

EMPLOYEE HEALTH STRATEGY 2005/2007

HEALTH STRATEGY Resourcing

* denotes previous Corporate Health Standard recommendations

TASK/ACTION	TARGETS	TIME-SCALE	CURRENT POSITION	RESPONSIBILITY
To continually work toward the Corporate Health Standard Ensuring employee health and well-being are an integral part of the day to day running of CCBC	To achieve Gold Standard	March 2006	Silver award at present	All
To identify the most appropriate occupational health software to meet the requirements of the health strategy To Introduce OH software	Order software	October 2003 June 2005	** Three quotes received Demonstrations undertaken Tender process complete, preferred supplier identified	HH
To ensure OHN and admin support are fully conversant with the computer software and its capabilities	On site training completed and staff efficient in its use	July 2005	See ** above	HH
To implement the All Wales Local Government Manual Handling Training Passport and Information Scheme and identify resources	Report to CMT Action Plan to HSE Recruit Back Care advisor Identify alternative & appropriate providers Deliver training	February 2005 July 1 st 2005 By July 2005 SS interviews 17/02/05 Complete by 01/01/07	Passport will be implemented in CCBC Working group set up Training audit in progress Pilot currently underway in refuse and cleansing.	HH MD, RG, MW, DJ, ET RH ET

To protect client health by the introduction of defibrillators into all leisure centres	Tender document	February 2005	Report to CMT Tender process complete Equipment ordered	PG
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HEALTH STRATEGY Communication and employee involvement

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TASK/ACTION	TARGETS	TIME-SCALE	CURRENT POSITION	ACTION
<p>Ensure all employees are aware of activities and events to enable them to make informed choices about physical and mental health and well being</p> <p>Ensure policies that support work life balance, or have an impact on health are communicated to all staff</p>	<p>Use of posters, Intranet, e-mail</p> <p>One Voice, Personnel matters</p>	<p>ongoing</p>		<p>DB HH RU Policy and Performance Corporate safety unit</p>
<p>Advise managers of current developments in health promotion</p>	<p>Item in each issue of personnel matters communicated to managers</p>	<p>ongoing</p>		
<p>To establish health /lifestyle page on intranet</p>	<p>Agree format and possible links</p> <p>Set up pages on intranet Establish health and lifestyle as part of HR pages</p>	<p>September</p>	<p>Principal/format agreed</p> <p>1ST Draft prepared and completed</p>	<p>Liz Vincente</p>
<p>To develop the employee health communications strategy</p> <p>Healthy Workplace group minutes</p>	<p>Strategy completed and agreed with EHWG</p> <p>Reports to corporate H&S committee, HR strategy group</p>	<p>Ongoing four times per year</p>	<p>HR strategy group 23/03/05 Corporate Safety Committee 04/04/05</p>	<p>HH/DB</p> <p>RG</p> <p>HH</p>

* Ensure Corporate Communications strategy includes Health and Safety as a standard item for each team briefing	Team briefing includes Health and Safety as a standard item	September 2003	CMT still considering corporate team briefing	HH/RM
To continue to contribute health issues to "Personnel Matters"	Every issue has a health related article	On going	Three articles written to date	HH
* To establish and maintain Health and Safety notice boards for the dissemination of clear and specific information	All establishments have H&S notice boards/areas	Dec 2005	No Progress to date. Referred to H&S Liaison meeting	Corporate Safety
* To raise the profile of the Health Strategy by linking to corporate plans/strategies and documents	Greater profile in corporate documents	On going		Health Alliance RU
To identify / analyse health issues by revitalizing Employee survey	Specific issues identified	Feb 2006	Discussions ongoing, linking health survey to employee health strategy	HH/ DB
To continue to service Healthy workplaces group Regular meetings	Develop diary of events Post Diary on Intranet	ongoing	Meetings scheduled for 2005 Dates circulated	HH/ DB

HEALTH STRATEGY Awareness raising / health initiatives

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TASK/ACTION	TARGETS	TIME-SCALE	PROGRESS	ACTION
<p>To work in partnership with Smoking Cessation Service to support staff wishing to give up smoking and improve opportunities for them to attend smoking cessation classes.</p> <p>To become a NO Smoking Council</p>	<p>Regular cessation classes</p> <p>No Smoking policy implemented</p>	<p>Jan 2005</p>	<p>Policy Circulated and adopted by council January 2006</p> <p>Employees informed in March Payslips</p>	<p>HH</p>
<p>To actively participate in raising awareness by supporting National No Smoking day on an annual basis</p>	<p>Initiatives in place for No Smoking Day</p>	<p>March 2005</p>	<p>Completed</p>	<p>HA co-ordinator/ HH</p>
<p>* To continue to provide staff support through the Stress line and through appropriate training at all levels</p>	<p>All staff appropriately trained Senior managers priority</p>	<p>By end of March 2006</p>	<p>CMT agreed to include stress training for managers as part of senior management development programme</p>	<p>All managers and supervisors, individuals and HH</p>
<p>Nutrition Strategy</p>				<p>Sally Franks</p>

To manage the risks to employees' health	Stress awareness courses Risk management courses Appropriate information, instruction and training	ongoing ongoing	Managers courses commissioned	HH Corporate Safety Unit
Ensure links exist to Corporate H&S strategy	Risk assessments to be completed and safe systems of work initiated			Corporate Safety Unit
Ensure appropriate health screening is indentified for : HAVS Night working Latex Hearing Lone working Respiratory sensitizers	Screening programme in place Questionnaires distributed and returned	ongoing	In progress Completed 1st year Complete in Education Out for tender	
Ensure health protecting policies are in place: Manual Handling Mobile Phones Asbestos HAVS Noise Lone working Latex	Amend policy Policies adopted	ongoing	In place Amended In place	Corporate Safety Occupational Health Policy and Performance

<p>To actively promote male and female health</p> <p>Specific events: Healthy Hearts and Valentines</p>	<p>Topics identified in the health communication strategy</p> <p>Involvement of LHB/external agencies</p>	<p>Feb 14th 2005</p>	<p>To be identified</p>	<p>HH</p> <p>HH, RU, Ed/Leisure; LHB</p>
<p>National Depression Week -site based events</p>	<p>Poster campaign Stress line involvement Alternative therapies Laughter therapy</p>	<p>April 18-24th 2005</p>	<p>In planning stage</p>	<p>HH RU</p>

HEALTH STRATEGY Awareness raising / Health initiatives

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TASK/ACTION	TARGETS	TIME-SCALE	PROGRESS	ACTION
To investigate the usefulness and availability of alternative therapies Establish potential area for delivery of service	Potential therapies identified	ongoing	Costs identified Alternative therapies included in health events.	HH RU
* Encourage employees to increase their exercise Leisure centre links	Initiatives identified Employees informed Reduced rates at leisure centres	ongoing	 Completed	P Gomer
Introduction of Guided Walks from main locations Train walk leaders	Two leaders trained for each site	April 2005	Time off to train leaders agreed by HR strategy Group	D Pemberthy D Beecham R U
Introduction of Defibrillators into Health Centres	Tender for provision and training	March 2006	Report to CMT Defibs ordered	PG/ DJ/HH
Develop the fitness for work framework - HAVS -Night workers -Lone workers -Skin	Produce document Develop appropriate screening questionnaires	Complete by 2005	Process complete Night worker Skin Surveillance in Education Ad hoc lifestyle screening from health events	HH

Actively promote workplace health awareness and the need for regular health checks in respect of specific health topics	Identify specific employee groups at risk Provide appropriate screening, pre-employment and for existing employees	End March 2005	Preferred supplier of software identified	Health and Safety officers HH Risk manager Occupational health providers
To advise appropriate staff of the risks from blood borne virus such as Hepatitis B and HIV and to implement the immunisation policy	Employee awareness raised Update immunisation policy	July 2006	Policy review in progress	Occupational Health Directorate safety officers
Develop and introduce a lifestyle screening programme Prioritised by need	Programme developed Initially the over 50 age group, M & F	2005 – 20057	Specific software identified Programme dependant on purchase	HH

HEALTH STRATEGY Policy /Procedure development

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TASK/ACTION	TARGETS	TIME-SCALE	PROGRESS	ACTION
* Develop training matrix for use across the service areas – identify at induction	Matrix developed & disseminated	Dec 2005	Review of induction underway	Corporate Safety unit Katrina Evans
Review the immunisation policy and develop to include procedures for the immunisation of employees at risk Revise and implement new policy, to include emergency procedures	Review immunisation policy	July 2006	Current immunisation guidelines received	HH Policy Unit
* Review the current Health and Health and Safety policies, ensuring that directorate policies and procedures reflect corporate policy Ensure consultation process in place	Areas Identified Review agreed and priorities set	April 2005	Lone working Asbestos Mobile phone reviews in progress	Corporate Safety Unit
Review stress policy and develop stress risk assessment framework. Inform, advise and train managers in the use of assessment tool Develop stress strategy	Form developed Managers trained Strategy agreed	November 2003 End March 2005	Software identified Developing CCBC specific forms	HH RG ET LW

Co-ordination of employee health records, and health screening records	Data collection system set up. Link to OH and screening services provider established	March 2004 July 2005	Manual system set up Development work next stage	HH HH/IT department
Implement Occupational Health Policy	Policy developed and consulted on	July 2005	Service levels met OH working to policy and included as part of provision	HH MC

HEALTH STRATEGY Monitoring and evaluation

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TASK/ACTION	TARGETS	TIME-SCALE	PROGRESS	ACTION
To monitor progress and effectiveness of the Health Strategy	Agree strategy Receive quarterly report	ongoing	Integral to terms of reference of the group members Reports produced	ALL
* To monitor and evaluate current risk assessments As part of H&S audit	Review completed Central register set up	ongoing	Review completed	Corporate Safety
To monitor progress and uptake of Stress line To receive data from Stress line at 1/4ly review	Statistics produced very 3 months	ongoing	Reports received	MG HH
To monitor referrals to occupational Health Including OH1 management referral Pre-employment data	Monthly statistics produced	ongoing	Reports sent and used to maintain service levels	MC HH
To undertake a review of the current Occupational Health provision	Questionnaire to customers Meet with directorate personnel managers	July 2005 4 per year	Questionnaire developed 1 st meeting taken place Regular meetings scheduled	HH/RG

* Review the current provision of eating and drinking facilities in each area	Include as part of H&S audit For all sites to have been reviewed	Ongoing Dec 2005	Main establishments audited Directorate H&S officers considering as part of standard audit	SF Directorate H&S officers Adrian Crabb
Implement first aid regulations *To undertake an audit of the current sites and contents of First Aid boxes	Regulations implemented	Dec 2005	YF complete	Corporate Safety Unit Directorate H&S officers
To Maintain records of numbers attending health events to evaluate the success Including the number of referrals on to primary health care	Report to healthy workplace group after each event	ongoing	Complete for all events to date	HH MC RU
* To review the use and effectiveness of One Voice Team briefing	Review 6 months after introduction	Included in 2005/6	Awaiting feedback	Rosemary Mathews