Health & Wellbeing in the Workplace

Supporting local businesses improve the health and wellbeing of their employees

A guide to local support services and resources
Introduction

The economy and employment are significant determinants of health; having a job was recently rated as the second most significant factor to health and wellbeing after a person’s own physical health. People spend 60% of their waking lives at work and are exposed to factors that influence their health and wellbeing both positively and negatively, but there is little support to help retain these jobs or for employers to develop business resilience, and work environments which support health and wellbeing.

4,620 businesses in Stafford Borough

77% employ under 5 members of staff

Stafford Borough also has more employees than other Staffordshire districts

People in Stafford and Surrounds are supported to maintain or improve their health and wellbeing through healthy workplaces. This is a local health and wellbeing priority for the Stafford and Surrounds Health and Wellbeing Group. This booklet aims to support local businesses improve the health and wellbeing of their employees.
Encouraging walking, cycling, car-sharing and use of public transport has many benefits to businesses including health and fitness of the workforce, increasing capacity in car parks, as well as environmental gains through reducing congestion and pollution locally. It allows organisations to make positive corporate social responsibility statements (e.g. ISO14001) and can improve productivity.

Staffordshire County Council Transport and the Connective County, Connectivity Support Team can support businesses with sustainable travel ideas and personal journey planning. They also organise visits from the Bike Bus offering cyclist training and maintenance sessions, free bike checks and provide local cycle route maps.

Diagnostic assessment visits can also be provided to gauge your travel challenges such as employee home postcode mapping and staff travel survey to identify how your staff are currently travelling to work Promotional literature and ideas can also be provided.

For further information or to arrange a meeting
Contact smarter.travel@staffordshire.gov.uk or phone 0300 111 8000

How can places of work help make Stafford more sustainable?

There is no question that we all need to be more eco-friendly and adopt more sustainable lifestyles. We can do that in our work places in many ways.

• Where possible try to walk, cycle, lift-share or use public transport for journeys to work

• Use energy and water efficient appliances and equipment

• Join the Staffordshire Business and Environment Network

• Enter the annual Stafford Borough Green Awards to share your own good environmental practice

• Carry out an environmental audit of your workplace

Sustainable travel ties in with the corporate responsibility of an organisation for the impacts of its decisions on society and the environment above and beyond its legal obligations, through transparent and ethical behaviour.
Encouraging walking, cycling, car-share and public transport has many benefits to business
Physical activity

Regular physical activity can

☑ Reduce feeling of depression
☑ Improve stamina and strength
☑ Reduce obesity particularly when combined with diet
☑ Reduce risks of cardiovascular disease (high blood pressure and cholesterol), stroke, and type 2 diabetes

Get Active - Workplace Challenge Staffordshire
creating active people, creating active workplaces

The primary aim of the Workplace Challenge is to support workplaces to help their employees become more active, more often; therefore creating vibrant and active workplaces.

Our support to your workplace may be:

• Helping develop activity challenges in and around the workplace
• Signposting employees to activity already taking place in the community
• Training leaders and workplace activity champions
• Helping develop leagues and competitions (e.g. in workplaces or business parks)
• Sports / activity tasters sessions (e.g. netball, table tennis, tag rugby).

How much does it all cost?
There is no cost for our help, advice and support. The only potential costs could be around some of the activities provided. Such as, taster sessions, leagues and competitions. This may be required to cover coaching costs or venue hire.

Who are We?

Sport Across Staffordshire and Stoke-on-Trent (SASSOT) is a countywide partnership that offers a one-stop shop of information by linking together local providers of sport and physical activity. Key partners that work with SASSOT include Sport England, Local Authorities, National Governing Bodies of Sport, Staffordshire and Stoke-on-Trent Public Health, universities, schools, sports clubs and volunteers. Working in partnership with these organisations helps to connect and engage local communities to become more active and achieve their potential.

So - why not find out more?
E: sportacrossstaffordshire@staffordbc.gov.uk
Walking

Setting up a staff walking group can be a great way to get your workforce fitter, improve their general wellbeing. Regular walking can reduce stress, anxiety and depression. Walking more can benefit the environment - short journeys on foot can help reduce traffic and therefore cut traffic jams, reduce fuel consumption, cut emissions and reduce pressure for new roads.

Stafford Borough Council run a Walking for Health initiative called WalkWise supporting community groups, workplaces and organisations to set up health walks and train people as walk leaders. By developing a new walk you will be joining an established award winning accredited scheme and will receive on-going training and support from the Health and Wellbeing Team at Stafford Borough Council and other experienced walk leaders.

For more information visit
www.staffordbc.gov.uk/walks
Or email us walking@staffordbc.gov.uk

Staffordshire Nordic Walking

Nordic walking is a whole body exercise that can be enjoyed at many levels, using specially designed poles to enhance your natural walking experience. Get in shape naturally, meet people and have fun!! Taster sessions, technique courses and stamina sessions run throughout the year.

What are the health benefits?

- Combat obesity
- Improve back health
- Reduce stress
- Improve heart health
- Reduced impact on joints

For information contact Gareth Davies
(British Nordic Walking Instructor)
Tel: 0786 4976095
e: gareth@staffordshirenordicwalking.com
The term musculoskeletal disorder (MSD) covers any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back.

In the UK an estimated 439,000 workers in 2011/12 suffered from musculoskeletal disorders caused or made worse by their current or past work.

An estimated 7.5 million working days were lost in 2011/12 through work-related musculoskeletal disorders that were caused or made worse by work.

The website www.hse.gov.uk/msd/ provides advice to prevent and manage MSDs, including tools to assess the risks of manual handling and repetitive tasks.

Physio Med (a provider experienced in the delivery of occupational physiotherapy with a national network of 780 clinics) deliver a physiotherapy intervention service. Referral to the physiotherapy service is accessed via Occupational Health using standardised, evidence based criteria. Initial assessment, interim progress and discharge reports were provided by the physiotherapists to Occupational Health enabling optimum management of the case.

www.physiomed.co.uk
Counselling and support
to those affected
by bereavement, life-
changing illness and other
significant losses

The Dove Service offers counselling and support to adults, young people with learning disabilities and to those with caring responsibilities. We also offer a variety of training and workshops.

Employees who are carers

The Dove Service can also offer support to both carers and employees as well as employers to help support carers to achieve a better work life balance and remain in employment. A recent public health survey identified that one in eight workers identified themselves as a carer with 40% having to reduce their work hours to accommodate their caring responsibilities.

In addition to offering emotional support and counselling. The Dove Service also offers a number of courses around supporting carers in employment including:

For Carers:

• Introduction to carers rights training
• Carers rights training with the Dept. Work & Pensions (DWP)
• Coping positively with change/planning for the Future
• Self-care/looking after yourself
• Confidence building

For employers:

• Recognising carers
• In-house training for employers in cooperation with the DWP
• Individual bespoke training for employers based on individual needs
• Emotional wellbeing in the workplace

If you would like us to run a special workshop for your staff who have caring responsibilities at home please contact: Leanne.lewis@thedoveservice.org.uk or emily.durber@thedoveservice.org.uk or phone the office on: 01782 683155 www.thedoveservice.org.uk
The Dove Service offer FREE employer information and awareness workshops relating to employee mental health and wellbeing.
SSN mental health

South Staffordshire Network for Mental Health are pleased to announce we have bespoke FREE training which we can deliver to employers large or small across the Borough of Stafford.

We can deliver …

FREE Stress Management Training.

Supporting companies and employees to take responsibility for their own mental health and avoid work related stress.

FREE Mental Health Toolbox Training.

Teaching staff to recognise their own individuals wellbeing and how to maintain or improve their own wellbeing at work.

FREE Ladder of Empowerment Training.

Giving companies the tools to support their staff to reach their full potential within the workplace.

Working with Mental Health Services across the south of the county for over 10 years South Staffordshire Network for Mental Health promoting mental health, tackling discrimination and preventing long term mental health.

We can fit the training to fulfil your requirements. For further information or to book a course contact the office on 01543 301139 or email sophie.phillips@ssnmentalhealth.co.uk
Healthy eating

Healthy lunchboxes

Lunch is one of your main meals of the day and so needs to be a healthy and balanced one.

Combining protein, carbohydrates and fibre will help you to avoid the afternoon ‘slump’ feeling and be productive for the rest of the day. By not eating a healthy and balanced meal at lunchtime, you will be at risk of that dreaded afternoon ‘slump’ which means decreased cognitive function and focus. A nutritious lunch is vital for concentration and keeping your brain healthy.

An unhealthy lunch = a lack of vital nutrients, such as Vitamin A and C, as well as fibre, iron and antioxidants. A healthy source from each food group is essential for healthy living. A high fat, high calorie lunch will set you up for the rest of the day to just want more high fat, high calorie foods which can then lead to weight gain and eventually obesity.

Choose one snack...

1. Mixed fruit pot (cut up and put on a skewer for your child’s lunch box!)
2. Hard oatcakes/wholegrain crackers with cream cheese and chives sprinkled on top.
4. Palmful of unsalted mixed nuts and raisins.
5. Handful of berries in a pot.
7. Handful of carrots/peppers/any crunchy veg with a small dip pot
8. Sweet treat such as fruity malt loaf.
9. Fruit smoothie made with milk/yogurt
10. Pot of yogurt (you can add some fruit to go towards your 5 a day and even some seeds and nuts to up your fibre!)

Check out these websites for more information:
www.staffordhealth.com
www.nhs.uk/change4life
www.bhf.org.uk
Mix and match **your lunch box fillings** and play around with sandwich fillers and pasta dishes.

Here are a few combinations to get you mixing up the lunch box...

<table>
<thead>
<tr>
<th>Choose one from here... (Wholemeal where you can)</th>
<th>And add one of these...</th>
<th>Plus at least 2 of these... (Don't forget there are lots of different varieties to choose from)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 bagel</td>
<td>Lean ham</td>
<td>Lettuce</td>
</tr>
<tr>
<td>1 pitta bread</td>
<td>Turkey/Chicken</td>
<td>Tomatoes</td>
</tr>
<tr>
<td>2 slices of bread</td>
<td>Tuna</td>
<td>Sweetcorn</td>
</tr>
<tr>
<td>Fist sized portion of rice</td>
<td>Salmon</td>
<td>Peppers</td>
</tr>
<tr>
<td>Fist sized portion of pasta</td>
<td>Mackerel/Sardines</td>
<td>Mushrooms</td>
</tr>
<tr>
<td>Fist sized portion of cous cous</td>
<td>Chickpeas/hummus/ Beans</td>
<td>Carrots</td>
</tr>
<tr>
<td>1 tortilla wrap</td>
<td>1 boiled egg</td>
<td>Onions/spring onions</td>
</tr>
</tbody>
</table>

Mix and match your lunch box fillings and play around with sandwich fillers and pasta dishes.
Health Fairs

Stafford Borough Council can offer health fairs for your workplace. Health fairs bring together a wide range of different standholders showcasing over 20 different health and wellbeing service providers such as the Stroke Association and many more. Your employees enjoy free samples and free health checks as well as receiving education in areas of health and wellbeing they may not normally have access to.

Case study – Alstom

Jacqui Hodgkinson, Occupational Health Nurse Advisor said

“\"I am still getting very good comments, even today! We also had excellent feedback from our Senior Management Team too! No negative comments at all and the big question is when can we do it again?! We have a very diverse population here in Alstom (40+ different nationalities) and for many this was the first time they had the opportunity to engage with anything like this.

Lots of employees stated to me how valuable they found the health and wellbeing information offered to them and enjoyed the interactive stands organised by Stafford Borough Council.

I have had three people arrange to see me to monitor blood pressure following their visit to the Stroke Association stand – one was particularly enthusiastic – he had already gone out and purchased his own BP monitor. I can confirm that those advised to see their GP following the BP checks or diabetic assessment offered by the Boots team have done just that.

The Bike Bus stand was great and talking with our Site Service Director after the event, there are already plans in hand to work with these guys – they are scheduled to attend an open day in our Automation business just for starters.”

Jacqui Hodgkinson
(Alstom Grid, Stafford)
For more information please contact health@staffordbc.gov.uk
What is Employer Supported Volunteering?

Employer Supported Volunteering (ESV) provides the opportunity for a business and its employees to make a lasting and significant contribution to the voluntary and community sector by volunteering an employees’ time and skills. It is also a meaningful and invaluable way to establish links with local people and communities.

Benefits to Employees

For employees partaking in volunteering activities it can have a lasting worthwhile effect. Research has shown that employee engagement levels are increased, as well as skills, experience and job satisfaction, along with wellbeing and health. It also offers the opportunity for excellent team building activities and can also lead to employees becoming more active and involved in their local communities.

Some examples of employee volunteering that can be undertaken include:

- Painting and decorating community rooms
- Gardening and grounds maintenance
- Professional mentoring support
- External building and restoration works
- Office administration
- Special fun days
- One-off activities and projects
Adult training

Inspire the future by employing an apprentice

By employing an apprentice, you will help to shape your future workforce, as well as inspiring and supporting someone to succeed.

Apprenticeships encourage a culture of learning and increase productivity by developing a motivated, skilled and qualified workforce. They are tailored to specific job roles, making them flexible to the needs of your business.

Your recruitment and training costs will be reduced, plus you may also qualify for a £1500 Government grant.

At Entrust, we offer apprenticeships in the following areas at Level 2 & Level 3:

- Administration
- Customer Service
- ICT
- Early Years
- Teaching Assistants

We also offer:

- Team Leading at Level 2 only
- Management at Level 3 only

The majority of learning will be done in the workplace but apprentices must spend an average of one day a week at our training centre in Stafford.

We are committed to improving education and skills and we will support you and your apprentice to succeed through regular workplace visits, training and guidance.

For more details visit www.entrust-ed.co.uk, or please contact Katrina Browning by phone on 01785 277908 or by e-mailing katrina.browning@entrust-ed.co.uk.

VAST can support your business and its employees to assist you in finding the right volunteering.

Check out our website for more details: www.VAST.org.uk or email: volunteering@vast.org.uk or call: 0300 303 8606 for further information.

VAST is a charity providing services and support to the Voluntary Sector of Staffordshire, as well as Corporate Social Responsibility services to local businesses.
What is the Workplace Wellbeing Charter?

The Workplace Wellbeing Charter is an opportunity for employers to demonstrate their commitment to the health and wellbeing of their workforce. The positive impact that employment can have on health and wellbeing is now well documented. There is also strong evidence to show how having a healthy workforce can reduce sickness absence, lower staff turnover and boost productivity - this is good for employers, workers and the wider economy.

The Workplace Wellbeing Charter provides employers with an easy and clear guide on how to make workplaces a supportive and productive environment in which employees can flourish.

Organisations of all sizes can use the Charter standards. The entry level has been developed as a baseline for all businesses to achieve and acts as a useful checklist for smaller organisations to ensure legal obligations are met. The criteria for small businesses should not involve significant financial investments, and there are lots of free resources and guidance on this website as well as support from your local provider.
What are the benefits of taking part in the Workplace Wellbeing Charter?

There is a growing body of evidence to show the financial benefits enjoyed by organisations that implement wellbeing programmes, including reduced sickness absence, improved productivity and reduced staff turnover.

With employers and employees bearing the burden of sickness absence costs, and the economy losing the output of those who are not in work, it’s in everyone’s interests to improve the health and wellbeing of working age people. According to the Office of National Statistics 131 million days were lost due to sickness absences in the UK in 2013.

The Chartered Institute for Personnel and Development seems to agree, pointing out that the high costs of absence highlight the value of a strong focus on managing health for all organisations. Effective communications with employees and line managers to identify threats to wellbeing and a robust understanding of the causes of absence are an essential part of this to ensure effective and timely interventions.

For more information please visit: www.wellbeingcharter.org.uk/index.php or email leo.capernaros@staffordshire.gov.uk

The Charter focuses on the standards of:

- Leadership
- Absence management
- Health and safety requirements
- Mental health and wellbeing
- Smoking and tobacco related ill-health
- Physical activity
- Healthy eating
- Alcohol and substance misuse
Stafford Borough Council signed up to the Workplace Health Framework and were successful in attaining the Bronze award (now known as The Workplace Wellbeing Charter).

The Framework has been developed to recognise businesses that support and value a healthy workforce and commit to embedding a healthy culture for their employees.

Stafford Borough Council’s Human Resources and Health and Wellbeing teams worked together to meet the criteria of the award. This involved putting in place a programme of activities to encourage and support the health of their workforce. Examples included internal health fairs for staff, exercise sessions, blood pressure checks and other Health and Wellbeing drop in sessions to improve the physical and mental health of employees.

The Global Corporate Challenge (GCC)

The GCC works with organisations to improve the health and productivity of employees around the world.

The scientifically developed, clinically proven 12-month programme takes employees on a journey that dramatically and permanently improves their relationship with exercise and nutrition and instils in them a new sense of self-belief, personal responsibility and resilience. This includes a number of initiatives:

- 100 day team-based virtual journey around the world (May-September). Each participant receives 2 accelerometer devices to track their daily activity levels
- GCC Nutrition
- GCC Me, a personal interactive health profile which provides a moving lifestyle score and heart age for participants to take ownership of their health
- GCC Sprint, an individual 2 week challenge in December to boost activity levels
- GCC Sleep, which helps employees understand the connection between their behaviours and resulting energy levels
- Website features which enable employees to share walking routes, community posts
Essentially, the GCC optimises your most valuable/expensive asset – your human resource – and ensures they arrive each day in the right physical and mental shape, so they’re fully engaged and ready to take on the world.

For details of the annual GCC visit www.gettheworldmoving.com for more information.
and messages of support, global and regional leaderboards and much more. Alstom in Stafford recently took part, here is a snapshot:

A workplace stair walking challenge

Employee Health Fair

Staff lunchtime table tennis in an adapted meeting room

A workplace stair walking challenge
Pool cycles available for Stafford Borough Council staff to attend local appointments and meetings.

Workplace health fair: sports massage.
Stop smoking support

Staffordshire NHS Stop Smoking Service

Smoking is the primary cause of preventative illness and premature death, accounting for approximately 100,000 deaths a year in the United Kingdom (statistics on smoking England 2012)

Want help to stop smoking?

If you want to stop smoking, there is no need to struggle alone as help is available from TimetoQuit at times and places to suit you.

TimetoQuit is a FREE local NHS Stop Smoking Service and their team of friendly advisors will give you all the expert advice and support you need to stop smoking.

Plus, they can also provide you with access to medications on prescription which are proven to reduce cravings and increase your chances of succeeding! If you are thinking about or are already using an electronic cigarette then please chat to us about how we can help you.

TimetoQuit offer:

- A free 12 week quit programme
- One to one support at places and times to suit you
- Medications to help you to quit
- Carbon monoxide readings to check your progress
- Friendly specialist advisors

There are lots of benefits to stopping smoking and these really do start straight away. Not only will you save lots of money, but you will also have more energy, have improved senses of taste and smell and have lower stress levels.

Time to Quit has helped thousands of people to stop smoking and with their help you will be four times more likely to succeed!
Specialist Clinics in Stafford

Stafford Library, Shire Hall, Market St, ST16 2LQ, Monday 3.00-6.00pm
Asda Pharmacy, Queensway, Stafford, ST16 3TA
Beaconside Health Centre, Weston Road, Stafford, ST18 0BF
Beaconside Pharmacy, Weston Road, Stafford, ST18 0BF
Birchill & Watson, 16 High Street, Stone, ST15 8AW
Boots Pharmacy, 18-20 High Street, Stone, ST15 8AW
Browning Street Surgery, 10 Browning Street, Stafford, ST16 3AT
Castlefields Surgery, Castleway, Stafford, ST16 1BS
Co-op Pharmacy, 128 West Way, Highfields, Stafford, ST17 9YF
Cross Street Surgery, New Street, Stafford, ST16 3BD
Eccleshall Pharmacy, 11b High Street, Eccleshall, ST21 6BW
Gnosall Health Centre, Brookhouse Road, Gnosall, Stafford, ST20 0GP
Haywood Pharmacy, 3 Trent Close, Great Haywood, Stafford, ST18 0SS
Hazeldene House, Main Road, Great Haywood, Stafford, ST18 0SU
Holmcroft Pharmacy, Holmcroft Road, Stafford, ST16 1JG
Holmcroft Surgery, Holmcroft Road, Stafford, ST16 1JG
John Amery Drive Surgery, 14 John Amery Drive, Stafford, ST17 9LZ
Mansion House Surgery, Abbey Street, Stone, Staffs, ST15 8YE
Mill Bank Surgery, Water Street, Stafford, ST16 2AG
Northwood Pharmacy, Pinfold Lane, Penkridge, Stafford, ST19 5AP
Rising Brook Surgery, Merrey Road, Stafford, ST17 9LY
Rowlands Pharmacy, 161 Marston Road, Stafford, ST16 3BS
Weeping Cross Pharmacy, 51-53 Bodmin Avenue, Stafford, ST17 0EF
Weeping Cross Pharmacy, 51-53 Bodmin Avenue, Stafford, ST17 0EF
Weston Road Pharmacy, 65 Weston Road, Stafford, ST16 3RL
Weeping Cross Pharmacy, 51-53 Bodmin Avenue, Stafford, ST17 0EF
Wheaton Aston Pharmacy, 39 High Street, Wheaton Aston, ST19 9NP
Whitehouse Pharmacy, Market Street, Penkridge, Stafford, ST19 5DH
Wolverhampton Rd Surgery, Wolverhampton Road, Stafford, ST17 4BS

So, if you feel ready to quit or would just like more information you can contact TimetoQuit directly on 0800 043 4304.