

Health Promotion Service

Workplace Team

Annual Report

2020 – 2021

Health Promotion Service Workplace Team

Introduction

The ongoing COVID-19 global pandemic since March 2020 has led to many deaths, and many of those who have recovered from illness have been left with long term health effects. There are also adverse impacts on mental and physical health of the general population. There has been a widening of health inequalities, with some groups in particular being at risk such as those with underlying health conditions, disabilities, women, single parents, ethnic minorities, low income families and older adults.

As resources were necessarily diverted to frontline health and social care services both nationally and locally, Health Promotion Service also had to follow suit and many of the usual activities undertaken by Workplace Team were put on hold or curtailed. Despite the requirement for resilience activities to take precedence, it was quickly determined that workplaces in Fife still wanted help and advice in relation to health, safety and wellbeing matters. In particular help was requested in relation to COVID-19 risk assessment and control measures and, latterly, in relation to measures to be implemented in the recovery from the pandemic.



Workplace Team had to adapt normal workplans to respond to the needs of local workplaces here in Fife, using mostly remote service provision. As a result this year's Annual Report reflects these changes but it still showcases the range of activities that the Team were able to provide. The Team were only able to do this with the help of their network of partners, business intermediaries, workplaces and individual workers who the Team have built good relationships with over the years. To them the Workplace Team would like to say their grateful thanks, and ask that everyone continues to follow guidance to stay safe as we move closer towards a new normal.

Health Promotion Service Workplace Team

About Us

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



Health Promotion Service
Workplace Team

Workplace Team Objectives

We can:

- 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 with other parts of the Health Promotion Service to increase capacity & deliver services in a co-ordinated way.

Stop Smoking Services, Food and Health,

Physical Activity, Localities, Suicide Prevention,

Health Promotion Training, Health Promotion Information & Resources (IRC)

This report also provides information on our partnership working with the public, private and third sector.



Team Members

(Top left to bottom right):

Alan Gow

Alison Ramsay

Amy Brown

Murray Anderson 3

Health Promotion Service Workplace Team

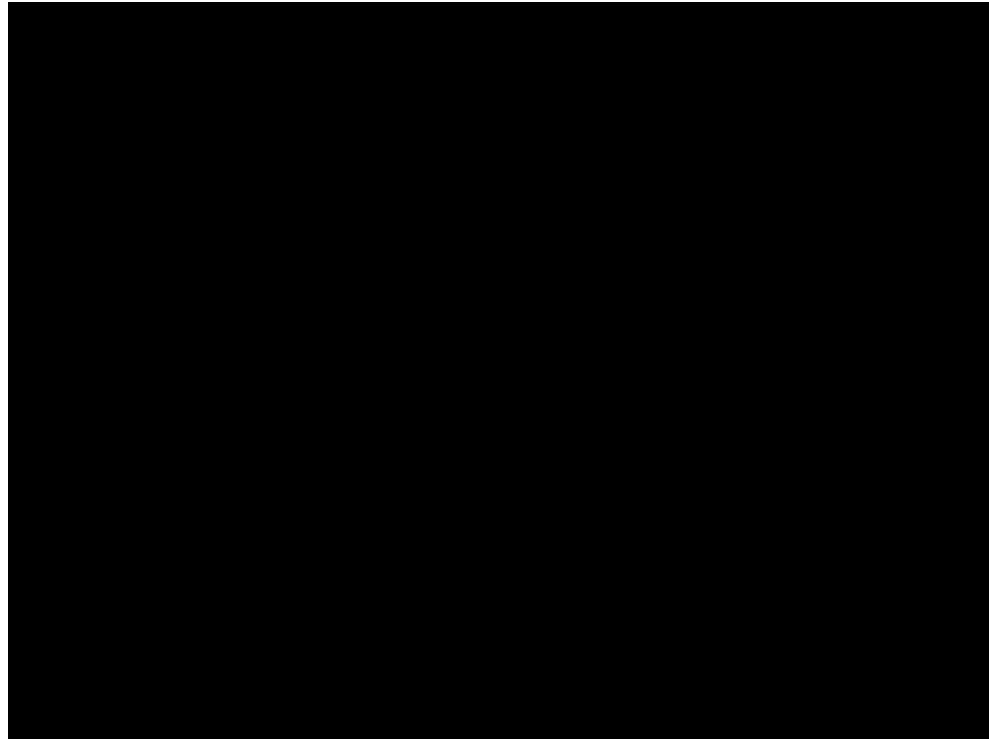
About Us

Team
Objectives

Visual and Audio
resource

Narrative provided
by Graeme Babbs,
Senior Graphic
Designer, Health
Promotion Service

In February 2021, Workplace Team produced a digital [infomercial](#) to raise awareness of the services we provide:

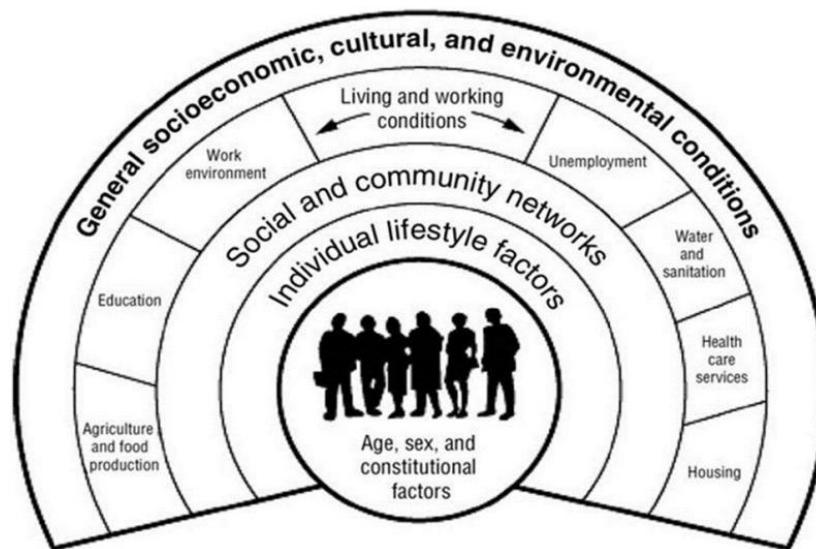


The [Infomercial](#) has proved to be a multi-functional resource. Workplace Team have published it to their webpage and their social media platforms. Additionally, it has been used as part of the introduction process at virtual training and information events.

Health Promotion Service Workplace Team

COVID-19 Pandemic

The COVID-19 pandemic continues to affect public health and the economy on a global scale. The unprecedented times experienced over the past year have only further highlighted the Social Determinants of Health and the need for support to reduce consequential health inequalities within our communities.



Dahlgren and Whitehead (1991)



Resulting COVID-19 Impacts on Fife Workplaces:

- Working from Home
- Closed Premises
- Reduced Service Capacity
- Furlough
- Staff Health, Safety & Wellbeing
- Financial Strain
- Redundancy
- Unemployment

Workplace Team
Needs Assessment Survey, 2020

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 \(2019-2022\)](#)

Health Promotion Service Workplace Team

Health Inequalities and the Workplace Setting



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 and Medium – Sized 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

Developing Skills and Capacity

Workplace Needs Assessment

Health Campaign Support

Lifestyle Health Checks

Delivering Differently agenda

HR Network

Partnership Working

Local Workplace Services

Healthy Working Lives Services

Mentally Healthy Workplaces

Health & Work Support Service review

Targeted Marketing & Projects

Workplace Team have matched the projects and services they deliver to the relevant Fife Health and Social Care Partnership outcomes and the Public Health Priorities for Scotland. These have been referenced throughout this report.

Public Health Priorities for Scotland

Priority 1: A Scotland where we live in vibrant, healthy 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

Public Health Scotland Strategic Plan 2020 - 2023

COVID-19 response & recovery

Mental Wellbeing

Communities & Place

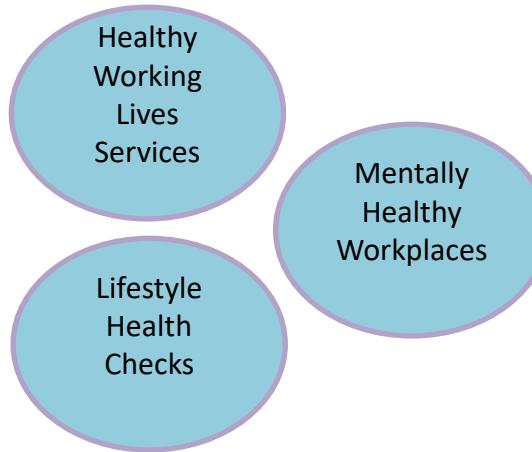
Poverty & Children

Health Promotion Service Workplace Team

Health Priorities

Workplace Team services have been limited during 2020/21, due to COVID-19 local and national restrictions.

The following services have been on hold during this time:



Whilst many Fife businesses have transitioned to working from home and pivoted on their available services, Workplace Team have built on their available digital tools to continue with much needed local support for workplaces.

Through virtual sessions and email communications, the following services have been maintained:



Health Promotion Service Workplace Team

Local Enquiries

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

**PLEASE NOTE THAT SOME OF THE ABOVE ACTIONS HAVE BEEN PAUSED
DUE TO COVID-19 RESTRICTIONS**

The Team supports employers to 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 digital media to promote good practice (www.nhsfife.org/workplace, [Workplace Team LinkedIn](#), [Workplace Team Twitter](#) & Facebook (FHSCP)).



*Advice given digitally either via MS Teams meetings or email.

Health Promotion Service Workplace Team

Healthy Working Lives Programme



Fife

National HWL AdviceLine
0800 019 2211
www.healthyworkinglives.scot

Healthy Working Lives (H WL) is a Scottish Government programme delivered through Public Health Scotland and in Fife through the Fife Health and Social Care Partnership.

Services include:

Occupational health and safety visits,
Workplace training,
Healthy Working Lives Award Programme.



Healthy Working Lives training delivered by the Fife Workplace Team includes:

Health and Safety the Basics,
Alcohol & Drugs in the Workplace,
Mentally Healthy Workplace Training for Managers.

The Healthy Working Lives programme has been on hold since March 2020 due to the national COVID-19 pandemic response. The Workplace Team await further advice on when the programme will resume and what the main priorities will be during the national route map to recovery.

PH
Priorities
1,3,4,5
& 6

FHSCP
outcomes
1,2,3,4
& 5

National
HWL team
redeployed

HWL Training
on hold

Health Promotion Service Workplace Team

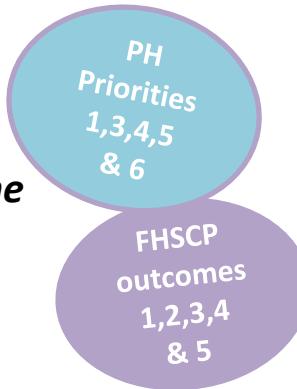
Healthy Working Lives Award



To support workplaces to achieve the HWL Award, 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 also provides workforce training. To discuss the Healthy Working Lives Award further, please contact us: Fife.hwl@fife.nhs.scot

The Healthy Working Lives Award programme remains on hold due to the national COVID-19 pandemic response. Thus meaning that no Fife organisations have achieved or progressed their Award status from 2019/20.

Many Fife organisations have however established contact or remained in contact with the Workplace Team with regards to health, safety and wellbeing support, advice & guidance during the pandemic.

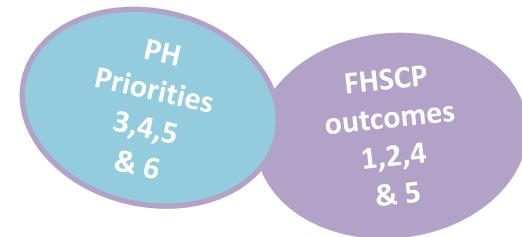


Fife Health & Social Care Partnership 
Health Promotion Service
Workplace Team

Health Promotion Service Workplace Team

Digital Marketing/Communications

Through 2020/21 Workplace Team utilised their digital presence to communicate a substantial amount of health, safety and wellbeing information to their audiences.



Local Web and Social Media platforms

[Workplace Team Twitter](#) - 729 followers

[Workplace Team LinkedIn](#) - 98 followers

Web – www.nhsfife.org/workplace

Facebook (through FHSCP)

Monthly newsletter distribution –

245 recipients



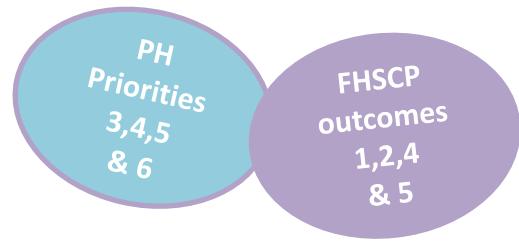
Social Media – Service Signposting

- Samaritans
- See Me
- Scottish Association for Mental Health
- Skills Development Scotland
- Active Fife
- Health & Safety Executive
- Healthy Working Lives
- Citizens Advice
- And more...



Health Promotion Service Workplace Team

Digital Marketing/Communications



**National Health, Safety & Wellbeing Campaigns,
Information & Events promoted through social media:**

#TimetoTalk, #YoureNotOnYourOwn #EveryLifeMattersInFife,
#ClearYourHead, #ScotAppWk21, #EmpoweringEmployers, #DifferentMinds,
#SitLess, #MoveMore, #WeAreScotland, #KeepTalkingDay #DoOneThing
#WinterWellbeingFife #WellbeingWednesday #WeAreScotland #Coronavirus
#AlcoholAwarenessWeek #LivingWageWeek #FairPay #StepCountChallenge
#ChallengePovertyWeek

**Asymptomatic Community Testing, Quit Your Way, Health Calendar Events,
Business Recovery Guidance, Farming I'm Fine.**



Health Promotion Service Workplace Team

Digital Marketing/Communications - Newsletters

Workplace Team provide monthly digital newsletters highlighting health, safety and wellbeing information to our email distribution list contacts.

Our monthly newsletter transitioned to the MS Sway platform in October 2020

Newsletter Topics covered:

- Financial Wellbeing**
- Mental Wellbeing**
- Family Friendly Policies & Procedures**
- Physical Activity**
- COVID-19 Business Recovery Guidance**

We consistently encourage suggestions and feedback on newsletter content from our distribution list subscribers.



[Workplace Team Newsletter February 2021](#)

If you have queries regarding Health, Safety and Wellbeing in your workplace, contact us via our new team email address: fife.hwlifife@nhs.scot for free and confidential advice.

[Go to this Sway](#)

Monthly newsletter features include:
“Every Day’s a School Day” Learning & Development.
“News & Updates” Local & National Information.
“Save the Date” Upcoming Health Improvement Campaigns.

On average:

Analytics courtesy of MS Sway

65% of our distribution list view the Newsletter monthly.

42% read the Newsletter from start to finish.

45 readers read the Newsletter “in depth”.

29 readers read the newsletter quickly.



Health Promotion Service Workplace Team

Engaging Workplaces in Promoting Health at Work

PH
Priorities
1 & 3

FHSCP
outcomes
1,2,3,4
& 5

The Workplace Team continues to share good practice in promoting health at work.

Local Case Studies demonstrate good work within organisations, support innovative ideas and showcase activities that other organisations can adopt and adapt.

Through 2020/21 many Fife organisations continued to facilitate initiatives to improve and sustain workforce health, safety and wellbeing. One of such organisations is Kingdom Housing Association (KHA) who supported their staff group through the 'Transition to Working from Home.'

"I couldn't be prouder to be working for Kingdom at this time. Everyone has shown so much support to us as staff, but also making sure we are safe. Well done everyone."



Highlights of Working From Home Transition

Pro-active approach to lockdown period

Working from home needs assessed for staff health, safety & wellbeing

Staff evaluation of company transition to working from home

To view more Workplace Team Case Studies, visit our [webpage](#).



MORE THAN A HOME

"I feel supported by my line manager and wider team, and we have a real sense of togetherness which considering the actual distance between us is a true reflection on our excellent working relationships."

Health Promotion Service Workplace Team

Creating a Mentally Healthy Workplace

Navigating the Changing Workplace

Workplace Team offered a Workforce Mental Health virtual training package from 'Headtorch' in early 2021 to support Fife businesses with mental health outcomes whilst the Healthy Working Lives national mental health training remained on hold.

Navigating the Changing Workplace – 4 virtual sessions for SME managers/supervisors.

Training Objectives:

Acknowledge the changing world that we are experiencing

Understand the stages of change and how we relate to them

Consider what can impact on our ability to cope with change

Explore our 3 core psychological needs

Know why energising relationships support us when dealing with change

Appreciate how open questions help us to think differently

Find purpose and consider how this can impact positively on your resilience

PH
Priorities
3 & 5

FHSCP
outcomes
1,2,3
& 5

*67% of delegates felt the course refreshed their knowledge.

*100% of delegates would recommend the course to others.



35 people attended 'Navigating the Changing Workplace' from 32 Fife Companies.



Health Promotion Service Workplace Team

Creating a Mentally Healthy Workplace

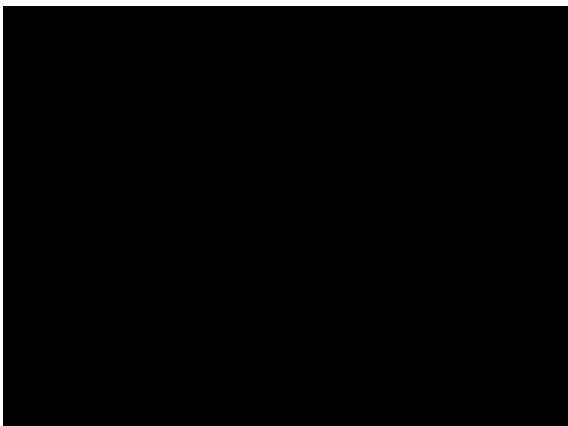
Get the Big Picture



'Get the Big Picture' virtual webinar event aimed at any of Fife's workforce to attend.



Workplace Team Promotional [Infomercial](#) for the Headtorch Webinar was used to raise awareness of the event and its objectives via social media:



*100% of delegates would recommend the webinar to others.

Over 90 delegates from 33 (approx) companies attended.

The 'Get the Big Picture' webinar was recorded and will be used as an additional training resource for a time limited period.



Health Promotion Service Workplace Team

Partnership Working with Active Fife for Workplace Health Improvement

PH
Priorities
1,3,5
& 6

FHSCP
outcomes
1,2,3
& 5

'On your Feet Britain Day'
September 24th
2020



ActiveFife
www.activefife.co.uk



Twitter and LinkedIn posts to promote the Event day received **613** impressions and **14** engagements.

The '*Making a Stand for a Healthier Working Life*' Sedentary Behaviour Toolkit (available via [Information & Resources Centre](#)) was also promoted through Social Media posts at this time.

Sedentary
Behaviour
Awareness
Training

28 delegates from **11** companies attended over **4** virtually hosted sessions.

***100%** of delegates would recommend this training to other staff and colleagues.

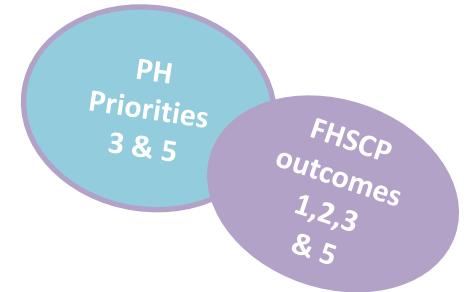
*"Very
enjoyable,
focussed
session".*

***100%** keen to access further Health Improvement training courses.

Health Promotion Service Workplace Team

Capacity Building & Sharing Practice

Fife's Partner Organisations, Information Sessions



A virtual information session was held for Business Gateway Fife's staff group in November 2020. This was well received.



Workplace Team take pride in working collaboratively with partner organisations to raise awareness of and support 'Good Work' in Fife.

Virtual Sessions hosted to raise awareness of Workplace Team Services.

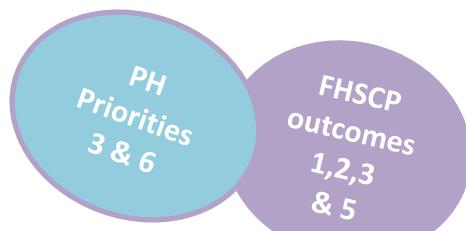
Workplace Team attended Fife Employability Forum in March 2021. Over 30 of Fife's partner agency staff attended this session.

- Strong link between unemployment & poor mental health & wellbeing.
- Health benefits of returning to work.
- Positive health effects of work for people with long-term health problems or disabilities.

Health Promotion Service Workplace Team

Capacity Building & Sharing Practice

Workplace Team continue to contribute to local and national agendas and action plans which pertain to 'Good Work', 'Fair Work', and work which is free of discrimination/stigma.



The Health & Disabilities Delivery Group aims to make employment more accessible to those with health conditions and disabilities in Fife.

The Workplace Team actively attend group meetings and take forward actions such as:

- Promotion of J-ALT (Just – Ask, Listen, Talk) [Toolkit](#)
- Promotion of Workforce Training
- Assistance for Fife employers to access services who can support them/their workforce

Profiling Partners

The Workplace Team recently developed a project designed to coordinate the support services available to Fife employers. Support services are invited to send us their 'Organisation Profile' detailing the work they do and we then publish this as part of our newsletter content on a monthly basis.

Health Promotion Service Workplace Team

Partnership Working Increasing Engagement with the Agricultural Community

PH
Priorities
1,3,4,5
& 6

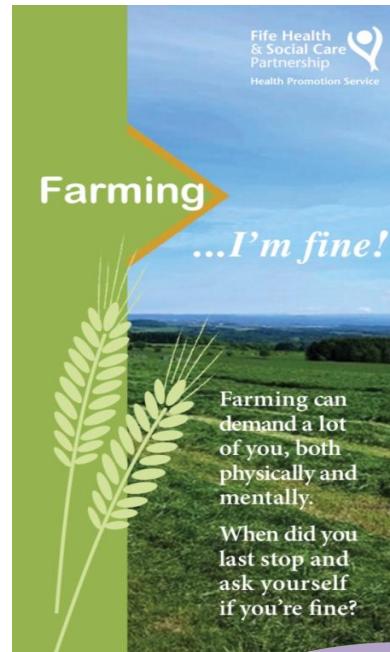
FHSCP
outcomes
1,2,3
& 5

The Workplace Team continue to offer health, safety & wellbeing support to Fife/Kinross farmers.

Partnership work has continued with agricultural organisations to ensure that those working in agriculture know how to contact us for free & confidential advice.

Scottish Association of Young Farmers (SAYFC) have a dedicated area on their 'Are Ewe Aware' website section profiling our available [services](#).

Work has also been done to promote partner services, information sessions to existing agricultural contacts.



'Farming I'm Fine'
leaflet shared
periodically through
Workplace Team
social media
channels.

National Farming
health events such as
#KeepTalking
supported through
social media channels.

Health Promotion Service Workplace Team

Fife Business Recovery Guidance

PH
Priorities
3 & 5

FHSCP
outcomes
1,2,3
& 5

Fife Business
Recovery
Guidance
available on our
[webpage](#)

Fife workplaces have been affected by the COVID-19 pandemic. Naturally, there are concerns about workplace health, safety and wellbeing, moving forward.

Fife Workplace Team have established the Fife Business Recovery Guidance document and update it as required, to ensure that Fife workplaces access the guidance they need, when they need it.



Smaller, Bite-Size versions of the Fife Business Recovery Guidance are being published on MS Sway and shared with Fife Workplaces through our distribution lists.

Introduced
15th March

136 Views

37%
average
completion

Health Promotion Service Workplace Team

Partnership Working Health & Work Support Service Pilot



Health & Work Support - a two-year project piloted in Fife & the City of Dundee, funded by the UK Government's Employers, Health & Inclusive Employment Directorate and the Scottish Government was launched as part of the Scottish Government's No One Left Behind Strategy in June 2018.

Pilot Aims:

- 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
- Provide advice, training and support to employers on issues related to health and work

Health & Work Support

Support was provided primarily via telephone or web access, with the option of face-to-face support when required. The national Healthy Working Lives programme services, provided locally by the Workplace Team, Health Promotion Service, were crucial to the success of the pilot.

Over the course of the pilot:

- Twice as many Fife employers engaged with the HWL programme
- Target of 100 additional workplaces accessing HWL Fife services on track to be met & exceeded (pilot period)
- HWL Mentally Healthy Workplace for Managers training in Fife had trebled in each year of the pilot. This was an unprecedented level of employer engagement in Fife for this particular training course.

The pilot demonstrated that there was a high level of need for employers & that uptake was directly related to service availability.

Health Promotion Service Workplace Team

Partnership Working Health & Work Support Service Pilot

The pandemic has increased the need for mental health awareness in workplaces and this will continue in the recovery phase with anxieties around working from home, returning to work, workplace health and safety issues, technology and new ways of working.

A Fife employers needs assessment survey by Workplace Team in Nov 2020 showed that:

- 76% of workplaces were interested in managing mental health in the workplace
- 76% were interested in workers mental wellbeing
- 73% were interested in managing workplace stress



The Health and Work Support Service pilot was ended early in both pilot areas by Scottish Government in March 2020, due to the COVID-19 pandemic.
This has left a void in service provision.

There is now an urgent need for support and advice for individuals who have health conditions or disabilities, and their employers, in order to help them sustain or return to work.

Workplace Team are working with partners to bring about a local replacement service.



Health & Work
Support

Health Promotion Service Workplace Team

Team Changes



Health Promotion Service
Workplace Team

In 2020, Annemarie Smith became a Service Manager within the Health Promotion Service after a lengthy time as Workplace Team Adviser.

We wish her every success alongside former team member Katie Provan, in the Localities Team.

Sarah Baldacchino had only been with us for a short time but her contribution and joyful character was greatly valued. We also wish her well in her new role within Public Health.

The work of the Workplace Team continues with Alison Ramsay promoted to Health & Wellbeing Adviser. We also welcomed new Health & Wellbeing Adviser Amy Brown, who joins Murray Anderson and Alan Gow to make up our small but perfectly formed team.

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."

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

Alan Gow (Team Manager & OHS Adviser)

Alison Ramsay (Health Promotion Officer)

Amy Brown (Health Promotion Officer)

Murray Anderson (Team Administrator)

Phone: 01592 226486, Email: fife.hwlfife@nhs.scot

Local web: www.nhsfife.org/workplace

Twitter: [@hwlfife](https://twitter.com/hwlfife)

LinkedIn: [Workplace Team, Health Promotion Service Fife](https://www.linkedin.com/company/workplace-team-health-promotion-service-fife/)

National web: www.healthyworkinglives.scot

National AdviceLine: 0800 019 2211

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