

Title of paper Healthy Work Place Policies

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Purpose:

To agree 4 policies, which will support Rotherham CCG, to gain the Healthy workplace wellbeing charter.

Background:

Following a self-assessment of the 'workplace wellbeing charter' it became apparent that the CCG did not have 4 policies needed to meet the charter standards.

- Alcohol & Drugs
- Healthy eating
- Smoking
- Physical Activity

Analysis of key issues and of risks:

Following a meeting with the Workplace Health Advisers, with their support I have developed attached policies.

Human Resource Implications:

Consultation with all staff will take place in December.

Recommendations:

The Governing Body is asked to:

- Comment and approve the policies (subject to staff feedback)

ALCOHOL AND DRUGS POLICY

Introduction

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring. Alcohol and drug abuse problems can also have a detrimental effect on work performance and behaviour.

The aim of this policy is to ensure the safety of all employees, contractor and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971

Policy Provisions

1. Employees may not consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where they may still be under the influence of alcohol and drug effects which may carry over to the working hours.
2. No employee shall be in possession illegal drugs in the workplace.
3. No employee should try to report to work when unfit due to alcohol or drugs.
4. No employee shall supply others with illegal drugs in the workplace.
5. Employees who are taking prescription drugs should ensure that they are aware of any side effects and advise their manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others
6. The policy involves two approaches;
 - Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem (see help and support below)
 - Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work (see enforcement below)

General policy provisions

- This policy applies to all employees.
- All employees will be treated consistently and fairly in line with this policy and all matters concerning alcohol and drugs shall be treated as confidential.
- This policy will be communicated to all employees at induction and the policy will be made available on the Internet.
- The CCG will raise awareness of alcohol or drug issues in the workplace and will provide signposting to employees of the support that is available. This awareness raising will include providing information leaflets, information on staff notice boards and /or be included on the wellbeing pages on the intranet.
- All Managers will receive training on how to identify, deal with and provide support to staff that may have alcohol and drug issues.

Enforcement

The policy on alcohol and drugs will be strictly enforced.

Disciplinary action in accordance with the CCGs disciplinary procedures will be undertaken where breaches of the policy occur. In the case of agency workers or contractors, services may be terminated immediately upon a breach of the policy.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, they must be sent home immediately. In addition, possession of or dealing in illegal drugs on CCGs premises will, without exception, be reported to the Police.

Help and support:

Employees with an illness related to alcohol and drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.

Those who admit to having a problem with alcohol or drugs will be fully supported as follows:

- The Line Manager will help the employee to recognise the problem. This will be through in the first instance encouraging them to seek help through their own General Practitioner. Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health service, qualified diagnostic or counselling service.
- Time off may be allowed (normally unpaid) for employees to obtain treatment or attend support groups.
- Support during a period of treatment .This may include a period of sick leave or approved other leave, restricted duties or temporary transfer to other work (if this is feasible).

It is recognised the policy has limitations. If an employee fails to co-operate in referral or treatment no special assistance will be given and any failure in work performance and behaviour will be dealt with through disciplinary procedures.

Sources of External Support

Alcohol Dependence

Drinkline

Helpline: 0800 917 8282

Drinkline runs a free, confidential helpline for people who are concerned about their own drinking, or someone else's.

NHS Choices Website

<http://www.nhs.uk/conditions/Alcohol-misuse/Pages/Introduction.aspx>

National Health Service advice page.

Drinkaware

<https://www.drinkaware.co.uk/>

Drinkaware works to reduce alcohol misuse and harm in the UK.

Addaction

<http://www.addaction.org.uk/default.asp>

Addaction is the UK's leading drug and alcohol charity, helping over 40,000 people a year to recover from their addiction problems.

Al-Anon

<http://www.al-anonuk.org.uk>

Provide support to anyone whose life is, or has been, affected by someone else's drinking, regardless of whether that person is still drinking or not.

Alcoholics Anonymous Great Britain

<http://www.alcoholics-anonymous.org.uk>

AA is an organisation of men and women who share their experience with each other hoping to solve their problems and help others to recover from alcoholism.

Drug Dependence

NHS Choices Website

<http://www.nhs.uk/Livewell/drugs/Pages/Drugtreatment.aspx>

National Health Service advice page.

Addaction

<http://www.addaction.org.uk/default.asp>

Addaction is the UK's leading drug and alcohol charity, helping over 40,000 people a year to recover from their addiction problems.

Talk to Frank

<http://www.talktofrank.com/>

National drugs awareness site for young people and parents/carers.

Narcotics Anonymous

<http://ukna.org/>

Helpline for the UK: 0300 999 1212

N.A. is a non-profit fellowship of recovering addicts who meet regularly to help each other stay clean. Membership is open to anyone with a drug problem seeking help, regardless of what drug or combination of drugs have been used, and irrespective of age, sex, religion, race, creed or class. The only requirement for membership is a desire to stop using drugs.

Signed

Position

Date January 2016

Workplace Healthy Eating:
A policy for: Rotherham CCG
Effective from: January 2016
Next review date: January 2018

A healthy diet is essential for good health and contributes to improved wellbeing. The workplace is a good setting for promoting healthy eating and improving people's health.

A whole range of health problems are linked to poor diet and insufficient physical activity, including coronary heart disease, diabetes and high blood pressure. Health issues such as problems sleeping, depression and back, neck and joint pain may not be as life-threatening, but they can significantly impact productivity, mental health and quality of life.

Eating a healthier diet can really benefit employees, including preventing illness and helping them to manage their weight. Small changes to the working environment and culture can have a positive impact on health and wellbeing, and can lead to a more motivated, productive and healthier workforce.

A diet based on starchy foods such as potatoes, bread, rice and pasta; with plenty of fruit and vegetables; some protein-rich foods such as meat, fish and lentils; some milk and dairy foods; and not too much fat, salt or sugar, will give you all the nutrients you need. It's also important to reduce sugary drinks and eat the right sized portions.

Purpose:

The purpose of this policy is to demonstrate to employees that Rotherham CCG management has a commitment to the health and wellbeing of its employees and their families.

Rotherham CCG will act as a role model with a commitment to the promotion of a healthy diet in their workplace.

Scope:

This policy covers any provision of food to staff including work functions, meetings, workshops and seminars, the workplace cafeteria, snack boxes, vending machines and social functions.

Policy objectives:

To implement a healthy eating policy that supports employees to make healthier choices in a variety of ways.

Policy actions:

- To develop an organisational environment and culture where healthy eating is encouraged and where healthier choices are easier.
- Encourage employees to have a healthier diet through the use of promotional and motivational resources, e.g. encouraging employees to make healthier choices from the kitchen menu using price and placement and providing information about the food and drink on offer.
- Work with on-site caterers to trial a healthier variety wherever food and drink is offered, to make them visible and attractive and encourage employees to choose

them.

- Provide clean and user-friendly food storage and preparation areas away from work areas.
- Encourage employees to take a break to eat their meals away from their desks or work areas.
- Provide access to drinking water for employees and visitors to access.
- Where possible provide cool storage areas.
- Promote weight loss programmes for those who wish to lose weight, ensuring that they are in line with current government guidance, based on a balanced diet, encourage regular physical activity and expect people to lose around 0.5kg-1kg a week (1-2 pounds).
- Look to promote and support at least one national health eating campaign annually.
- Engage senior management in the implementation and promotion of this policy to all staff.
- Work with partners in the NHS and Local Authority to provide information, services and support for staff who want to improve their own and their families' diets.

Signposting:

Further advice and details can be found at:

Change4Life. A good source of information and free resources.

<http://www.nhs.uk/Change4Life/Pages/healthy-eating.aspx>

Information about all aspects of healthy eating.

<http://www.nhs.uk/livewell/healthy-eating/Pages/Healthyeating.aspx>

National Institute for Health and Care Excellence (2006): Recommendations for workplaces.

<http://pathways.nice.org.uk/pathways/diet#content=view-node%3Anodes-all-workplaces>

Healthier and More Sustainable Catering: A toolkit for serving food to adults (2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/347873/Adults_toolkit.pdf

Further support may also be available from the Public Health team in your Local Authority.

Monitoring and review:

In order to ensure fair and effective management of this Policy, arrangements will be put in place to review 1 year from implementation and biannual thereafter to ensure it remains relevant.

Signed:

Date: January 2016

Workplace Smoke-free Policy
A smoke-free policy for: Rotherham CCG
Effective from: January 2016
Next review date: January 2018

Policy Statement:

Rotherham CCG is committed to providing a healthy, comfortable and productive workplace for all its employees.

The health hazards related to smoking are well documented. These health hazards impact on both the smoker and the non-smoker who is exposed to second hand smoke. Therefore, Rotherham CCG will provide a smoke-free workplace for all of its employees and visitors.

For the purpose of this Policy, the term “smoking” refers to the action of putting a cigarette, cigar, pipe, or cigarette like item etc. to the mouth; whether the item contains tobacco or not. This also includes the use of e-cigarettes.

Vision:

Rotherham CCG has adopted this smoke-free policy for the following reasons:

- Under the Health Act 2006, all internal areas within workplaces are required to be smoke-free;
- To provide a healthy, smoke-free environment for all employees, volunteers and visitors;
- Rotherham CCG is in a position to affect positive change within the wider community;
- To become a smoke-free organisation by recognising that smoke-free settings reinforce consistent messages to the community about the harmful effects of smoking and exposure to second hand smoke;
- Under the Health Act 2006 Rotherham CCG has a responsibility to protect the health of its employees from hazards including tobacco smoke exposure in the workplace.

Purpose:

- To protect the health and safety of those who work at or visit Rotherham CCG;
- To comply with the Health Act 2006;
- To provide a smoke-free environment, buildings and grounds;
- To minimise the fire risk to Oak House property attributable to cigarettes/ electronic cigarettes;
- To encourage a smoke-free workforce.

Scope:

- This policy is applicable to all employees;
- The Smoke-free Environment component of this policy is applicable to all employees, visitors, contractors and all others accessing the organisation’s grounds and facilities. It applies to Oak House and the Car Park to Oak House,

Policy: Smoke-free Environment

- All of Oak House is smoke-free;
- No smoking is permitted by staff, contractors and visitors in external areas. This includes entrances to buildings and offices, boundary fences and gardens;
- Should staff wish to smoke during work time, it will only be permitted during scheduled breaks and off the premises.

Promoting a smoke-free environment:

- Rotherham CCG's Smoke-free Policy will be displayed on the notice boards in communal areas;
- Smoke-free signs are displayed at the entrance to the building and at outer entrances to Oak House managed by Property Services;
- Contractors, visitors, volunteers and others working within Oak House property will be advised of the policy and that the policy applies to them whilst on the property;
- All staff applying for positions at Rotherham CCG, temporary staff, volunteers and contractors will be informed of the Smoke-free Policy and made aware of the policy contents;
- Rotherham CCG Smoke-free Policy will be highlighted during staff inductions;
- Copies of the Smoke-free Policy will be made available upon request.

Quitting smoking:

The Company will provide information on local cessation support if members of staff indicate intent to stop smoking.

Management will actively promote smoking cessation programmes and support staff and their families to quit.

Monitoring and review:

In order to ensure fair and effective management of this Policy, arrangements will be put in place to review 1 year from implementation and biannual thereafter to ensure it remains relevant.

Further advice and details can be found at:

www.nhs.uk/smokefree

Signed:

Date: November 2015

Workplace Physical Activity Policy

A physical activity policy for: Rotherham CCG

Effective from: January 2016

Next review date: January 2018

The need for a physical activity policy:

Physical activity is essential for good health and contributes to positive wellbeing.

The workplace is an important setting in which people can increase their levels of physical activity to benefit their health and protect against illness.

Rationale:

For general health benefits, adults should achieve a total of at least 30 minutes a day of moderate intensity physical activity on at least 5 days of the week. The 30 minutes of physical activity can be achieved either by doing all the daily activity in one session, or through several shorter bouts of activity of 10 minutes or more.

The benefits of physical activity on mental health is well documented throughout current research and can help improve mental fatigue, anxiety and tension whilst also improving sleep behaviour.

Aim of the policy:

- To increase the opportunities for physical activity around the workplace.
- To create a workplace environment that encourages employees to incorporate physical activity into their daily routine.

Objectives:

1. Policy actions to raise awareness of the benefits of physical activity:

- Provide educational materials and resources on physical activity
- Provide staff training on the benefits of physical activity and risks of physical inactivity
- Provide details of local physical activity promotional events

2. Policy actions to support employees in becoming more physically active in a variety of ways:

- Encourage employees to make active choices through the use of promotional and motivational resources
- Encourage employees to walk or bike to work, or to use the stairs instead of the elevator
- Map out walking routes within the area and publicise them with times and distances
- Provide information on local sports and leisure facilities, classes and clubs
- Promote a lunchtime activity group (for example, walking, yoga)
- Provide where possible an option of corporate memberships at local fitness centres
- Promote local Bike to Work Schemes to employees
- Support employees to reduce sedentary behaviour

3. Policy actions to remove barriers and enable staff to be active in and around work:

- Provide where possible flexible working hours to allow for physical activity before, during and after work
- Provide safe storage racks for bicycles
- Provide where possible showering and/or changing facilities

Signposting:

Further advice and details of local services can be found at:

<http://www.nhs.uk/Change4Life/Pages/be-more-active.aspx>

Monitoring and review:

In order to ensure fair and effective management of this Policy, arrangements will be put in place to review 6 months from implementation and annual thereafter to ensure it remains relevant.

Signed:

Date: January 2016