.co.uk

The British Psychological Society

www.bps.org.uk

Relate

www.relate.org.uk

Carers Wales

www.carerswales.org

Samaritans

www.samaritans.org

Environment

Global Footprint Network Personal Ecological and Carbon Calculator

http://www.footprintcalculator.org/

Tobacco

Help Me Quit

www.helpmequit.wales

Smoking ban Wales

www.smokingbanwales.co.uk

No Smoking Day

www.nosmokingday.org.uk

Ash Wales

https://ash.wales/

Quit

www.quit.org.uk

0800 00 22 00

Welsh Assembly Government - Health Improvement

http://new.wales.gov.uk/topics/health/improvement/smoking/?lang=en

Healthy Eating

British Heart Foundation

www.bhf.org.uk

Food Standards Agency Wales

www.food.gov.uk/wales

www.food.gov.uk/business-guidance/salt

Eat-well website

https://www.nhs.uk/live-well/eat-well/

British Nutrition Foundation

www.nutrition.org.uk

British Dietetic Association

www.bda.uk.com

Physical Activity

Sustrans' Active Travel Toolkit

www.sustrans.org.uk/our-blog/research/all-themes/all/active-travel-toolkit-the-role-of-active-travel-in-improving-health/

British Heart Foundation

www.bhf.org.uk

Forestry Commission Wales

https://naturalresources.wales/guidance-and-advice/business-sectors/forestry/?lang=en

Sports Wales

www.sport.wales

Urbanwalks

www.urbanwalks.co.uk/wales

Let's Walk Cymru

www.ramblers.org.uk

Alcohol

Drinkaware

www.drinkaware.co.uk

Alcohol Concern

www.alcoholconcern.org.uk

Alcoholics Anonymous

www.alcoholics-anonymous.org.uk

Drugs

FRANK

www.talktofrank.com

DrugScope

www.drugscope.org.uk

Samaritans

www.samaritans.org

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