

**LANGSIDE COLLEGE**

*'Learn for life'*

**HEALTH STRATEGY**

*August 2008 to July 2011*

# LANGSIDE COLLEGE GLASGOW

*'Learn for Life'*

## HEALTH STRATEGY (as at AUG 08)

### 1. Introduction

Langside College Glasgow set up a Health Promotions Working Group on 24 March 1989 in order to examine and improve the health of its workforce and to enter the Scotland's Health at Work Awards Scheme. Since then this group have evolved and arranged annual health promotion days, staff activity days and raised the awareness of staff towards a range of health issues, such as cancers, stress and drug misuse. Policies were created and put into practice on Drugs, Smoking, Alcohol, Stress, and Healthy Eating.

We have been convinced that a healthy workforce is of great benefit to the organisation and to the people themselves. The Senior Management of the college are committed to supporting a healthy workforce and particularly through the staff development allowance for staff, all staff are encouraged to participate in health events.

Staff are regularly consulted on health at work matters including a stress at work questionnaire and all staff have the opportunity to participate in activity based events at the end of term and during the staff development week.

A strategy was developed through consultation with all staff, following closely the strategy for 2003-2006, where the results of the Staff Health Needs Assessments were taken into account. The Group sought the views of staff once again in December 2007 through an on-line Staff Health Needs Assessment, again, the results of that exercise have been used to inform this Strategy.

The college gained the Gold Award in November 2006 and had a successful re-assessment completed in November 2007. The aim is to achieve the Healthy Working Lives Gold Award in November 2009. The old Health Promotions Working Group adopted its new title of Healthy Working Lives Group and work on evolving to the new award criteria started in August 2008.

### 2. Mission Statement

The College has 'Learn for Life' as its mission statement and part of that involves enabling staff to learn about, and put into practice, a healthy lifestyle both within and outside the College environment.

The College Principal and the management team fully support the working group, both financially and by allowing staff the time to participate in its activities. The Principal is responsible for the health, safety and welfare of all employees and is assisted by the Depute Principal, Assistant Principals, Faculty/Section/Unit Heads & the Health & Safety Officer.

The College is committed to the promotion and creation of a healthy workforce, working in a clean, safe and healthy environment. Where reasonable changes to arrangements can be made to enhance health and welfare, the College is committed to ensuring these changes are carried out.

### 3. Aims

The aim of our strategy is to strive to improve the health and well-being of all College staff and to provide a healthy working environment. In addition, we aim to educate staff in how to look after their health, and therefore assist in keeping absence levels to a minimum.

To achieve this goal the College, through the Work Positive programme, will continue to risk assess stress with the involvement of staff and with these results will continue to address how stress in the workplace can be further reduced.

### 4. Objectives

Health Needs Assessments were carried out in February 1999, 2002, 2005 and again in December 2007. The Assessments identified areas where staff felt the College could promote health issues, staff indicated a wish to have regular health and lifestyle assessments.

Health & Lifestyle assessments were first carried out during 2003 and the college is committed to their continuance.

The stress policy was reviewed in the light of the findings of the Work Positive Programme, a risk assessment tool, which was introduced in March / April 2004 and a questionnaire completed in September 2006.

We will continue to:-

- Provide health information to staff on a regular basis (at least quarterly),
- Regularly repeat the needs assessment (at least every 3 years) and incorporate the findings into the reviewed Health Strategy and Action Plan,
- Review the College health and safety planning and training annually,
- Review Drugs, Alcohol Abuse, Healthy Eating, Stress at Work, Smoking and Physical Exercise policies, in line with the College overall policy review, scheduled for February to June 2009,

- Review attendance management procedures and monitor staff attendance statistics,
- Monitor accident recording and reporting,
- Continue to offer lifestyle and health checks on demand,
- Participate in initiatives which promote employability as identified in the Health Needs Assessment, these are detailed later in this section,
- Ensure the College has in place a statement that reflects its commitment to protect the environment which includes raising staff awareness of the environment and how they can reduce their impact on the environment,
- Organise two interactive health events a year to raise awareness of health issues,
- Identify other organisations to share good practice with and benchmark the Colleges Healthy Working Lives performance against.

The Health Needs Assessment indicated staff awareness in a number of areas could be improved, the College will therefore continue to, or commence activities which promote health in each of the following areas:-

- Mental health in the workplace,
- Alcohol awareness,
- Smoking awareness,
- Drugs/ substance misuse,
- Stress in the workplace,
- Lone Working,
- Carer's leave,
- Physical activity,
- Healthy Eating,
- Breastfeeding in the workplace,
- Dental/ oral health,
- Attendance management,
- Return to work,
- Dignity at work,
- Blood borne viruses,
- Health and Safety responsibilities.

Monitoring & Evaluation objectives:-

- Interactive events/staff development questionnaire,
- Review of policies and the work of the Healthy Working Lives Group,
- Conduct health needs assessments,
- Lifestyle checks/evaluation forms,
- Participation in local or national health campaign/feedback questionnaire,
- Promotion of health in key areas/evaluation sheet,
- Monitoring of staff absenteeism and staff turnover.

Information from feedback/questionnaires has driven our planning process for future events to underpin our strategy which is to improve the health and well-being of all college staff.

## 5. How the Strategy Will be Implemented

The Healthy Working Lives Group, chaired by the Health & Safety Officer, will be responsible for the implementation of the strategy. The activities of the Healthy Working Lives are governed by the Terms of Reference which are reviewed and approved by the Health and Safety Management Group.

Membership of the Healthy Working Lives Group will be open to all staff and volunteers from across the College will be welcomed to the Group. The Group will meet regularly, but at least 6 times a year.

## 6. Monitoring and Evaluation

Records will be kept showing what health information materials were issued to staff and the attendance at the interactive events.

Absenteeism and Staff Turnover will be monitored by the H.R. Section as a means of gauging the health & morale of all the staff.

The Health and Safety Officer will receive and record accident reports for the College and the Healthy Working Lives Group will monitor accident statistics.

The result of the three-yearly needs assessment will be used to evaluate the effectiveness of the previous efforts to meet prior needs.

The interactive health initiative will be subject to monitoring and evaluation to measure its effectiveness.

## 7. Resources

Leaflet and Posters are available from Greater Glasgow N.H.S. Board, Health Promotion Stores and they will provide information on such topics as Smoking, Alcohol, and Drugs etc. Strathclyde Police have provided talks to staff on drug abuse and they will be invited to return at regular intervals.

The college has many skilled staff in a range of physical activities and they provide facilities and instruction to staff upon request (e.g. Staff make use of the gym & pool before and after classes & at lunchtime).

The company which provides our refectory services have made great strides in providing and promoting healthy eating. They will be asked to continue providing this work.

College dental staff will provide promotion materials and their time to encourage dental/oral health.

The Occupational Health Service will provide clinics for staff on a range of health issues.

Part of the college health & safety budget is available to finance the activities arranged by the group and the Principal has agreed to allow staff the time off to participate.

## 8. **Action Plan**

Annual Action Plans are to be drawn-up at a group meeting at the start of each Academic year. The activities and promotions to be run each year will be included in the Action Plan.