

# Health Promotion Service Workplace Team Annual Report

**2018 – 2019**

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 Sarah Baldacchino, Annemarie Smith, Alan Gow and Katie Provan) 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), Public Health Priorities (2018), Fairness Matters, a Fairer Fife Commission report (2015), and the Plan 4 Fife (2017-2027). Reducing the impact of health inequalities within the workplace setting is key to our local approach in line with Health and Social Care Partnership Strategic Plan for Fife (2016-2019). We do this by using national and local evidence to help us identify specific sectors, areas and groups of workers, and target services including free training and advice. This allows us to support Small to Medium Enterprises (SME's) build organisational skills and capacity.

We work collaboratively across all parts 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 also provides information on our partnership working with the public, private and third sector.

## Fife Health and Social Care Partnership Outcomes

Outcome 1: People are able to look after and improve their own health and wellbeing for longer

Outcome 3: People who use Health and social care service can have a positive experience of those services

Outcome 4: Services are centred on helping to maintain or improve the quality of life of those who use the services

Outcome 5: Health and social care contributes to reducing health inequalities

Outcome 6: People who provide unpaid care are supported to look after their own health and wellbeing

Outcome 8: People who work in health and social care feel engaged & are supported to continuously improve the care they provide

Outcome 9: Resources are used effectively and efficiently in the provision of health and social care services

# Health Promotion Service Workplace Team Health Priorities

Developing skills and capacity

Workplace needs assessment

Health campaign support

Lifestyle health check

Delivering Differently

**The Workplace Team have matched the projects and services they deliver to the relevant Fife Health and Social Care Partnership outcome and the Public Health Priorities for Scotland. This has been referenced through this report.**

HR Network

Partnership working

Local workplace services

Healthy Working Lives services

Mentally Healthy workplaces

Health & Work Support Service

Targeted marketing & projects

## Public Health Priorities for Scotland

Priority 1: A Scotland where we live in vibrant, health and safe places and communities

Priority 3: A Scotland where we have good mental wellbeing

Priority 4: A Scotland where we reduce the use of and harm from alcohol, tobacco and other drugs

Priority 5: A Scotland where we have a sustainable, inclusive economy with equality of outcomes for all

Priority 6: A Scotland where we eat well, have a healthy weight and are physically active

# Health Promotion Workplace Team

## Local enquiries and visits

FHSCP  
outcomes  
1,3,4,5,6,  
8 & 9

PH  
Priorities  
1, 3, 4, 5  
& 6

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
- Support to develop occupational health, safety and wellbeing policy
- Access to a variety of health, safety and wellbeing training and learning events
- Access to health promotion information and resources
- Health check MOTs for workers (Small to Medium Enterprises (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 Human Resources peer support network for Small to Medium Enterprises (SMEs)
- Fife workplace occupational Health support network
- Utilising social media to promote good practice ([www.healthyfife.net](http://www.healthyfife.net) and twitter @hwlifife)

Over 51  
workplaces  
have been  
supported by  
our services

519 Twitter  
followers &  
114 workplaces  
receive news  
updates

94 delegates  
attended  
workplace  
training &  
events

12 workplaces  
have engaged  
with our  
lifestyle health  
check service

# Health Promotion Workplace Team

## Healthy Working Lives programme

FHSCP  
outcomes  
1 & 5

PH  
Priorities  
1, 3, 4, 5  
& 6



Healthy Working Lives (HWL) is a Scottish Government programme delivered through NHS Health Scotland and in Fife through the Fife Health and Social Care Partnership. The main services include occupational health and safety visits, workplace training and the Healthy Working Lives Award Programme. There is also the National HWL Adviceline 0800 019 2211 and website [www.healthyworkinglives.scot](http://www.healthyworkinglives.scot)

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 to complete Mentally Healthy Workplace Training for Managers Training for Trainers. This supports develop in-house capacity, skills and knowledge for the organisation.

To support a workplace achieve the HWL 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 provides training.

HWL services  
were accessed  
by 228  
workplaces

The Team  
assisted in the  
development of  
21 policies

191 delegates  
attended HWL  
training

45 workplaces  
supported  
through the  
HWL Award

# Health Promotion Workplace Team

## Healthy Working Lives

FHSCP  
outcomes  
1&5

PH  
Priorities  
1, 3, 4, &  
6

2018/19 saw four organisations achieve a Healthy Working Lives Award;

- University of St Andrews (Gold) *pictured left*
- Bandrum Nursing Home (Silver)
- Kingdom Housing (Bronze) *Pictured below*
- Carnegie Trust (Bronze)

In 2018/19 six organisations registered to work towards the Award.

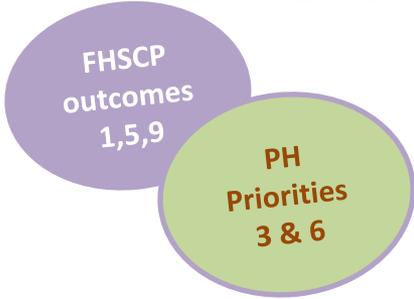


# Health Promotion Service Workplace Team

## Engaging workplaces in promoting health at work

### Health calendar of events & 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.



One of our campaigns for 2018/19 was **'Read & Relax'**

By linking National Stress Awareness Day & Book Week Scotland, which both took place in November 2019, the Health Promotion Workplace Team and the Information and Resource Centre (IRC) developed a pack with lots of ideas to support a campaign.

The campaign pack provided tools and resources to support workplaces raise awareness of the link between reducing stress and reading.

Over all 28 packs were requested. Here are a few comments on how workplaces used the resource pack.



Workplace actions using the campaign pack included:

'We plan to establish a library where people can exchange books'.



'Following on from receiving the pack we have started a book Club that meets every 8 weeks'.



# Health Promotion Workplace Team

## Creating a mentally healthy workplace

FHSCP  
outcomes  
1,5,6 & 9

PH  
Priorities  
1 & 3

The level of interest in mental health in the workplace has grown exponentially over the last few years. The publication of the Stevenson and Farmers 2017 [Thriving at Work report](#) and Scottish Governments [Suicide Prevention action plan: Every Life Matters 2018 paper](#) underlines that workplace, as a setting, can make a difference in preventing and supporting recovery of mental ill health and the promotion of mental wellbeing.

The Workplace Team have supported this agenda through a number of projects, examples include;

- Ongoing delivery of HWL Mentally Healthy Workplace Training for Managers through the Health Promotion Training Programme and in-house delivery.
- Support workplace's to develop mental health policy and in-house programme.
- Funding the delivery of Scottish Mental Health First Aid to workplaces and support them think about how they will use the skills and knowledge to benefit the wider workforce.
- Supporting the development of the J:ALT (Just Ask, Talk, Listen) Toolkit which was Launched in March 2019. Developed through Opportunities Fife Delivering Differently, the toolkit is a great resource for SME's to support managers broach the subject of mental health.



# Health Promotion Workplace Team

## Creating a Mentally Healthy Workplace Continued

FHSCP  
outcomes  
1,5,6 & 9

PH  
Priorities  
1, 3 & 5

In 2018 the team evaluated the impact of HWL Mentally Healthy Workplace training delivered in Fife. Course data between 2015-2018 was reviewed and a survey was issued to participants across the same timeframe.

The findings of the evaluation found that;

- Application of participant learning for their organisation was more prevalent within Small to Medium Enterprises (SME's)
- Participants responded to the real life examples and application of the course content
- The course attracts those who want clarification or more guidance on what they are already doing is correct or looking for additional tools to support workers. The course is not attracting organisations with nothing in place in terms of supporting mental health in the workplace.

Going forward the above findings will support the development and marketing of the course.

For a copy of the full report contact [hwlfife@nhs.net](mailto:hwlfife@nhs.net)

'[The course] reminded me that the way I function is not the way everyone functions so need to manage the same things differently with different people'

'I had some staff who were experiencing mental health issues and I used the signposting contact leaflets to help them find help'

'[The course] provided clarity on the wider business factors that can contribute in a positive and negative way to mental health'

# Health Promotion Workplace Team

## Capacity building

## REHIS training & CLEAR Buckhaven

FHSCP  
outcomes  
1,5,9

PH  
Priorities  
1, 3 & 5

CLEAR Buckhaven (Community-Led Environmental Action for Regeneration), a small but active charity, successfully achieve the Royal Environmental Health Institute of Scotland (REHIS) Elementary Health & Safety Certificate.

The training was organised by the Workplace Team and delivered by Peter Ager, Fife Council Environmental Health, Food and Workplace Safety Team and Alan Gow, Health Promotion Workplace Team. Who have both worked in partnership for over five years to deliver the REHIS Elementary Health and Safety Certificate in Fife.

Participants were also advised of the help available from both organisations to help them fulfil their statutory obligations and promote good health, safety and wellbeing in the workplace, a key element of Good Work.

Workers were presented with their REHIS certificates by Councillor David Graham, Fife Council Spokesperson for Health and Social Care.



# Health Promotion Workplace Team

## Capacity building & sharing practice

### SME HR Peer Support Network

The network continues to be facilitated by the Workplace Team and HR Adviser, Business Gateway Fife.

Since its launch in 2017 the network to date has supported 40 private/third sector organisations from a variety of industries.

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

**What has been the impact of the network so far?**

*Good to share good practice*

*I don't feel so isolated*

*In a way the course [Essential Skills for Line Managers, ACAS] has made me feel more empowered as a manager*

### Workplace Health Promotion Workshop

The workshop on 13<sup>th</sup> September 2018 brought together 26 representatives from 21 workplaces in Fife.

Delegates had the opportunity to participate in two sessions:

- How to put together a health campaign, led by Louise Hutton from the Health Promotion Information and Resource Centre
- The launch of a workplace sedentary toolkit, led by Active Fife team, Fife Council

The morning was very informative, participative and interactive, and provided great opportunities for workplaces to learn and share practice.

#### Feedback from the workshop

*I enjoyed sharing approaches to health promotion with other participants. I picked up some great ideas.*

*Excellent ideas to use in my workplace*

*Very friendly environment – good to share ideas*

FHSCP  
outcomes  
1, 5 & 9

# Health Promotion Workplace Team

## Partnership working

### Health & Work Support Service two year pilot

PH  
Priorities  
1, 3 & 5

Health & Work Support is a new service being piloted in Fife which makes it easy for individuals and employers to talk to a professional about a health issue, condition or disability that is affecting their work activities. The Workplace Team are actively involved with the delivery of the pilot through employer engagement and support.

Health & Work Support Service is the key way of accessing a range of existing, funded support services for people with health, disability and work issues in Scotland. Support is provided primarily via telephone or web access, with the option of face-to-face support when required.

The Health & Work Support pilot in Fife was launched on 26<sup>th</sup> June 2018 by Jamie Hepburn MSP, Minister for Business, Fair Work and Skills. The pilot funding has allowed the Workplace Team to bring in a new HWL Adviser, Sarah Baldacchino, to provide additional capacity.

The performance target for employer engagement through the pilot is an additional 50 employers engaged with HWL per year. In Fife we have seen a marked improvement in employer engagement as a result of this pilot programme.

Current performance:

- Additional engagement: 34 employers (110% increase)
- Target KPI – 34/50 additional employers engaged [31/3/2019]



# Health Promotion Workplace Team

## Partnership working

FHSCP  
outcomes  
5&9 ??

PH  
Priorities  
1, 3, 4, 5  
& 6 ??

### 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 programme

Workplace Team are actively involved with this programme that was been developed in partnership with the Opportunities Fife and Fife Health And Social Care Partnerships. Working with other organisations, has provided joined-up support to people in Fife who are experiencing mental health issues. One of the key outcomes was the development of a Workplace Wellbeing Action Plan for Fife and the Team will be actively involved in delivery in the next twelve months. The Team hope to work differently by embedding “lived experience” into the mental health training delivery. The Team also worked with the Fife Supported Employment Service to develop a toolkit for Fife Employers called Just: Ask Listen Talk (J:ALT), which was launched at an employer engagement event on 20<sup>th</sup> March 2019 by Jamie Hepburn MSP, Minister for Business, Fair Work and Skills (pictured right with Shirley Reise, Fife SES).



**delivering differently**  
wellbeing and work-Fife



# Health Promotion Workplace Team

## Thanks

*“Thank you to all our partners, stakeholders and Fife workplaces who support us deliver our services and use our services. You make our job so interesting, fun and worthwhile.”*

For further information on the work of the Team contact:

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