

# Health Promotion Service Workplace Team Annual Report

**2017 – 2018**

Fife Health and Social Care Partnership

# Health Promotion Service Workplace Team

## About us

**Good work is good for you**

The workplace is a key area for the improvement of health, safety and wellbeing. Good work is important in reducing health inequalities that, in Scotland, are widest for people of working age. Working with employers is essential in achieving national and local health and wellbeing outcomes.



The Health Promotion Service Workplace Team, (pictured above Annemarie Smith (left), Katie Provan (middle), Alan Gow (right)) is responsible for implementing workplace strategies and activities with local public, private and third sector organisations and managing the Healthy Working Lives programme in Fife. The Workplace Team is part of the Health Promotion Service within Fife Health and Social Care Partnership.

The objectives of the team are to:

- ✓ Support the local health, safety and wellbeing needs of Fife workplaces
- ✓ Work in partnership to develop and deliver innovative workplace interventions
- ✓ Develop and increase the competency, capacity and sustainability of health, safety and wellbeing within Fife workplaces
- ✓ Deliver Healthy Working Lives services

Our key strategic drivers at a national and local level include; Health Works Strategy (2010), Fairness Matters, a Fairer Fife Commission report (2015), and Plan 4 Fife (2017-2027). Reducing the impact on health inequalities within the workplace setting is key to our local approach.

We work collaboratively across all elements of the Health Promotion service to increase capacity and deliver services in a co-ordinated way. This includes stop smoking services, food and health, physical activity, localities, training and health promotion information and resources. This report provides information of our partnership working with public, private and third sector organisations and businesses.

# Health Promotion Workplace Team

## Fife Health and Social Care Partnership outcomes



# Health Promotion Workplace Team

## Local enquiries and visits

FHSCP  
outcomes  
**1,5,9**

Fife Health  
& Social Care  
Partnership



Health Promotion Service  
Workplace Team

To support local employers the Workplace Team provides FREE and CONFIDENTIAL services to help create a healthier and safer workplace.

This is achieved by providing a range of services which can be tailored to meet the needs of each workplace. These include:

- Bespoke occupational health, safety and wellbeing advice and guidance
- Occupational health and safety needs assessment visits
- Support to develop workplace health needs assessments
- Occupational health, safety and wellbeing policy development support
- Access to a variety of health, safety and wellbeing training
- Access to health promotion information and resources
- Workplace learning events
- Health check MOTs for workers (SMEs only)
- Healthy Working Lives programme

The Team supports employers develop and share good practice by providing opportunities for workplaces to get together, such as:

- Joint programmes for neighbouring employers
- Fife HR peer support network for SMEs
- Fife Workplace Occupational Health support network
- Workshops and events

Over 63  
workplaces  
have engaged  
with our  
services

Supported 30  
workplaces to  
develop safe  
systems of  
work

88 delegates  
attended  
workplace  
training &  
events

# Health Promotion Workplace Team

## Healthy Working Lives programme

FHSCP  
outcomes  
**1&5**



Healthy Working Lives is a Scottish Government programme delivered through NHS Health Scotland and in Fife through the Fife Health and Social Care Partnership. Main services include occupational health and safety visits, training and the Healthy Working Lives Award Programme.

Training specifically promoted by Healthy Working Lives and delivered by the Fife Team includes Health and Safety the Basics, Alcohol and Drugs in the Workplace and Mentally Healthy Workplace Training for Managers. The Team also supports workplaces complete the Mentally Healthy Workplace training for Managers Train the Trainers. This support develops internal capacity, skills and knowledge for the organisation.

To support a workplace achieve the award the Team provides professional advice and guidance on policy development, occupational health, safety and wellbeing, staff consultation, health campaign development, how to access health promoting material and training.

HWL services  
were accessed  
by 149  
workplaces

Assisted in the  
development of  
21 policies

46 delegates  
attended HWL  
training

Supporting 44  
workplaces  
through the  
HWL Award

# Health Promotion Workplace Team

## Healthy Working Lives

FHSCP  
outcomes  
1&5

2017/18 saw three organisations achieve the  
Healthy Working Lives Award

- Citizens Advice & Rights Fife (Gold)
- Scottish Police College (Bronze)
- Respite Fife (Bronze)



# Health Promotion Service Workplace Team

## Engaging workplaces in promoting health at work

FHSCP  
outcomes  
1,5,9

### Health check MOT project

The health check MOT project is designed to support employers begin their health promotion journey. As an engagement tool, the health checks introduce health topic discussion into the workplace to initiate the development of a health promotion programme. In 2017/18 thirteen workplaces benefited from this service, all of which have gone on to access other services offered by the Team.



### Health calendar of events and campaign packs

The Workplace Team and the Information Resource Centre work closely each year to develop and promote the Health Calendar of Events and health topic awareness campaign packs to encourage workplaces promote national health messages throughout the year.

In 2017/18, 30 National No Smoking Day campaign packs and 110 National Stress Awareness Day campaign packs were requested and distributed to workplaces. The packs supported the national campaign messages and use both local and national material to support workplaces promote the topics.



# Health Promotion Workplace Team

## Awareness raising and marketing

FHSCP  
outcomes  
1,5,9

### Marketing and engaging with care home providers

Working in partnership with a local Nursing Home, an advocate of 'good work' and holder of the Healthy Working Lives Bronze Award, the Team led a piece of work to improve engagement with the care sector and promote the range of services available. A combination of flyers and emails tailored to the needs of care home providers were issued highlighting the importance of 'good work' and the links to the Care Inspectorate standards. The Team delivered a workshop to allow interested care homes to meet the Team, hear more about the services available and learn about the benefits of this approach first hand from one of their peers.

### Fife Business Week 2017

The Team contributed to the annual Fife Business Week through the Meet the Buyer procurement event, offering health and safety training and supporting the marketing of the week. Each year these events increase awareness of our services and build our contact with Fife workplaces.

### Social media and web

Using Twitter, HealthyFife.net, e-shots and our Newsletter, has allowed us to develop our general and targeted marketing. This allows us to promote our services and successes to Fife workplaces and workers, showing what others have achieved and the variety of activities available.



265 workplaces  
subscribe to the  
team  
newsletter

436 followers  
on twitter  
@hwlifef



# Health Promotion Workplace Team

## Capacity building

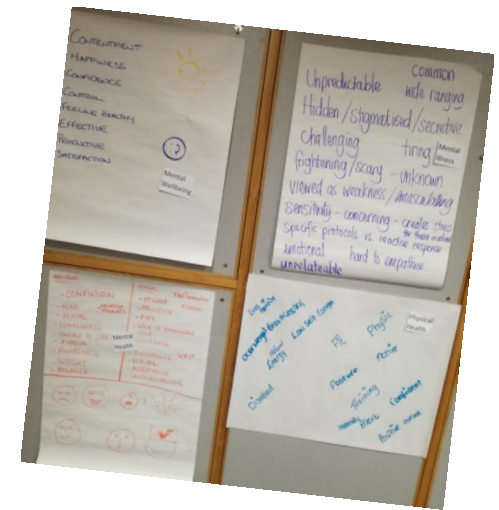
### Mental health & stress in the workplace train the trainers

FHSCP  
outcomes  
1,5,9

Following on from 2016/17 success in supporting individual workplaces with in-house train the trainers and the development of workplace specific staff training, the Workplace Team developed a wider train the trainer package in partnership with NHS Healthy Working Lives, Ayrshire and Arran.

In May the Team held a session of this entitled “Mental Health & Stress in the Workplace train the trainer”. The training was delivered to 15 participants from 10 workplaces. Not only did this training develop the work from the previous year, it also supported a recognised need from Fife workplaces to develop skills and knowledge to deliver their own sessions (Workplace Team Needs Assessment 2016).

Following the initial training, participants were followed up and offered further support to develop internal session for staff. Since the training, mental health programmes have been developed within three of the participating workplaces, and are being progressed with a further two.



# Health Promotion Workplace Team

## Capacity building

### REHIS training pilot for the waste recycling industry

FHSCP  
outcomes  
1,5,9

There is a long established training offer to SMEs in Fife of the Royal Environmental Health Institute of Scotland Elementary Health and Safety (REHIS) Certificate. This is delivered through the Health Promotion Service Training Programme in partnership with Fife Council's Environmental Health (Food and Workplace Safety) Team.

In January a specific REHIS course for Revolve members across Fife and Central Scotland was piloted to support local charity retailers. Revolve is a re-use quality standard delivered by Zero Waste Scotland for organisations who sell recycled furniture and second hand goods. The training was attended by ten Revolve members who were all successful in gaining their REHIS certificate.

Revolve members will now be encouraged to consider gaining approval as a training centre by REHIS to deliver this course themselves. There is also scope for development, in conjunction with REHIS, a bespoke version of the course aimed specifically at this industry sector.



# Health Promotion Workplace Team

## Capacity building & sharing practice

### Fife human resources peer support network for SMEs

FHSCP  
outcomes

1,5,9

It was identified through the Workplace Team's employer needs assessment that HR support would be a beneficial service to provide for local SMEs. Within micro and small businesses it is common for the employer or managers to perform HR tasks with little or no HR qualifications.

The network is being facilitated by the Workplace Team and HR Adviser, Business Gateway Fife. The aim is to provide:

- an opportunity for SMEs to access HR support
- relevant information, updates and training opportunities linked to HR people management and the wellbeing of workers.
- an opportunity for members to network and share practice

Two network meetings were held within 2017/2018 supporting 24 private/third sector organisations from a variety of industries. Through consultation, the network members have guided the topics for discussion and agreed on the format of network which will be of most benefit in the future. The networks have supported sharing of good practice, increased the learning opportunity for members and reduced the feeling of isolation in their role.

# Health Promotion Workplace Team

## Sharing practice Celebrating good work event

FHSCP  
outcomes  
1,5,6,9

*“energising &  
good to get  
local contacts”*

Our annual networking event for employers in Fife was held during November, Fife Business Week. The event provided 53 delegates the opportunity to network, share ideas and hear good practice examples from Citizen’s Advice and Rights Fife (CARF) and the University of St Andrews.

Delegates made full use of the time available by participating in short round table discussions on a range of topics.

Since the event a number of outcomes have been achieved, including; workplaces engaging with the Information Resource Centre to order materials, workplaces have used the round table topics to inform their health promotion plans; workplaces have register for the Healthy Working Lives Award and we are taking forward conversation with a range of workplaces on stress and mental health training.

*“I will be feeding back  
what I learned to the  
HWL working group  
and then cascade it  
through out the  
office”*



*“Well organised event with  
great guest speakers”*



Round table  
topics

Living Wage

Generations  
Working  
Together

Bowel Cancer

Oral Health

E-cigarettes

Sedentary  
Behaviour

Personal Safety

Maggie's Centre

Supporting  
Carers at work

Mental Health &  
Stress at Work

Health  
Promotion  
Information &  
Resource Centre

# Health Promotion Workplace Team

## Partnership working

### Fife business improvement district

FHSCP  
outcomes  
1,5,9

Dunfermline Delivers is the Dunfermline Business Improvement District (BID). A BID supports the local businesses work together, achieve national standards and invest collectively in local improvements that will be of benefit to the businesses involved whilst contributing to the wider aspirations of the local residential community and growing the local economy.

The workplace team have supported the BID to introduce and develop a workplace health, safety and wellbeing programme for member organisations. By developing a needs assessment and action plan of training the BID develop partnerships with a variety of community and national partners (including Police Scotland, World Host, Fife Centre for Equalities, and Business Gateway) to fulfil business training needs. Courses have included; professional advice in health & safety, first aid, stress awareness, mental health for managers, personal safety, HR advice and provision of Health Promotion Information Resource Centre material.

Since the introduction of the workplace health, safety and wellbeing programme Dunfermline Delivers have seen an increase in SME engagement in programmed training and the level of engagement from local providers with Dunfermline City Centre.



# Health Promotion Workplace Team

## Partnership working

### Ageing workforce

FHSCP  
outcomes  
1,5,9



By 2020 those in the over-50 age category will comprise almost one third of the working age population. By 2022 there will be 3.7 million more people aged between 50 and the State Pension age. The majority of older workers work for small and medium sized businesses (SMEs).

The Workplace Team, with support from Fife Health and Wellbeing Alliance, commissioned Edinburgh Napier University Employment Research Institute to investigate the current knowledge, understanding and management of an ageing workforce in Fife workplaces. A range of stakeholders and employers came together in August for the launch of the research on the ageing workforce and employers in Fife. Further details and links to the research report are available at <http://www.healthyfife.net/ageing-workforce-employers-fife>

Since the launch the Workplace Team are supporting the recommendations through increased engagement with the Generations Working Together (GWT) charity and their Fife Network to further promote intergenerational practice within workplace. The Team also promoted and arranged for a number of Fife 'Age Awareness' workshops, delivered by Age Scotland, to increase employer awareness.

# Health Promotion Workplace Team

## Partnership working



Health & Work  
Support

### Health & Work Support Service pilot

This Pilot was officially announced in November 2017 by the Scottish Government and has now been launched. The team were part of the successful bid that saw Fife (along with City of Dundee) chosen to pilot this work. Health & Work Support is a new service which makes it easy to talk to a professional about a health issue, condition or disability that's affecting their work. Health & Work Support is the key way of accessing (primarily via telephone or web access, with the option of face-to-face support when required) a range of existing, funded support services for people with health, disability and work issues in Scotland, such as Healthy Working Lives, Working Health Services and many local affiliated services. The Workplace Team are actively involved with the Fife Steering Group and will represent Fife at the national marketing & communications group.

### Opportunities Fife Health & Disability Delivery group

The Team remain active participants on this Group that brings together a range of service providers with a view to coordinating provision of employment services for people in Fife with health problems or disabilities. The group aims to increase the numbers of people with health problems or disabilities gaining/retaining healthy and sustainable employment, to minimise gaps in service provision and to work with partners to promote good and fair work in Fife.



delivering differently  
wellbeing and work-Fife

### Delivering Differently programme

The Team are actively involved with this programme that has been developed in partnership with the Opportunities Fife and Fife Health And Social Care Partnerships. Working with other organisations, it will provide joined-up support to people in Fife who are experiencing mental health issues, with the goal of more than doubling the number of people supported into healthy, sustainable employment from this target group.

# Health Promotion Workplace Team

## Partnership working

## Hand arm vibration awareness event for greenkeepers in Fife

FHSCP  
outcomes  
5 & 9

In February, 34 green keepers from 29 golf courses across Fife attended a free Hand Arm Vibration Syndrome (HAVS) Safety and Health Awareness Day at Elmwood Golf.

HAVS can be a major problem at golf courses for workers using vibrating equipment such as strimmers, hedge trimmers, chainsaws or lawnmowers as part of their job. These can transmit vibration into the hands and arms causing HAVS or carpal tunnel syndrome. The resulting ill health can be highly debilitating.

The partnership event was organised and hosted in partnership with Fife Council's Environmental Health (Food and Workplace Safety) Team and involved speakers from the Health and Safety Executive (HSE) and local workplaces. The event was very well received and helped to improve understanding and awareness of the signs and symptoms of this preventable disease, statutory requirements, control measures and occupational health requirements. Further similar partnership events are anticipated.





# Health Promotion Workplace Team

# Thanks

Thanks to Fife employers and partners for the collaboration and supporting enabling us to tailor our services by identifying workplace health, safety and wellbeing needs, and using our services to further develop skills, knowledge and capacity to support the workforce.

For further information on the work of the Team contact:

**Alan Gow (Occupational Health and Safety)**

**Katie Provan (Health Promotion)**

**Annemarie Smith (Health Promotion)**

Phone: 01592 226486 / Email: [hwlifefife@nhs.net](mailto:hwlifefife@nhs.net) / Twitter: @hwlifefife

Local web: [www.healthyfife.net](http://www.healthyfife.net) / National web: [www.healthyworkinglives.scot](http://www.healthyworkinglives.scot)

Address: Cameron Hospital, Windygates, Leven, KY8 5RG