

**Staff Health Strategy
2017 – 2018 Action Plan – Public Health’s Health Improvement Team contribution**

TOBACCO

Objective: Raise awareness of services and support available to staff for stopping smoking and key messages in relation to secondhand smoke.

Action	Roles and responsibilities	Timescales	Comments
<p>Continue to implement the Smokefree Policy and ensure staff are aware e-cigarettes can now be used on grounds.</p> <p>E-cigarette guidance to be circulated to staff.</p>	<p>SFS</p> <ul style="list-style-type: none"> • Circulate the Smokefree Policy and E-Cigarette Guidance to all staff and encourage staff to access same via HR Connect site. <p>SFS+AEHWB Group/Cluster Leads</p> <ul style="list-style-type: none"> • Promote and encourage staff to access the Smokefree Policy Learn Pro Module. 	<p>Ongoing</p>	
<p>Support implementation of the NHS Hospital Grounds legislation by raising</p>	<p>SFS</p> <ul style="list-style-type: none"> • Communication will be sent to 	<p>Dec 2017</p>	

<p>awareness to staff when before implementation date.</p>	<p>staff to inform them of the new legislation.</p> <ul style="list-style-type: none"> • Arrange roadshows for main sites. <p>AEHWB/Cluster Leads</p> <ul style="list-style-type: none"> • Distribute information to all staff within cluster area. • Promote roadshows to staff. 		
<p>Raise awareness of SHS messages and promote the DYLOS monitor to staff across NHSGGC sites.</p> <p><i>DYLOS machines measure air quality within a smoker's home and by giving them a report will hopefully encourage them to change their behaviour i.e. take it outside or stop</i></p>	<p>SFS/Comms</p> <ul style="list-style-type: none"> • Develop infograph with key SHS facts and circulate to all staff via various communications routes. <p>AEHWB Group/Cluster Leads</p> <ul style="list-style-type: none"> • Display SHS/DYLOS poster in key staff areas. 	<p>July – Sept 2017</p> <p>Jan – Mar 2018</p>	
<p>Promote stop smoking information and services available for support to staff.</p>	<p>SFS/Comms</p> <ul style="list-style-type: none"> • Send generic email to all staff with link to download 'eBook'. 	<p>Ongoing</p>	

	<ul style="list-style-type: none"> • Design a SFS poster promoting how staff can access services. • Develop facebook adverts specific for staff targeting postcodes for hospital sites. <p>AEHWB Group/Cluster Leads</p> <ul style="list-style-type: none"> • SFS poster to be displayed in staff areas. 		
Organise and support NHSGGC Smokefree Day	<p>AEHWB/Cluster Leads</p> <ul style="list-style-type: none"> • Possible events across acute sites and • promote locally <p>SFS</p> <ul style="list-style-type: none"> • As requested support events • promote via comms team 	March 2018	
Promote and support a Quit for Christmas campaign.	<p>SFS</p> <ul style="list-style-type: none"> • Promote registration to all staff and encourage staff who 	Sept – Dec 2017	

	<p>smoke to sign up.</p> <ul style="list-style-type: none"> • Complete report on numbers of staff who took part. <p>AEHWB/Cluster Leads</p> <ul style="list-style-type: none"> • Promote to all staff within areas and encourage staff to take part. 		
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PHYSICAL ACTIVITY

Objective: Increase the number of physical activity opportunities on acute sites

Action	Roles and responsibilities	Timescales	Comments
Deliver 2017 walking challenge	<p>Tom Donaldson</p> <p>Promotional work</p> <p>Manage challenge communications</p> <p>Collect participant data/ feedback</p>	April – June 2017	

	Complete challenge report		
<p>Develop and deliver structured physical activity opportunities on sites in line with capacity outlined in endowments bid.</p> <p>Prioritise sites with only 1 opportunity at present (GRI, IRH, New Vic, RAH, VOL, WACH)</p>	<p>Tom Donaldson Facilities</p> <p>Sources activity coaches</p> <p>Source class venues</p> <p>Promote activities</p> <p>Manage delivery of activities/ coach payments/ booking system.</p>	April 2017 – March 2018	In putting together the latest endowment bid an expected limit to the number of classes it's possible to provide at each site, with restrictions on available venues, was calculated.
<ul style="list-style-type: none"> Develop and deliver staff 5 aside football tournament 	<p>Chris Kelly/Tom Donaldson</p> <p>Liaise with Comms to promote league</p> <p>Co-ordinate league in partnership with Goals Soccer Centre Manager</p>	May 2017 – April 2018	
<ul style="list-style-type: none"> Develop and deliver staff 5 aside football league (4 per year) 	<p>Liaise with Comms to promote tournament</p> <p>Co-ordinate tournament in partnership with Goals Soccer Centre Manager</p>	June 2017	

Objective: Increase awareness of Active Staff programme

Action	Roles and responsibilities	Timescales	Comments
Contribute to the development and implementation of Obesity communication plan	<p>Tom Donaldson Lorna Hamilton Communications Team</p> <p>See comments</p>	April 2017 – March 2018	<p>Communication plan developed by HI and agreed with comms.</p> <p>Will work together throughout year to implement plan.</p>
Manage Active Staff Social Media output	<p>Tom Donaldson Comms</p> <p>Create social media post templates.</p> <p>Manage post timetable.</p> <p>Respond to post engagements.</p> <p>Monitor analytics</p>	April 2017 – March 2018	<p>Tom Donaldson will be given access to the corporate social media profile for a trial period to manage the active staff output.</p>
Develop and deliver a calendar of site road shows promoting service (target sites with no previous road show)	<p>Tom Donaldson</p> <p>Local HWL Groups to support</p>	April 2017 – March 2018	

	Facilities Arrange venues for road shows Timetable road shows Invite partners to road shows		
Monitor uptake of reduced leisure memberships for local authority facilities.	Chris Kelly/ Tom Donaldson Collate updates from partners	Ongoing	

Objective: Increase peer support capacity by developing local physical activity champions from key staff groups

Action	Roles and responsibilities	Timescales	Comments
Provide ongoing support to activators	Tom Donaldson Activators Communicate regularly with activators. Collate activator activity. Deliver activator development session.	Ongoing	Planning 2 development sessions this year

SUPPORT AND INFORMATION SERVICES

Objective: Deliver appropriate actions to support the Board's commitments to meet the Staff Health Strategy and raise awareness of services available to staff for managing and improving their health and wellbeing.

Action	Roles and responsibilities	Timescales	Comments
<p>Identify Partnership Working opportunities for the Support & Info Service</p>	<p>Gillian Harvey/Topic Leads</p> <p>Work with Health Improvement colleagues and topic leads to identify opportunities to work together to promote services for staff health across all S&IS sites and ensure information is up to date</p> <p>To invite HI topic leads along to S&IS meeting to increase awareness of the work they do and identify how the services</p>	<p>Ongoing</p> <p>Rolling programme over next year</p>	<p>Closer links are being made with topic leads and we are looking at developing other areas of work and promotion of staff health resources/activities.</p> <p>PMC had meeting with Tom Donaldson for Active Staff. TD plans to work more closely with SIS, to ensure all Active Staff messages are cascaded.</p> <p>South Cluster HWL is being set up. TD will pass on PMC's details to join the group.</p>

	can work together		
Implement Weigh In At work Services in SIS venues	<p>Gillian Harvey / team</p> <p>Continue the weigh in at work service at the Royal Hospital for Children, Stobhill ACH and Victoria ACH</p> <p>Start weigh in at work service at QEUH</p>	<p>Ongoing</p> <p>August</p>	The weigh in at work service has now started at the QEUH
Events and Campaigns by SIS staff	<p>Gillian Harvey/team</p> <p>Run annual events across all sites to raise awareness of staff health services and how to access these</p>	January – March 2017	<p>Team are working together to devise a Health Events calendar and looking to link in with local HWL teams. We are now attending the meeting in the North cluster. AW attends this meeting and will feedback any relevant information to PMC.</p> <p>PMC still waiting to hear when the South cluster HWL will be starting.</p> <p>PMC still to arrange time with MC,AW & FSIS re events. Before next team meeting?</p>
Targeted communication of health issues & SIS activities	<p>Jane Harvey/team</p> <p>Target Marketing to staff in the acute hospitals where there are S&IS</p>	Ongoing	We are helping with the promotion of on site activities.

HEALTHY EATING

Objective: Relaunch the Weigh In at Work programme to NHSGGC staff

Action	Roles and responsibilities	Timescales	Comments
Implement WIAW programme	C McMahon / Jenny Milne Rewrite pack – corrections, new models Rebrand pack - Liaise with S Fitzpatrick, designer in Comms team Dissemination plan Link with SIS re their plan for WIAW Print packs Training for group leaders Disseminate packs Monitor & Evaluate	April 17 – Mar 18	

WEIGHT MANAGEMENT

Objective: reduce obesity by implementing weight management pathways with our staff

Action	Roles and responsibilities	Timescales	Comments
Promote staff self referral to GGCWMS and self management resources.	<p>Hannah Duncan/ Lorna Hamilton Co-ordinate staff health obesity communication plan</p> <ul style="list-style-type: none"> ➤ Promote self referral to GCWMS and self management online resources via staff 'Healthy Body' web page ➤ Promote Weigh in @ Work through agreed communication plan ➤ Promotion HRS and HLA+ 	<p>August 2017</p> <p>October 2017</p> <p>September 2017</p>	
Promotion staff physical activity events	<p>Tom Donaldson. Chris Kelly Co-ordinate promotion of staff physical activity opportunities</p> <ul style="list-style-type: none"> ➤ Deliver and promote Summer 2017 walking challenge ➤ Develop and deliver 2 structured physical activity opportunities on each acute site 	<p>May- June 2017</p> <p>Ongoing</p>	

	➤ Co-ordinate and promote staff football tournament	May 2017	
Evaluate	Hannah Duncan Design way to capture self referral from members of staff.	September 2017	The data collection method for this still needs to be agreed as occ health do not have monopoly in signposting staff to Weight management service

MENTAL HEALTH

Objective: Deliver the NHSGGC Mindfulness Based Stress Reduction Programme

Action	Roles and responsibilities	Timescales	Comments
Planning	Lisa Buck Facilitate a Stakeholder group Develop action plan for 17-18	Mar – Jul 17	
Delivery	Lisa Buck & Jenny Milne Trainers pack finalised Tutors booked Venues booked Materials purchased	Mar – Aug 17	

	Participants completed application process & confirmed		
Promote to staff	Lisa Buck Comms team Develop branded promotional materials Publicise sessions to hotspots	Mar 17 and Sept 17	
Evaluate	Lisa Buck Margaret McGranaghan Input data from questionnaires Evaluation report for 2017-18 Disseminate findings	Dec – March 18	

FINANCIAL INCLUSION*

*As noted in the Welfare Reform action plan and as planned at the Financial Inclusion Group

Action	Roles and responsibilities	Timescales	Comments
Funding bid to support staff access to money advice services	Jane Beresford (Jackie Erdman/Jennifer Hardy) A bid will be prepared and submitted to the endowments fund to support access to	July 2017	

	information for staff dealing with a range of money worries.		
Implement Communications Plan on FI Issues to be covered inc: Universal Credit PIP NHS Staff Benefits NHS Credit Union Tax Credits	Jane Beresford (for Acute WR and FI Group (for board wide & HSCPs)) HWL Groups to distribute info Range of articles and promotions on e.g. staffnet, website, twitter and in paper form via HWL groups	Apr 17 – Mar 18	

CARERS

Action	Roles and responsibilities	Timescales	Comments
Promote carer information and support services, including Power of Attorney information	Comms team <ul style="list-style-type: none"> - Carer Week (June) - Carers Right Day Nov, 2017 - Carer Act - Carer Positive Employer Award - Staff awareness of HR Connect carers page HWL groups to staff in clusters S&IS – promote availability	June 2017 24 th Nov 2017 March 2018 TBC TBC Ongoing through service promotion to staff – to establish clear pathways and	Comms, ES, BF Comms, ES, BF TBC HR & BF Comms, HR, BF S&IS, BF & ES

	carer support for staff as well as patients & visitors	update directory.	
Embed carer support pathways and guidance to assist line managers in identifying carers within Flexible Working Policy	NHSGGC to achieve Carer Positive Employer Award	Plans are underway to provide evidence of Level 1: Engaged Carer Position Employer Award. by Sept 2017 - TBC	TBC, HR, BF
	A dedicated carers page for staff on HR Connect, this will include supportive HR policies and access to support.	June/July 2017	HR & BF
	Establish pathways to support for HR and Occupational health	Still to be agreed	BF, HR, OH
	Embed guidance within policy and HR practices and any associated line manager training.	July/Sept 2017	HR
	Managers guidance to be included within Carers page on HR Connect	July/Sept 2017	HR, BF

AGEING WORKFORCE

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Action	Roles and responsibilities	Timescales	Comments
Identify process to analyse and action plan Ageing Workforce issues	Rona Wall Lisa Buck Analyse current NHS Employer tools and those from other sectors Propose tool for NHSGGC	July - Sept	
Contribute to Ageing Workforce action plan for NHSGGC	Drafting content SHS Governance Group - Approvals	April 17 - onwards	

HEALTHY WORKING LIVES

Action	Roles and responsibilities	Timescales	Comments
Support HWL groups to maintain Gold HWL award	Angela Ingram & team – Upskill new NHSGGC working groups about the Award criteria and Gold Maintenance	By March 2018	