

# Health Promotion Service Workplace Team Annual Report 2019 – 2020

# Health Promotion Service Workplace Team

## About us

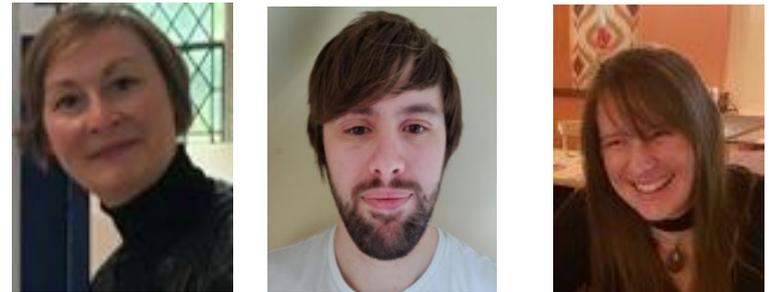
The Workplace Team is part of the Health Promotion Service within the Fife Health and Social Care Partnership (FHSCP).

Team members (top left to bottom right: Sarah Baldacchino, Alan Gow, Alison Ramsay, Katie Provan, Murray Anderson and Annemarie Smith) are 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 Objectives are:

- ✓ 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

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.



# Health Promotion Service Workplace Team

## Health Inequalities and the Workplace Setting

Reducing the impact of Health Inequalities within the workplace setting is key to our local approach – in line with the Fife Health and Social Care Partnership Strategic Plan for Fife (2019-2022)  
[www.fifehealthandsocialcare.org/wp-content/uploads/sites/12/2019/04/HSCP-StrategicPlan-2019-2022-Final-Draft.pdf](http://www.fifehealthandsocialcare.org/wp-content/uploads/sites/12/2019/04/HSCP-StrategicPlan-2019-2022-Final-Draft.pdf)

Good work is important in reducing health inequalities that, in Scotland, are widest for people of working age.

The Workplace Team continue to support Fife's Small to Medium Enterprises (SMES) to ensure that staff employed by these organisations benefit from similar occupational health, safety and wellbeing support, standards & outcomes as larger, corporate organisations.

The Workplace Team supports employers to identify workplace health safety & wellbeing issues; develop and implement supportive policies and practices to protect and improve physical & mental health; and support employees to remain in and return to work.

Workplace service design and duties can unintentionally create health inequalities within the workforce.

Supportive workplaces encourage positive worker health behaviour change

Good Work is Good for Business - benefits include reduction in short and long-term absence; reduction in workplace incidents and near misses; increase in worker engagement; and financial return on investment.

**Fife Health and Social Care Partnership Strategic Plan for Fife 2019-22 Priorities**

Priority 1: Working with local people and communities to address inequalities and improve health and wellbeing outcomes across Fife.

Priority 2: Promoting mental health and wellbeing.

Priority 3: Working with communities, partners and our workforce to effectively transform, integrate and improve services.

Priority 4: Living well with long-term conditions.

Priority 5: Managing resources effectively while delivering quality outcomes.

**Local Outcome Improvement Plan – Plan 4Fife 2017-2027**

- Priority themes:
- Opportunity for All
  - Thriving Places
  - Inclusive Growth and Jobs
  - Community Led Support

# Health Promotion Service Workplace Team Health Priorities



**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 Service Workplace Team

## Local enquiries and visits

FHSCP  
outcomes  
1,2,3,4 & 5

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 (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
- Utilising social media to promote good practice ([www.healthyfife.net](http://www.healthyfife.net) , LinkedIn, Facebook and Twitter)

90 delegates  
attended  
workplace  
training &  
events

7 workplaces  
have engaged  
with our  
lifestyle health  
check service

# Health Promotion Service Workplace Team

## Healthy Working Lives programme

FHSCP  
outcomes  
1, 2, 3, 4  
& 5

PH  
Priorities  
1, 3, 4, 5  
& 6



231 workplaces  
accessed HWL  
services

152 delegates  
attended HWL  
training

53 workplaces  
supported  
through the  
HWL Award

The Team  
assisted in the  
development of  
21 policies

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 the development of in-house capacity, skills and knowledge for the organisation. Again, mirroring last year 2019/20 has seen a boost in Mentally Healthy Training courses requested and delivered.

# Health Promotion Service Workplace Team

## Digital Marketing/Communications

FHSCP  
outcomes  
1,2,4 & 5

Through 2019/20 the Workplace Team has continued to grow and develop its web and social media presence.

PH  
Priorities  
3,4,5 & 6

Local Web and Social Media platforms

Twitter (@HWLFife) - 638 followers

LinkedIn - 45 followers

Web – [www.healthyfife.net](http://www.healthyfife.net)

Facebook (through FH&SCP)

Newsletter distribution – 216 recipients



National Health, Safety Wellbeing Campaigns, Information and events promoted:

#TimetoTalk, #menopauseintheworkplaceFife, #everylifemattersinfife, #HaWSImprovement2019, Quit Your Way, #FallsAwareness, #FifeBigWorkplaceLunch

#deliveringdifferentlyfife (Your Workforce is your Wealth), #count14units, Hand Hygiene

See Me Walk a Mile Project You, Fife SME HR Peer Support Network, Health Calendar Events.



# Health Promotion Service Workplace Team

## Healthy Working Lives Award

FHSCP  
outcomes  
1, 2, 3, 4  
& 5



PH  
Priorities  
1, 3, 4, 5, 6

2019/20 saw five organisations achieve their Healthy Working Lives Award:

- Scottish Police College (Silver & Gold) (pictured top)
- Kingdom Housing (Silver)
- eCom(Bronze) (middle)
- FlexCON (Bronze) (bottom).

2019/20 also saw 14 workplaces register to work towards achieving an Award.

To support a workplace achieve the HWL Award the Workplace Team provides professional advice and guidance on policy development, occupational health, safety and wellbeing, staff consultation processes and practice, health campaign development, how to access health promoting material and provides training. To discuss the details of registering for the Award contact [hwlfife@nhs.net](mailto:hwlfife@nhs.net)



# Health Promotion Service Workplace Team

## Engaging workplaces in promoting health at work

FHSCP  
outcomes  
1, 2, 3, 4  
& 5

PH  
Priorities  
1, 3, 4, &  
6

The Workplace Team actively shares good practice in promoting health at work. This supports promote good work, initiative ideas and showcases initiatives that other organisations can adopt and adapt.

Through 2019/20 several local organisations initiatives have shared in workshops, visiting other organisations, training and as case studies on [www.healthyfife.net](http://www.healthyfife.net)

To promote **Men's Health Week** we worked with **Fife Natural Gas Liquids , Mossmorran** to develop a case study on "how do you engage men in health promotion activities?" Full case study can be found [www.healthyfife.net](http://www.healthyfife.net)



To promote **Physical Activity**, **Bandrum Nursing Home** brought in an exercise bike and set a fundraising challenge of cycling the 'West Highland Way'. Workers and Residents achieved the challenge together covering 95miles in 3 days. Full case study can be found [www.healthyfife.net](http://www.healthyfife.net)



# Health Promotion Service Workplace Team

## Creating a mentally healthy workplace

FHSCP  
outcomes  
1,2,3 & 5

Fife continues to deliver the Healthy Working Lives National Mentally Healthy Workplace Training for Managers. In 2019/20 a target training project as part of a piece of Quality Improvement work focused three courses in the Glenrothes Engineering industry.

PH  
Priorities  
1, 3 & 5



Focus group participants; Eurospray, Dynamic-EMS, Lamond & Murray LTD, FLEXcon Europe LTD, Leviton Solutions Europe, Fife Fabrication, CoorsTek LTD.

The Workplace Team worked in partnership with local firm Fife Fabrication (FiFab), SME based in Glenrothes. FiFab hosted and lead the promotion of courses through local networks. Each workplace who had not previously attended the training was met by the Workplace Team to discuss their thoughts and needs from the course. Through target marketing and meeting delegates allowed the courses to fit their needs. This approach allowed participants to be more open, shared similar concerns and share examples of good practice. for the trainer, the environment felt more relaxed.

This style of targeted marketing brought ten workplaces to the course, who would not have engaged with the course through regular promotion methods.

Following the courses a focus group was held to; identify the impact the course and identify any changes since attending. Eight organisations participated. Key findings presented on the next page. The accompanying case study Promoting Health at Work – Mental Health can be found on [www.healthyfife.net](http://www.healthyfife.net)

# Health Promotion Service Workplace Team

## Creating a Mentally Healthy Workplace Continued

### Focus Group findings & feedback:

- Participants expressed an increase in knowledge of the barriers and enablers to mental wellbeing in the workplace.
- Participants shared that they have supported each other.
- Managers within the workplaces feel more confident to engage workers about mental health – asking, listening and signposting to services as required.
- Participants felt a move in the workplace culture surrounding mental health, in that it is becoming no different than discussing any other issues.

### Good practice examples:

- Weekly meetings have been introduced to discuss absence and how the organisations can support staff.
- Policy development and awareness programme to support its implementation
- Management style is changing to foster better communications.
- 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.

### Next steps:

- The workplace team will investigate other target marketing opportunities
- Review methods of course promotion to encourage a wider workplace market
- Conduct further impact reviews.
- Develop a short verbal brief to encourage new organisations to attend the Mentally Healthy Workplace Training for Managers training course. For future course details contact [hwlfife@nhs.net](mailto:hwlfife@nhs.net)

# Health Promotion Service Workplace Team

## Capacity Building and Sharing Practice

### SME HR Peer Support Network – two years on

FHSCP  
outcomes  
1,2,3,4 &  
5

PH  
Priorities  
1, 3 & 5

#### Background

The SME Peer Support Network has been in existence since 2017. Working in partnership with Business Gateway has seen the network grow and flourish.

The network has grown to include 35 SMEs. Of the 35 workplaces 11 are registered to the HWL Award Programme. The Network contains employers from the private and third sector from a variety of industries ranging from health and social care to hospitality to manufacturing. Each organisation has attended one or more network session. As part of each network, there is an opportunity for participants to feed in topics for discussion/learning at future session.

#### 2019 Review

To ensure the SME Peer Support network was meeting its objectives an impact review was conducted.

Participant Gains included:

- Increased confidence when dealing with absenteeism and the disciplinary impact of this
- Confidence and confirmation of what workplaces are doing is correct
- Improved access to information and external support
- Increased understanding of employee issues

Workplace Gains include:

- Development of new policies
- Staff have had more confidence in me as a Manager and I require less input from Head Office
- Implementing better procedures



# Health Promotion Service Workplace Team

## Capacity Building and Sharing Practice

### SME HR Peer Support Network – two years on

#### The future

The review has demonstrated that the network is having an impact on participants and their workplaces.

The review also consulted on the topic participants would like the network sessions to focused on. This has provided several topics for 2020/21.

Marketing of the network will continue to be promoted through Business Gateway and Fife Business Week, and more widely through social media and face to face contact.

Continues consultation will be required to maintain effectiveness and demonstrate impact  
Full report details contact [hwlfife@nhs.net](mailto:hwlfife@nhs.net)



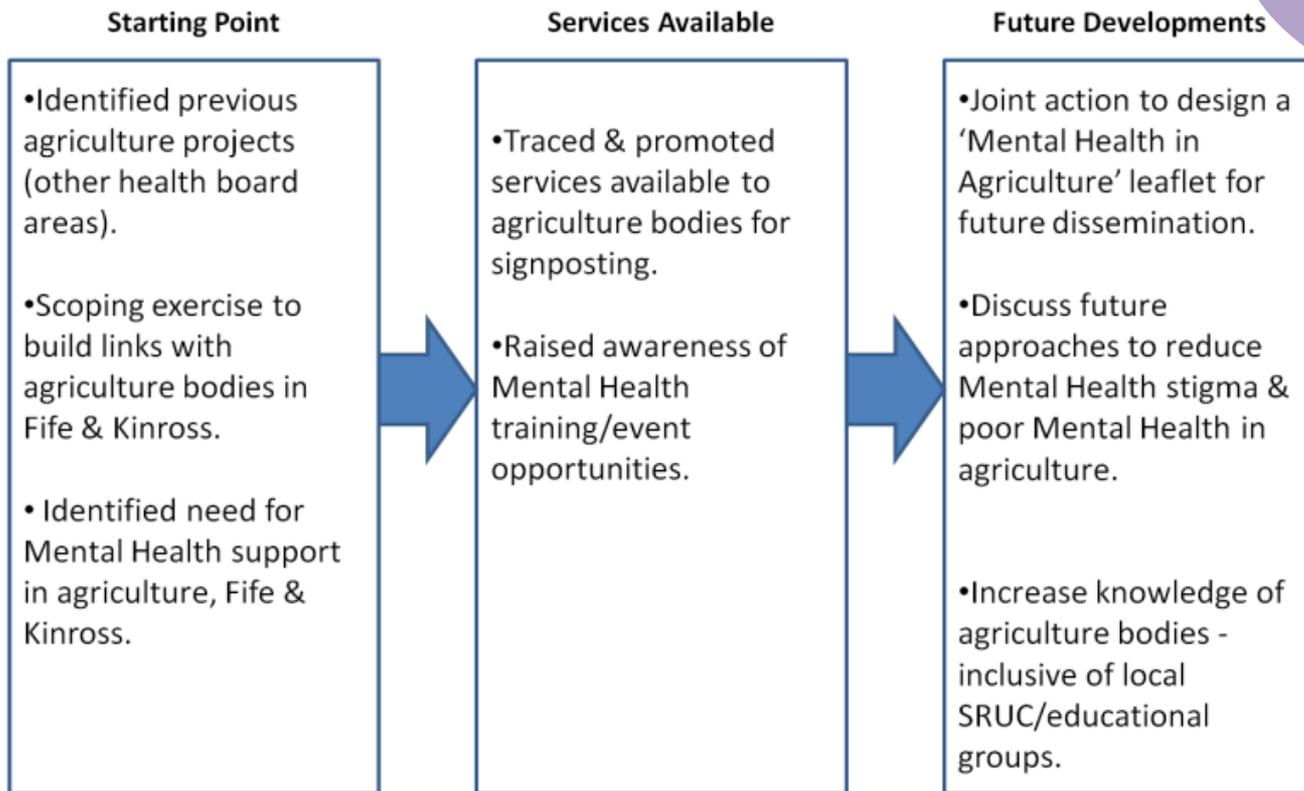
# Health Promotion Service Workplace Team Partnership Working Increasing Engagement with the Agricultural Community

FHSCP outcomes 1,2,3,5

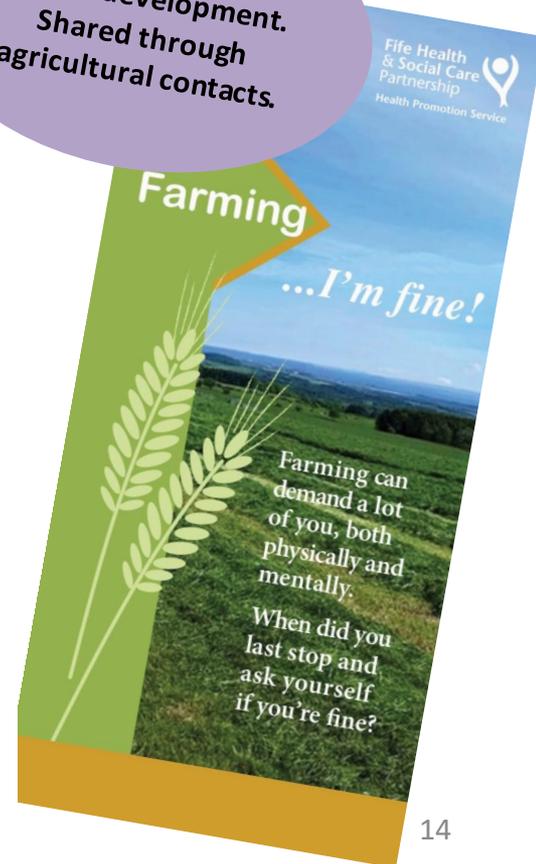
PH Priorities 1,3,4,5 &6

The Workplace Team are actively working with agricultural partners to increase engagement with Fife/Kinross farmers who would benefit from Workplace Team health, safety & wellbeing support.

Implement an engagement strategy that reflects the needs of those working in farming - tailoring our approach & resources to meet the needs of those who work in the industry.



'Farming I'm Fine' leaflet development. Shared through agricultural contacts.



FHSCP  
outcomes  
1,2, 3, 4  
&5

# Health Promotion Service Workplace Team

## Capacity building and sharing practice

### Menopause in the Workplace

PH  
Priorities  
1,3, 4, 5  
&6

Employers are being encouraged to create an environment in which employees can talk about the menopause openly & access further information on the topic as requested.



In September 2019, the Menopause Toolkit was developed and launched through a very well attended event. The event aimed to raise awareness of menopause in the workplace; and provide workplaces with a toolkit to support managers create a supportive working environment.

<https://www.hpac.nhs.uk/HPAC//HPACIndex.jsp?sitename=hpac.fife.scot.nhs.uk>

75-80% of  
menopausal  
women are  
within the work  
environment.

The launch event was attended by 47 Delegates. The keynote speaker Ruth Devlin, Let's Talk Menopause, provided an excellent presentation on Menopause in the Workplace. The Launch event also hosted several table hops which allowed participants to ask questions, learn about the toolkit and share experiences.



# Health Promotion Service Workplace Team

## Partnership working Health & Work Support Service pilot

FHSCP  
outcomes  
1,2,3,4  
&5

PH  
Priorities  
1,3 &5

Health & Work Support was a two-year project piloted in Fife, and the City of Dundee, funded by the UK Government's Employers, Health and Inclusive Employment Directorate and the Scottish Government. The pilot was launched as part of the Scottish Government's No One Left Behind Strategy in June 2018 with the aim of making improvements to the way early intervention is provided to individuals who have health conditions or disabilities, in order to help them sustain or return to work. In addition to providing help to individuals the pilot also provided advice, training and support to employers on issues related to health and work.

Support was provided primarily via telephone or web access, with the option of face-to-face support when required. The Workplace Team were actively involved with the delivery of the pilot through HWL employer engagement and support.

In Fife we have seen a significant improvement in employer engagement as a result of this pilot programme. In the first 21 months of the pilot 137 workplaces engaged, compared to 42 in the baseline period, an additional 95 workplaces. There has also been a corresponding increase in SME engagement with 82/137 (60%), compared with 20/42 (48%).

The increase in employer engagement is also reflected in other reportable HWL National Key Performance Indicators for the general accessing of HWL services, workplaces attending HWL training courses and policy development work.



Jamie Hepburn MSP, Minister for Business, Fair Work and Skills, visiting HAWS offices in Glenrothes.



Scottish Government and HAWS staff from the Fife and City of Dundee pilot areas.

# Health Promotion Service Workplace Team

## Partnership working

## Health & Work Support Service pilot: Quality Improvement Programme

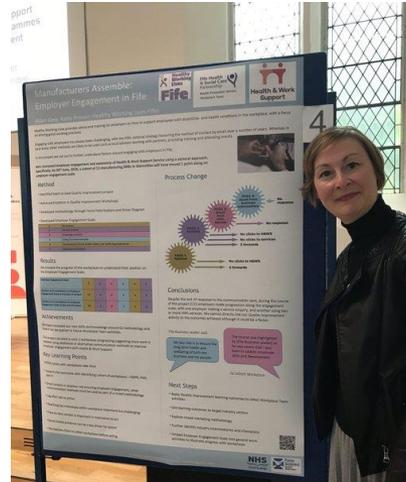
FHSCP  
outcomes  
1, 5 & 9

PH  
Priorities  
1, 3 & 5

As part of the HAWS pilot a programme of quality improvement learning was provided for participating teams and this was undertaken throughout 2019.

Each team applied the learning by undertaking a small test of change project. Workplace Team looked at how successful online methods were in employer engagement.

The culmination of the programme was a Celebration Event held in Dundee in September 2019 where poster presentations were made to share the fantastic work which had taken place across both Fife and the City of Dundee, and showed how improvement methodology had been used to increase awareness of the Health & Work Support Service in both pilot areas.



# Health Promotion Service Workplace Team

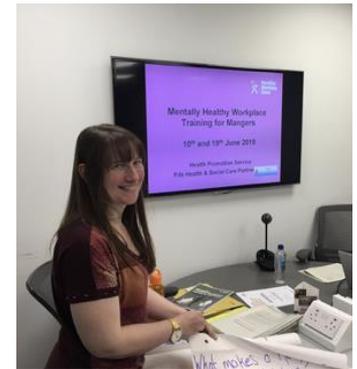
## Capacity building & sharing practice

### Delivering Differently programme

This programme was developed in partnership with the Opportunities Fife and Fife Health and Social Care Partnership. It received further funding to continue into 2019/20 and the Workplace Team continued to play an active role, working in partnership with Fife Voluntary Action, Fife Supported Employment Service and a range of other partners to deliver outcomes from the Workplace Wellbeing Action Plan for Fife - Good Work is Good for Business 2019-20.

We did this by:

- Promoting general awareness of creating mentally healthy workplaces by using the J:ALT Toolkit and organisation of events (see next page)
- Supporting employers create mentally healthy workplaces through bespoke workplace services and a range of mental health training including Mentally Healthy Workplace Training for Managers
- Raising awareness of specialist support for when people become unwell and promote the employment of people with a history of mental health issue through the Health and Work Support pilot and participation in partner organisation Disability and Health Support information sessions for Employer Engagement staff.
- Supported the Delivering Differently 'Mental Health and Employability' training course, helped to review the impact of the course and the sustainability of future delivery.
- Attendance and active participation in the Delivering Differently Coordinating Media Activity on Mental Health at Work in Fife Group and helped to provide a timetable of campaigns & events, and a resource box to ensure partners were able to easily access resources when attending future events.



# Health Promotion Service Workplace Team

## Capacity building & sharing practice EVENTS

FHSCP  
outcomes  
1,5,9

PH  
Priorities  
1, 3, 4, 5  
& 6

### Your Workforce is Your Wealth Seminar

The second Your Workforce is Your Wealth Seminar was held in Dunfermline on 6th February 2020, which was also national “Time to Talk” day. Keynote speakers included Clare Haughey MSP, Minister for Mental Health (pictured right), Paul Sheerin, Scottish Engineering and John Penman, Fife Fabrication. The event was very well attended by Fife workplaces who were interested in why it is so important to take care of your employee’s mental wellbeing and to gain confidence in knowing how to create a mentally healthy workplace.



**Delivering Differently Event at Rothes Halls 15th May 2019**



**Fife Chamber of Commerce Drop-In Health & Wellbeing Event at the Dean Park Hotel 11th September 2019**

# Health Promotion Service Workplace Team

## Thanks...

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

*"Thanks, farewell and good luck to Katie Provan and Annemarie Smith who have moved on to new promoted roles within the Health Promotion Service"*

For further information on the work of the team please contact:

**Alan Gow (Team Manager & Occupational Health & Safety Adviser)**  
**Sarah Baldacchino (Health Promotion Officer)**  
**Alison Ramsay (Assistant Health Promotion Officer)**  
**Murray Anderson (Team Administrator)**



Phone: 01592 226486 / Email: [fife.hwlfife@nhs.scot](mailto:fife.hwlfife@nhs.scot) / Twitter: [@hwlfife](https://twitter.com/hwlfife)

Local web: [www.healthyfife.net](http://www.healthyfife.net) / LinkedIn: [Workplace Team, Health Promotion Service Fife](#)

National web: [www.healthyworkinglives.scot](http://www.healthyworkinglives.scot) / National Adviceline: 0800 019 2211

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