



Move in a healthy direction

Join the Kent and Medway Healthy Workplace Programme

abettermedway.co.uk



The Workplace Health Programme



Workplace Health supports businesses to help their staff find ways to be healthy at work. This could be done in a variety of ways, including:

- Making sure the right policies are on place to support health and wellbeing at work
- Ensuring the workplace environment is supportive for good health and wellbeing
- A thorough staff training programme providing new and existing employees
- Better equipped Line Managers to be supportive and that staff are given opportunities to engage in healthy activities, either in work or in their own time.

UK Cost of Replacing Staff
£5.2 billion per year

Direct and indirect costs of replacing an employee total
£6000

Stress costs the UK Economy
£3.7 billion annually

The annual cost of sickness in the UK
£29 billion

Did you know?

Physically Active staff are estimated to take

27%

fewer sick days compared with non-active staff
(British Heart Foundation)

*Smokers are 1.5 times more likely to take sick leave compared with non-smokers

Why does Workplace Health matter?

Work is changing for us all and we are living and working longer than before.

Our workforce is our greatest asset, and as employers, we all have a duty of care towards our staff. As the most important asset we have, investing in good people and getting the best out of them can be the difference between excelling in business and not surviving. Sickness absence, presenteeism (that is staff being in work but not being productive due to illness), and turnover add up to additional pressure and cost.

It's not just about productivity; it's about retaining talent in an ageing workforce. **Are we fit enough to work longer?** On average, some people in more routine and manual occupations see 17 years less free of disability than people in more skilled occupations. (Lifestyles continue to put us at risk of diseases, such as diabetes, heart disease, stroke, cancer and dementia that can impact on our daily lives.)

Being a healthy workplace can:

- Improve the health of your staff
- Increase productivity
- Boost staff morale and engagement levels
- Reduce staff absence
- Reduce staff turnover
- Promote you as an employer of choice

Evidence suggests that for every £1 spent on healthy workplace initiatives, businesses benefit from between £2 and £32 in reduced sickness, reduced turnover and improved productivity.



The Kent and Medway Workplace Wellbeing Award

The Kent and Medway Workplace Wellbeing Award supports businesses of all sizes and sector in addressing their Workplace Health needs.

We help workplaces to identify their needs by looking at staff sickness, turnover and also providing a free-to-use staff assesment tools. We support you to ensure that you

have the basics in place to develop a healthy workplace programme.

We support the employers in making pledges that are right for their business and staff. These pledges then form the base for an action plan to become a healthier workplace at a level that suits them.

There are 4 award levels:



Bronze Award

Businesses who show that they have the core building blocks in place to embed a healthy workplace. Things such as the robust policies, undertaking a needs assessment, demonstrating senior management buy in.

Silver and Gold Awards

Once achieving the Bronze award, businesses completing a minimum of 15 pledges from the 8 key themes of the programme will receive the Silver Award. Businesses completing a minimum of 30 pledges will receive a Gold Award.



Platinum Award

Businesses who have successfully embedded health and wellbeing in their workplace and demonstrate continuous improvement in their offer, are advocates for health and wellbeing at work, or influence other businesses will receive the platinum award.

Key Themes:

Managing Absence & Staff Turnover

Absence costs businesses an average of six days per year per employee, and it costs a further £6000 to replace a leaver. Having robust absence management practices can help the business to address issues that may arise. Staff who feel supported are more productive and likely to return to work more quickly after sickness absence.



Musculoskeletal (MSK) & Screening

1 in 8 people of working age have a musculoskeletal (MSK) condition. 50% of adults will reach retirement with a long term health condition or disability. Taking better care of ourselves in our 30s and 40s increases the chances of reaching retirement with no long term health conditions.



Mental Wellbeing and Stress

1 in 6 people will suffer from a common mental health condition in any year, and stress and mental health conditions account for the majority of long term sickness absence in the UK.



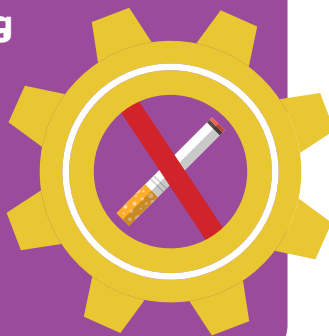
Healthy Eating & Healthy Weight

Around two thirds of adults are overweight or obese, putting them at increased risk of type 2 diabetes, stroke and some cancers. Staff consume around one third of their daily calories whilst at work, so the workplace can have a positive impact on people's diets and health.



Stop Smoking

Smokers are 1.5 times more likely to have sick leave compared with a non-smoker and also spend an average of 6 working days on smoking breaks.



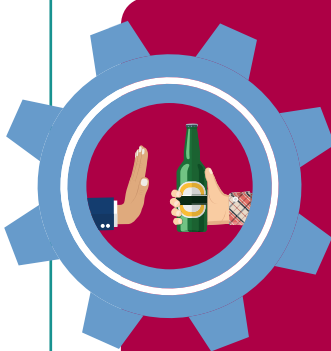
Physical Activity and Active Travel

Physically active staff take 27% less sick days compared with inactive colleagues and are more engaged in their workplace.



Alcohol and Substance Misuse

Alcohol is a factor in 1 in 4 workplace accidents. Additional problems caused by alcohol and substance misuse include poor time keeping, low staff morale and lower efficiency.



Environment and Sustainability

65% of employees, a recent national study showed, said they would consider moving jobs if their employer was not environmentally responsible. Engaging staff in wellness programmes contributes to their success and assists in long term culture change in the workplace.



As we work with you, we will assess each pledge to verify that you have completed it and may ask for examples for our evidence, such as photos of organised events.

The support offered

We offer the following types of assistance to support a range of business processes for communicating with colleagues:

- ✓ Regular newsletters keeping you up to date on current campaigns and events
- ✓ Workplace Health Checks (*subject to availability*)
- ✓ Access to state of the art on site health kiosk (*subject to availability*)
- ✓ Stop Smoking support
- ✓ Physical Activity challenges or sessions
- ✓ Staff training in topics such as stress, mental health, alcohol*
- ✓ Wellbeing days
- ✓ Healthy eating workshops
- ✓ Guidance on developing policies for Smokefree, Alcohol, Stress and Wellbeing

*businesses are allocated an allowance of fully subsidised training when signing their pledges. Any additional spaces booked after this will be subject to a small charge to cover costs.



At MTS safety and wellbeing is at the heart of all we do. We have worked closely with the Healthy

Workplaces Programme for several years to enhance our own work to promote a happy, healthy workplace for everyone. The Medway team have supported us in many initiatives including help to stop smoking, wellbeing kiosk loan, diabetes prevention information, Mental Health First Aid training and even locally grown fresh fruit delivered to our offices. Our workforce is enjoying a more active and fun work environment, greater personal awareness of wellbeing awareness and improved work/life balance. Ultimately the company benefits from improved business performance from healthier, more motivated employees.

Jackie Hall

Web & Communications Officer,
MTS Cleansing Services Limited

Training / Workplace Advocates

Through the Kent and Medway Healthy Workplaces Programme we can assist you to develop your staff's skills around health and wellbeing. This can be through a variety of training and workshops offered such as Mental Health, Physical Activity, Healthy Eating and Making Every Contact Count Training.



Additional Programme Benefits

- We link with partner organisations to offer great rates on training for things like absence management, first aid and also for other health services in the workplace.
- Keep informed of the latest business advice and economic development grants



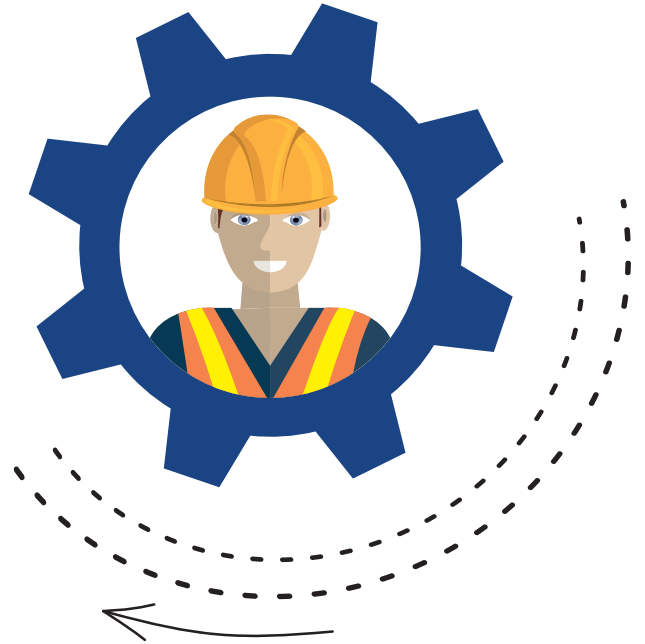
Testimonials



We initially contacted Medway Council to get some local resources to complement our nationally led wellbeing programme. After the initial meeting it became apparent that there was so much more on offer. We have received Mental Health training which has been a great benefit to the site at Grain. The local award has helped us to see what we are already doing, and give us new areas to focus on.

Stuart Clack

PEX Practitioner / Electrical Technician,
National Grid (Grain LNG)



Medway Community Healthcare has seen an increase in engagement from staff by supporting and promoting staff health and well-being within our organisation.

Although we are a healthcare organisation providing NHS services to our community, we sometimes forget to think about looking after ourselves.

The healthy workplace programme has supported us by providing guidance, information and resources to help us raise awareness of the importance of the health and well-being of our staff.

They have also attended meetings and contributed to our health and well-being agenda. During our staff health and well-being day they had stands providing guidance and advice about alcohol, conducted health checks and are currently running our healthy weight programme.

Michelle, our workplace health co-ordinator has been invaluable and through our joint efforts we were delighted to be awarded Gold status this year.

Karen Hand

Head of Human Resources, Medway Community Healthcare.



Lustre are a small organisation and people don't necessarily expect us to have a focus on staff wellbeing. Taking part in the Healthy Workplaces programme has influenced how we make decisions within the business. For example we altered how we conducted staff 1-2-1s to ensure we regularly cover wellbeing, giving staff the opportunity to raise concerns and seek support if needed. Having a staff wellbeing offer has helped us in the way we manage our small team and recruit staff as we promote a healthy workplace environment.

Matt Dean

Director,
Lustre Consulting Limited



FAQ's



How much does it cost to join the programme?

It's free! Undertaking the survey, the advice guidance and support from the team are all free of charge. When you make pledges, you'll be given a tailored programme which includes some fully subsidised training. *On occasion, we may recommend training or initiatives which are not included but these are always discussed up front and are optional.

How long does it take to complete the programme or award?

From experience this can vary. The length of time to complete the programme is often dependant on how much time and capacity your team has to invest and the starting point for your organisation. Our experience however is most businesses with a moderate investment of time can achieve the bronze award in three months. Taking up to six if there are new policies to implement or refresh.

Is there a minimum number of staff we need in order to take part?

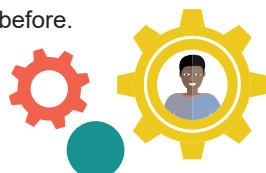
No, we recognise businesses of all sizes and make up need support to improve health and wellbeing. The smallest workplace we have supported has three staff and the biggest workplace has over 1200.

Not all of the themes apply to our workplace - can we still take part?

Yes, of course. The programme is tailored to the needs of your workplace so if a theme isn't really relevant, you don't have to complete. There are enough pledges across all themes to help you achieve the silver and gold award levels.

We are already doing a lot of things in the workplace - is the award still open to us?

Absolutely. We are happy to award you for what you are already doing as well as support you in new areas that you haven't looked at before.



We've never done any workplace health initiatives before -where do we start?

Drop us a line! We would be happy to meet with you and look over our bronze level of award. We would then help you to undertake a needs assessment for workplace health, which includes a staff survey and will give you pointers on where to focus. You can also read our 'Getting Started Guide' on our website.

We already do our own staff survey. Would we need to complete yours as well?

Not usually. So long as your survey has highlighted areas to focus on, we wouldn't insist on completing our survey as well.

We have a large number of staff who are temporary, or contractors. Are they eligible to join in with initiatives?

Yes, of course. We will treat all staff equally, regardless of the type of employment contract that they have with you.

What areas are covered by the Kent and Medway programme?

Our programme is available to all workplaces within the Medway Council Unitary Authority area and the Kent County Council area. You can check which local council your business falls within by entering your business premise postcode at:

<https://www.gov.uk/find-local-council>

We have a branch in Kent or Medway and also sites elsewhere. Can we still join the programme?

Yes. We would focus support the Kent and Medway site but advice and guidance can be applied to other sites too. We also work alongside other local councils so can signpost your other sites to the relevant local award.

As a nationwide business, we are looking for a national award. What options do you have for us?

Our award is evidence based and endorsed by Public Health England. We are happy to work with all businesses, and if you are working towards other frameworks, we can support you with local resources and services.



What Next

Contact

For a no obligation meeting to get the Workplace Health programme started in your business, contact:

- Workplacehealth@medway.gov.uk
- 01634 334307
- Visit our website:
medway.gov.uk/healthyworkplace

