

Creating a healthy workplace Guide for employers

to help improve the health of their employees



BARNLSLEY
Metropolitan Borough Council

Contents

	Introduction	3
	Workplace health self assessment framework	4
	Creating a healthy workplace - helping you improve your employee health and wellbeing	6
1	Alcohol and substance misuse	7
2	Employees returning to work after maternity leave and breastfeeding	8
3	Flu vaccinations	9
4	Health and safety	10
5	Health checks	12
6	Health promotion literature	13
7	Healthy eating	14
8	Human resource policy development	18
9	Mental health	19
10	Physical activity	20
11	Sexual health	22
12	Tobacco	23
13	Useful contacts	24

Introduction

This guide outlines key information for businesses to help improve the health of their employees and details the support available that employers can access free of charge. This guide is intended to give supporting information for employers wishing to progress/develop the workplace health self assessment framework.

Poor employee health costs huge amounts of money to employers relating to sick pay, absence to attend medical appointments, employee turnover, recruitment and lower employee productivity. Looking after your employees and helping them gain the benefits of good health pays - it gives you a competitive edge in these difficult financial times.

There is a growing body of evidence showing the financial benefits found by organisations that implement workplace health programmes such as:

- increased productivity (research has shown that for every £1 spent on health and wellbeing £4.17 is recovered in business benefits through costs savings)
- reduction in sickness absence and related sick pay (the total annual cost of statutory sick pay to employers is estimated to be more than £1.5 billion)
- improved staff morale
- reduction in staff turnover
- positive employer image

Workplace health self assessment framework

The workplace health self assessment framework is a guide to help employers build good practice in health and wellbeing within their business. It has been designed to address the factors that make the greatest difference to an individual's health and wellbeing in the workplace.

Using the framework you can find out what you are doing well in terms of looking after employee health and wellbeing and where improvements can be made. It will give you ideas on what you can work towards in the future.

The framework is simple and easy to use and is divided into 8 sections covering leadership, attendance management, health and safety, mental wellbeing, tobacco, physical activity, healthy eating and alcohol and substance misuse.

If you choose to you can make improvements as the framework allows you to progress moving levels from bronze to silver to gold.

Applying for certification

A business that can meet the self assessment criteria for a particular level can be awarded a certificate. To be awarded a certificate your assessment will need to be checked by the Workplace Health Manager in Public Health. This will involve a visit to your workplace. At the visit you may be required to provide evidence to show the assessment standards have been met.

Whilst businesses are encouraged to work towards the self assessment levels; in some cases a business may wish to introduce a few measures/initiatives that they feel are relevant to their particular business, rather than completing the framework with the intention of applying for certification.

Support for businesses

You can contact the Workplace Health Manager:

- if you would like to make some workplace health improvements and would like some advice on how you can make changes to fit your business
- if you would like support in completing the self assessment framework
- if you would like support to develop an action plan to help with meeting a particular level (bronze, silver or gold)
- if you would like to be awarded a certificate for a particular level
- for general advice on workplace health and wellbeing.

Contact Julia Sykes, Workplace Health Manager 01226 772608 email Juliasykes@barnsley.gov.uk

Creating a healthy workplace - helping you improve your employee health and wellbeing

Creating a healthy workplace is the coordinated activity of individuals and organisations in the fields of health and safety, occupational health, human resources and workplace health promotion. Together they ensure the needs of individual businesses are met to ensure health in the workplace is an easy and productive decision.

The following sections are to help you work towards improving health within your business and to comply with relevant legislation. There is also a range of information, advice and useful links and contacts.



You can help to make your workplace healthier by:-

- making health information available to your employees
- signposting employees who may need help to the appropriate support service

1 Alcohol and substance misuse



Up to 17 million working days are lost each year because of alcohol-related sickness and the cost to employers of sick days due to drink is estimated at £1.7bn.¹ The total annual cost to the economy is estimated to be £7.3 billion (2009/10 prices).²

Public Health England estimate that the cost of alcohol misuse to Barnsley workplaces is £37.74 million every year³

Alcohol is the most readily available drug open to misuse and access. As more alcohol is consumed it is more likely that alcohol related problems will become manifest in the workplace. There is evidence of this from large multinational companies to the smallest workplaces. Employers that are proactive will be able to foresee potential troubles, develop effective procedures to deal with alcohol/drug related problems and as a good employer, promote throughout the workplace a message of sensible drinking.

An effective policy will help ensure all legal duties are upheld, will provide clear company rules and expectations, promote a safe drinking culture and provide a supportive environment for employees who may have alcohol/drug related problems.

- 1 National Institute for Health and Clinical Excellence (June 2010), 'Business case: Alcohol-use disorders:preventing harmful drinking', p.13
- 2 Home Office (November 2012), 'Impact Assessment on a minimum unit price for alcohol'
- 3 Public Health England (2013) The Cost of alcohol in Barnsley Local Authority in 2011/12.

2 Employees returning to work after maternity leave and breastfeeding



Supporting employees who want to combine work and breastfeeding makes good business sense as well as contributing to the long term health of the mother and child. In addition, allowing time for your employees to express milk and providing suitable storage facilities is good practice. The business benefits are:-

- **lower absenteeism:** there is overwhelming evidence that shows breastfeeding has important health benefits for both the infant and mother. This can result in the employee having less time off through ill health and to care for a sick child.
- **higher rates of return from leave:** if an employer offers a supportive, flexible environment, the mother may be likely to return to work earlier. This retains valuable skills and avoids staff replacement costs.
- **equal opportunities:** support for breastfeeding is crucial to enable mothers to combine work and family and should be a key part of an equal opportunities strategy.
- **recruitment incentive:** your business will be recognised as a family friendly employer, which is good for corporate and public relations, recruitment and retention of staff. If you wish you could apply for the Breastfeeding Friendly Award. For further details of the Breastfeeding Friendly Award, see the useful contacts section.

3 Flu vaccinations



Flu is a highly infectious illness which spreads rapidly and can be disruptive to business if a number of members of staff catch the virus.

Flu jabs are available every year on the NHS free of charge to protect people in particular risk groups (those over 65, pregnant women, adults and children with an underlying health condition). Those in the risk groups are more likely to develop potential serious complications from flu. If employers have any employees in the risk groups they should encourage them to have the vaccine.

In the interests of business continuity employers may wish to consider recommending flu jabs for their employees who are not in an 'at risk' group that are key to ongoing service/product delivery. Flu jabs are available at most pharmacies and cost around £10.



4 Health and safety



Creating a safe and healthy workplace is simply about providing an environment where workplace dangers are reduced as much as possible. All workers have a right to work in an environment where risks to health and safety are properly controlled.

Employers or self employed people are responsible for ensuring they comply with the legislation to minimise workplace risks. Health and safety laws generally apply to all businesses regardless of size. Employees must also cooperate with their employer on health and safety issues.

Barnsley Councils Regulatory Services is responsible for the enforcement of health and safety at work legislation in shops, warehouses, places used for leisure activities and other non industrial premises within Barnsley. Other businesses are enforced by the Health and Safety Executive (HSE).

Regulatory Services can provide businesses with the latest advice and guidance on protecting the health, safety and welfare of their staff, contractors and the public. This can be provided during workplace visits or following enquiries made to the service.

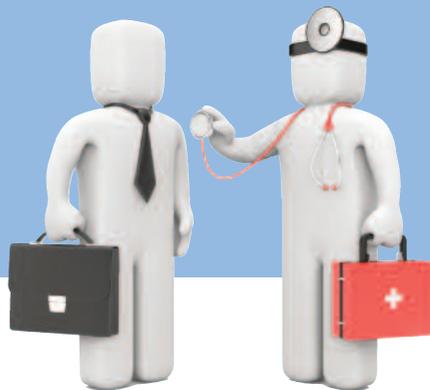
Regulatory Services concentrate workplace inspections and enforcement on areas that present the greatest risk to people's health and safety and are most likely to cause injuries and ill health. They can help you ensure that you meet your legal requirements, which may have to be documented, by advising on how you should manage these risk areas.

Information relevant for businesses in meeting their health and safety requirements is available on the HSE website H&S ABC www.hse.gov.uk/ABC.

If you wish to contact Regulatory Services for advice, see the useful contacts section.



5 Health Checks



Everyone is at risk of developing heart disease, stroke, diabetes, kidney disease, and some forms of dementia. The good news is that these conditions can often be prevented - even if there is a history of them in a family. The NHS Health Check helps to identify risks early. By having the check and following the advice provided, individuals can improve their chances of living a healthier life.



The check is part of a national scheme and everyone between the ages of 40-74 who has not been diagnosed with the conditions mentioned above will be invited for a check once every five years. In Barnsley, the NHS Health Check will be carried out at your GP surgery - usually by a Practice Nurse. If there are any specific medical concerns then you will be referred to your GP. If, following the check you would like help to eat healthily, reach a healthy weight, be more active, cut down your drinking or stop smoking then additional services are available. You can support your staff by allowing them time within their work schedule to attend their check. It is a valuable investment in your staff and will support them to maintain their health - good for them as an employee and you as an employer.

7 Healthy eating



These 8 practical tips cover the basics of healthy eating, and can help you make healthier choices:

Base your meals on starchy foods

Starchy foods should make up around one third of the foods you eat. Starchy foods include potatoes, cereals, pasta, rice and bread. Choose wholegrain varieties (or eat potatoes with their skins on) when you can: they contain more fibre, and can make you feel full for longer. Most of us should eat more starchy foods: try to include at least one starchy food with each main meal. Some people think starchy foods are fattening, but gram for gram they contain fewer than half the calories of fat.

Eat lots of fruit and veg

It's recommended that we eat at least five portions of different types of fruit and veg a day. Why not chop a banana over your breakfast cereal, or swap your usual mid-morning snack for some fruit?



The eatwell plate

Use the eatwell plate to help you get the balance right. It shows how much of what you eat should come from each food group.



Public Health England in association with the Welsh Government, the Scottish Government and the Food Standards Agency in Northern Ireland

© Crown Copyright 2015

Eat more fish

Fish is a good source of protein and contains many vitamins and minerals. Aim to eat at least two portions a week, including at least one portion of oily fish. Oily fish is high in omega-3 fats, which may help to prevent heart disease.

Oily fish include salmon, mackerel, trout, herring, fresh tuna, sardines and pilchards. Non-oily fish include haddock, plaice, coley, cod, tinned tuna, skate and hake.

Cut down on saturated fat and sugar

We all need some fat in our diet. But it's important to pay attention to the amount and type of fat we're eating. There are two main types of fat: saturated and unsaturated. Too much saturated fat can increase the amount of cholesterol in the blood, which increases your risk of developing heart disease.

Saturated fat is found in many foods, such as hard cheese, cakes, biscuits, sausages, cream, butter, lard and pies. Try to cut down, and choose foods that contain unsaturated rather than saturated fats, such as vegetable oils/olive oils, oily fish and avocados.

Cut down on sugary fizzy drinks, alcoholic drinks, cakes, biscuits and pastries, which contain added sugars: this is the kind of sugar we should be cutting down on rather than sugars that are found naturally in foods such as fruit and milk.

Eat less salt

Even if you don't add salt to your food, you may still be eating too much. About three-quarters of the salt we eat is already in the food we buy, such as breakfast cereals, soups, breads and sauces. Eating too much salt can raise your blood pressure. People with high blood pressure are more likely to develop heart disease or have a stroke.

Get active and be a healthy weight

Eating a healthy, balanced diet plays an essential role in maintaining a healthy weight, which is an important part of overall good health. Being overweight or obese can lead to health conditions such as type 2 diabetes, certain cancers, heart disease and stroke. Being underweight could also affect your health.



Don't forget that alcohol is also high in calories, so cutting down can help you to control your weight. If you're worried about your weight, ask your GP or a Dietitian for advice.

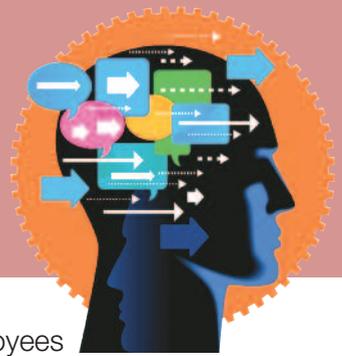
Don't get thirsty

We need to drink about 1.2 litres of fluid every day to stop us getting dehydrated. This is in addition to the fluid we get from the food we eat. All non-alcoholic drinks count, but water, milk and fruit juices are the most healthy. Try to avoid sugary soft and fizzy drinks that are high in added sugars and can be high in calories and bad for teeth.

Don't skip breakfast

Some people skip breakfast because they think it will help them lose weight. A healthy breakfast is an important part of a balanced diet and research shows eating breakfast helps to control weight.

8 Human resource policy development



Looking after the health and wellbeing of employees involves having a range of human resource policies in place that support employees to achieve a healthy lifestyle. The self assessment framework gives details of where you can find sources of information to develop policies for your business. Alternatively the Council's Human Resource Service - Barnsley HR Services provides tailored HR support and management for both the public and private sectors. This is a chargeable service.

Barnsley HR Services is committed to providing a high quality, professional HR service that adds value and provides effective solutions to your HR issues.

- Employee relations, including disciplinary and grievance management
- Redundancy management, including restructuring and change management
- Advice on employment conditions
- Employment legislation
- Pay and reward
- Recruitment and selection
- Model policies and procedures
- Managing difficult absence and performance matters
- TUPE
- Training modules
- Project work and consultancy
- Pre-employment checks
- Occupational health services

See the useful contacts section for the telephone number and email address.

9 Mental health



Work related stress accounts for over a third of all new incidents of ill health and each case of stress related ill health leads to an average of 30.9 working days lost. It can cause high staff turnover and poor performance of organisations. It can also have a huge adverse effect on an individuals quality of life both at work and at home. Employers have a duty to assess the cause of stress and effectively manage the risk to their employees.

Mental health in the workplace is an organisational issue that needs to be addressed by everyone, especially those who are responsible for the welfare of staff. Mental health awareness has a role to play in helping businesses to recruit, retain and assimilate people with existing mental health conditions into work. It also helps promote a better understanding of what affects our mental health and what can be done to help improve it.

The workplace self assessment framework includes a number of standards stating what a business can do to promote mental wellbeing in the workplace.

There are a number of voluntary organisations that support people with particular health related issues in Barnsley. They provide a range of services that can be accessed by people who live or work in Barnsley to improve their quality of life and that of people around them including family and friends. Some of the services available in Barnsley are Cloverleaf Advocacy, Mind and Making Spaces. See the useful contacts section for contact details.

10 Physical activity



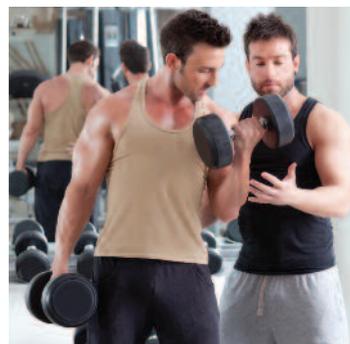
Discounted Corporate Membership

Barnsley Premier Leisure (BPL) offer discounted rates for businesses in Barnsley. To qualify for the discounted rate you must have 10 employees interested in joining.

Becoming a corporate member of BPL will enable your employees to access a range of facilities at any of the 10 BPL sites across the Borough and Bassetlaw including the Metrodome Leisure Centre, Hoyland Leisure Centre, Dorothy Hyman Sports Centre, Dearneside Leisure Centre, Royston Leisure Centre, Pontefract, Fitness Flex, Doncaster Fitness Flex, plus Bircotes Leisure Centre, Retford Leisure Centre and Worksop Leisure Centre. The facilities available are unlimited swimming, relaxation area at the Metrodome, fitness suite and fitness classes at any BPL centre included in the price.

Rates are subject to change to remain competitive on price. If you are interested in your business becoming a corporate member of BPL contact 01226 730060 for the latest corporate rates. In addition to BPL there are a number of gyms that offer competitive rates, although they do not offer corporate membership. Amongst the larger gyms are Lifestyle Fitness (Shambles Street, Town Centre), DW Fitness (Harborough Hills Trading Estate) and Bannatynes (Dodworth). As the rates are subject to change you need to contact the gyms direct for the latest membership rates and offers.

Lifestyle Fitness 07880 388013
DW Fitness 08442 495322
Bannatynes 01226 704100



Active Commuting

People who cycle or walk to work get multiple benefits - they save money, stay fitter, have more energy and don't need to make time to go to the gym. They also don't have to worry about traffic jams or finding a parking space. Even if the main part of their journey is by bus or train, they are still likely to get more exercise than someone who drives to work.

Active commuting is good news for the employer too - it means fewer sick days, and since physical activity and mental wellbeing are closely related it could mean your staff work more effectively once they get there. Simple and practical ways in which employers can help their staff to commute actively include:

- provide maps, timetables and journey planning advice
- setting up support groups such as bike user groups or cycling/walking buddy groups
- offering an interest free loan to purchase travel passes
- providing or improving bike parking, shower and changing facilities
- offering a salary sacrifice cycle to work scheme to help staff purchase bikes
- providing attractive cycle mileage rates
- encouraging staff to participate in physically active social events
- encouraging people to move away from their desks regularly
- looking at setting up physical activity opportunities on site
- encouraging staff to use stairs instead of lifts
- organising lunchtime activities such as walking or running.

11 Sexual health



Our sexual health clinics in Barnsley provide free, confidential sexual health services including:

- testing and treatment for all sexually transmitted infections (STIs) and HIV
- free contraception
- sexual health advice

The sexual health services also offer advice and support on a whole range of other sexual health issues or concerns, even if you're just unsure or worried.

Health advisers in these services are fully qualified and experienced practitioners in sexual health. They are also really friendly, down to earth and see people with sexual health issues everyday - so they'll put you at your ease.

The service may even be able to visit the workplace. For anyone wanting advice, please see the useful contacts section.

12 Tobacco



The Government has implemented the Health Act 2006 in response to the health risks associated with second-hand smoke and to create smoke-free public places that reduce social pressure to smoke.

It assists those who wish to quit smoking to succeed in a supportive, smoke-free environment, whilst protecting both the public and workforce alike.

Barnsley Council is committed to providing help and advice to businesses to ensure that the regulatory burden is minimal and that we achieve 100% compliance throughout the borough.

Barnsley Stop Smoking Service provides a free confidential service to people who are motivated to stop smoking. The support includes advice on stop smoking medications, tips on dealing with cravings and information on the benefits of stopping smoking. The service offers 1-1 or group sessions for a period of 12 weeks in venues across the Barnsley borough and at the very popular 'Quit Shop' in Barnsley town centre. The service also supports businesses that are actively encouraging their workforce to adopt a healthier lifestyle and can provide a free stop smoking tailored programme to suit each individual company's needs. For further details please see the useful contacts section.

13 Useful contacts

Alcohol and Substance Misuse

Be Recovery - 2417 single point of contact 0845 4561079

Breastfeeding Friendly Award

email workplacehealth@barnsley.gov.uk

Health and Safety

Regulatory Services www.barnsley.gov.uk/services/business/health-and-safety/health-and-safetyregulation

Health Promotion Literature

Public Health 01226 787416

Human Resources Policy Department

Contact alisonbrown@barnsley.gov.uk 01226 773674
trudymorris@barnsley.gov.uk 01226 773557

Mental Health

Cloverleaf Advocacy 01924 438438
Mind 01226 211188
Making Spaces 01226 288772

Sexual Health

Contraceptive and Sexual Health Service 01226 249949
Barnsley Hospital NHS Foundation Trust (BHNFT)
Genito-Urinary Medicine Service 01226 730000

Tobacco

Barnsley Stop Smoking Services 01226 737077
Telephone Zoe.Styring@swyt.nhs.uk



BARNSLEY
Metropolitan Borough Council