

STAFF HEALTH STRATEGY – Key Programmes - Action Plan April 2017 - 2020

Topic	Plan	Timescale	Lead	Progress
Mental Health and Wellbeing	<ul style="list-style-type: none"> • Implement a strategy for managing stress in the workplace • Raise awareness of mental health issues through training for managers and staff • Undertake HSE stress risk assessments across the organisation 		Rona Wall (Chair of Stress Group)	
Ageing Workforce	<ul style="list-style-type: none"> • Consideration of associated long term conditions • Training and support for managers on supporting attendance • Reasonable adjustments as per Equality Act 2010 • Identification of opportunities for flexible working patterns 		Rona Wall	
Physical Health	<ul style="list-style-type: none"> • Weight management • Smoking Cessation • Alcohol awareness • Promotion of physical activities within NHSGGC for all staff 		Anna Baxendale	
Health Screening	<ul style="list-style-type: none"> • Identifying areas of high risk where health surveillance activity is required • Encouraging staff to attend for personal health checks e.g cervical smear, mammogram, bowel screening and testicular examination 		Kenneth Fleming Occupational Health/ Public Health	
Immunisation	<ul style="list-style-type: none"> • Promotion of 		Occupational	

	immunisations for workplace health issues e.g Hepatitis B, MMR, Influenza		Health/ Public Health	
Wellbeing	<ul style="list-style-type: none"> • Financial Inclusion • Carers Support • Support and information Service 		Anna Baxendale	

Staff Health Strategy – Strategic Priorities Action Plan & Reporting Template

Health and Equality

Working together to increase workforce understanding of health and equality issues

Ambitions	Outcomes	Measures	Timeline	Owner	Status /Date	Comments
Expand our understanding of what creates health and encourage staff to engage on health issues by providing multiple sources of health information						
By 2020 our understanding of the range of factors that create health and wellbeing will be well known by staff. Staff will be aware of where staff health information available and how to access it.	Establish a web-based 'go to' location for all staff health issues	Web-stats	<ul style="list-style-type: none"> • Feb 2017 Launch web site • August 2017 Complete population of website 	Corporate Communications		
	Establish 'go to' locations for staff in Support and Info Services on acute sites.	SIS data: Staff Info requests	<ul style="list-style-type: none"> • March 2017 	Health Improvement PHD		
	Scope non IT communication routes in all sites	Baseline / additional activity	<ul style="list-style-type: none"> • Oct 2017 Establish non IT based coms approach 	Local HWL Groups		
	Provide routine communications to promote 'go to' locations	-	Ongoing from launch Staff News /site based emails etc	Corporate Communications		

	Develop a calendar of 'Everyone's talking about..' themes as part of the ongoing communication strategy	Activity specific measures e.g. participation rates etc	March 2017 draft calendar of events/ communication plan re 2 priorities	Corporate Communications		
Ambitions	Outcomes	Measures	Timeline	Owner		
Improve access to quality assured support services to address factors that impact on health						
By 2020 staff will routinely be able to access a range of information and services to support their own and their family's health.	Continue to strengthen network of H&WB support services	Number of service options	From April 2017 establish network of services September 2017 Establish H&WB Directory with desktop icon	Health Improvement PHD		
	Establish direct service access on site where appropriate	SIS data: staff participants	From October 2017 promote on site and community services	Health Improvement PHD		
	Continue to identify and reduce barriers to accessing support services.	Staff surveys	Ongoing	Health Improvement PHD		

Ambitions	Outcomes	Measures	Timeline	Owner		
Delivery of Tailored and Targeted H&WB interventions with staff groups						
By 2020 evidence of bespoke interventions targeting discreet service areas or staff groups based on job roles; organisational challenges; expressed needs or interest will be available.	Continued needs assessment with staff through: <ul style="list-style-type: none"> workplace fora (disability forum/LGBT forum); engagement with staff side routine use of staff surveys Routine engagement with service managers / staff 	Baseline 'supportive policy data' Survey data	From April 2017	Heads of P&C <i>HR Equality Group</i> <i>Staff Governance Committee/ staff side orgs</i>		
	Use of staff health needs data to inform initiatives; identify good practice and develop support pathways.	Examples	September 2017 identify phase 1 priority locations / issues	Heads of P&C <i>Heads of services/ service managers</i>		
	Development of 'good support' case studies based on health needs	Examples	December 2017 start	Heads of P&C		

Ambitions	Outcomes	Measures	Timeline	Owner		
Managers are supported to routinely address health and wellbeing issues						
By 2020 managers will be equipped with knowledge and tools to develop an appropriate and fair response to employee health issues	Establish H&WB as core element of routine management conversations (1:1s as well as return to work and absence reviews)	Staff Survey / imatter indicators	March 2017 Continue to develop 'key points' for HR Policies	Heads of P&C		
	Provide 'talking about health' content as part of management training.	Numbers of participants	December 2017 develop materials	Heads of L&E		

Working Longer

Understanding the health needs of our ageing workforce, working longer

Ambitions	Outcomes	Timeline	Responsibility	Status/Date	Comments
Understanding the profile of the workforce					
By 2020 we will have systems in place to meet the needs of our ageing workforce	A working group will be established to initially explore options to support the ageing workforce	Options paper to be approved by March 2018	Working Longer group led by OH		
Ambitions	Outcomes	Timeline	Responsibility		
Analysis of job roles					
By 2020 we will have opportunities for our workforce to be employed in roles that meet their specific health needs	Analysis of job roles including moving and handling aspects and levels of responsibility and concentration	By March 2019 there will be a profile available for all roles	Working Longer group led by OH		

Health and Wellbeing

Improving health and wellbeing and supporting attendance

Ambitions	Outcomes	Measures	Timeline	Owner		
Improve Mental Health and Wellbeing across the workforce						
By 2020 all staff will have had the opportunity to complete a stress survey, access training on stress management, and access support services if required.	Increased engagement with mental health and wellbeing issues in the workplace	% increase year on year of staff undertaking survey and accessing training or counselling as required.	Ongoing Year on year progress targets to be agreed.	H&S Group		
	Increased access to support and counselling services as required	Increased opportunities for staff to access support Monitor Uptake of opportunities	April 17 Launch yr2 Mindfulness programmes	Occupational Health Service manager		
	Raise awareness of Mental Health and Wellbeing and stress across the workforce	Web data/ Staff news circulation	From Feb 17 Mental Health 12 month SN series	Corporate Comms Team		

Ambitions	Outcomes	Measures	Timeline	Owner		
To provide support and opportunities for staff to manage their weight effectively						
By 2020 staff will have access to a range of weight management activities and information	Comms plan to promote self management support materials to staff.	Web data for self help materials	From April launch Obesity campaign	Corporate coms <i>Health Improvement (PHD)</i>		
	Active promotion of referral to community wt Mgt services for staff with Diabetes/ stroke/CHD	Tbc	From May 17 Active promotion of self referral	Health Improvement (PHD) <i>Occ Health</i>		
	Re-launch Weigh in @ Work programme	Participant data	From October 17 –Grp leader training sessions/ sign up participating areas	Health Improvement (PHD)		
Physical Activity						
By 2020 staff will have greater access to physical activity opportunities through a range of programmes and initiatives.	Further develop staff engagement with Active Staff	Web data	From April 17 continue to implement Active Staff Programme.	Health Improvement (PHD)		
	Continue to expand Active Staff programme on Acute and	Monitor provision/ Participant uptake	From Summer 17 identify site by site active staff programmes.	Health Improvement (PHD) <i>HWL Teams</i>		

	HSCP locations					
	Promote annual incentivised activity 'challenges' for staff and departments.	Monitor Participant uptake	Annual Launch annual Walking campaign Annual Launch Football tournament and league	Health Improvement (PHD)		
Healthy Eating						
By 2020 staff will be able to access a range of healthy choices within our facilities, and will be further encouraged to eat healthily through campaigns and initiatives.	Implementation of Food Fluid and Nutrition policy and Food Retail Policy.	Year on year compliance monitoring of HLA and HRS.	By March 17 implementation of Retail policy @QEUH From Summer full implementation of Retail policy on all sites	Health Improvement (PHD) / Facilities		
	Promotion of Healthy Eating options in GGC retail.	Audit of campaigns and initiatives.	May 17 Test retail materials Summer launch Boardwide Campaign	Health Improvement (PHD)/ <i>Corporate Coms</i>		

Ambitions	Outcomes	Measures	Timeline	Owner		
Smoking						
By 2020 staff will be aware and able to access the range of cessation services available through the workplace and more importantly in their own local communities.	Ongoing promotion of Smokefree services to staff.	Web data	Ongoing web presence / Staff based social media stories	Health Improvement (PHD)		
	Promotion of NHSGGC policy in relation to smokefree grounds legislation	Staff survey Research with smokers on sites	From Autumn Staff focused campaign to support smoke free grounds to be launched.	H&S Team / <i>Health Improvement (PHD)</i>		
	Evidence review of incentive programmes within a workplace.	Report	From Nov 17 Develop proposals if viable	Health Improvement (PHD)		

Fair Work

Adoption and co-ordination of evidence based practice to support Fair Work

Ambitions	Process	Timeline	Responsibility	Status/Date	Comments
MODELLING FAIR WORK					
By 2020, we will provide demonstrable, evidence based examples of good practice which contribute to 'Fair Work'	Defined activity on results of IMatter and review of Staff Governance Plans	Annual Update/Review Session to highlight areas of good practice and to illustrate areas of work required	Head of People and Change – Organisational Effectiveness		
LINKING EMPLOYABILITY/WORKFORCE PLANNING TO FAIR WORK					
By 2020, we will have established programmes which create greater opportunities in our workplace, but contribute to broader community development	Board's Employability Group	Annual review of progress based on the agreed NHS GGC Employability Plan and the commitments set out within it.	Head of People and Change – Organisational Effectiveness		

Releasing Potential

Supporting staff with Long Term Conditions or impairments to remain at work including implementing our Releasing Potential campaign

Support for managers					Status/Date	Comments
Ambitions	Outcomes	Measures	Timeline	Responsibility		
By 2020 managers will be equipped with knowledge and tools to support staff with LTCs and impairments	Establish and promote Equality Hub on HR Connect	% increase in awareness of managers of LTC issues	September 2017 Hub established and populated. Sept- December 2017 promote hub via Comms.	HR Connect Group HR Equality Group Corporate Communications Team		

Management competencies						
Ambitions	Outcomes	Measures	Timeline	Responsibility		
By 2020 managers will have the necessary skills to manage staff with LTCs and impairments	Ensure managers are aware of policies, protocols and legal requirements	% increase of e-module use	<p>By 2018-19</p> <p>Develop an e-module on how to support staff with LTCs and impairments</p> <p>Promote e-module to managers via Comms.</p> <p>Monitor and report on use</p>	<p>HR Equality Group</p> <p>Corporate Communications</p>		

Staff awareness and culture					
Ambitions	Outcomes	Measures	Timeline	Responsibility	
By 2020 staff who transition as a reasonable adjustment feel it has been a positive experience that has enabled them to stay in work	Establish a process to monitor job retention, including feedback from staff and managers who have gone through the process.	+ve feedback from staff and managers	<p>By 2017-18</p> <p>Engage with staff and managers</p> <p>By 2018-19</p> <p>Ability to report on retention.</p>		<p>HWLs</p> <p>HR</p>
By 2020 excellence in managing and promoting disability has been recognised by the organisation	Develop proposals for an award for managers and teams to recognise good practice on disability	No of applicants	<p>By 2017-18</p> <p>Award established and promoted</p>		<p>HR Equality Group</p> <p>Staff Disability Forum</p>

By 2020 the organisations will have shown leadership in releasing potential of disabled staff	Directors and senior managers support promote the health and well-being of staff	No of champions	By 2016-17 Champions have been identified			HR Equality Group
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