

# Wakefield Workplace Wellbeing TOOL KIT



A healthy workforce  
is an essential  
part of running  
a productive  
business.

## Information pack



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# A healthy workforce means a healthy business

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## Here's how to make it happen...

The evidence is clear, a healthy workforce is a more productive workforce. Taking small steps to improve the health and wellbeing of your employees makes good business sense.

The Wakefield Workplace Health and Wellbeing Charter has been developed to set out our vision for the creation of healthy and productive workplaces throughout the Wakefield District.

This information pack aims to give you ideas and resources around the small changes your business can make that will have a positive impact on your employees health, wellbeing and productivity.

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## Why is Workplace Health important?

Working age adults spend approximately 8 to 10 hours a day at work, this means there is a large proportion of each working day where the workplace can either positively or negatively influence employee health and wellbeing.

Poor workplace health and wellbeing has been shown to have a significant impact on the profitability of individual businesses and the wider local and national economy.

The annual economic costs of sickness absence and worklessness associated with working age ill-health are estimated to be over £100 billion. This is greater than the current annual budget for the NHS and equivalent to the entire GDP of Portugal.

Sickness absence caused by stress, anxiety or depression have increased from 11.8 million days in 2010 to 15.2 million days in 2013.

Mental ill-health costs the UK economy an estimated £70 billion a year or 4.5 per cent of GDP.

Levels of obesity are increasing dramatically and, if current trends continue, around 90% of men and 80% of women will be overweight or obese by 2050.



## WHAT IS THE SCHEME AND WHO IS IT FOR?

The Wakefield Workplace Health and Wellbeing Charter Mark Scheme has been developed to give recognition to workplaces that can demonstrate they are working to develop a sustainable culture of health and wellbeing. Our aim is to use the work environment to help people maintain or improve their health. It is not a “one size fits all” approach as each business has its own different needs.

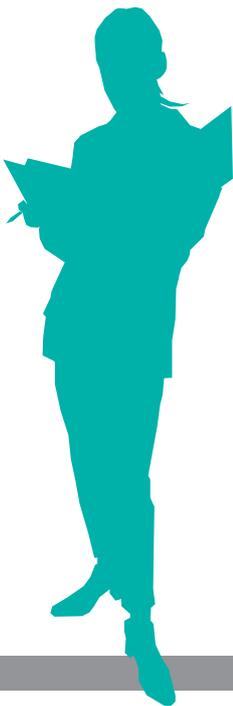
The Wakefield Workplace Wellbeing Charter Mark can be awarded to all public, private and third sector employers based in the Wakefield District.

The Application form for the Wakefield Wellbeing Charter is available online at [www.wakefield.gov.uk/workplacehealth](http://www.wakefield.gov.uk/workplacehealth).

## WHAT'S IN IT FOR YOU?

It is no secret that looking after your staff is good business, research has shown that poor health and wellbeing at work can have direct and indirect costs to a business. Healthy staff bring benefits to a business. People work well and are more motivated when they feel that they are valued and being looked after. Benefits of promoting Workplace Health & Wellbeing include:

- **Improved productivity**  
Happy staff can do their work with more ease and appreciate the changes you make.
- **Retention of employees**  
Avoid the costs of having to replace staff and pay for temporary staff to cover.
- **Enhanced reputation**  
By participating in the Charter you demonstrate that you set higher standards for staff health and well-being and sends a strong message to your employees.
- **Improved teamwork**  
Involving your staff in creating a healthy workplace allows employees to take ownership and work in collaboration.
- **Improved employee morale**  
Healthy staff take less sick days and are your most valuable asset so it makes sense to look after them.
- **Reduced employee absenteeism**  
Save money on the direct costs of absence such as overtime, temporary staff and loss of output.
- **Reduced rates of illness and injuries**  
There are millions of days lost due to work related illness and injury.

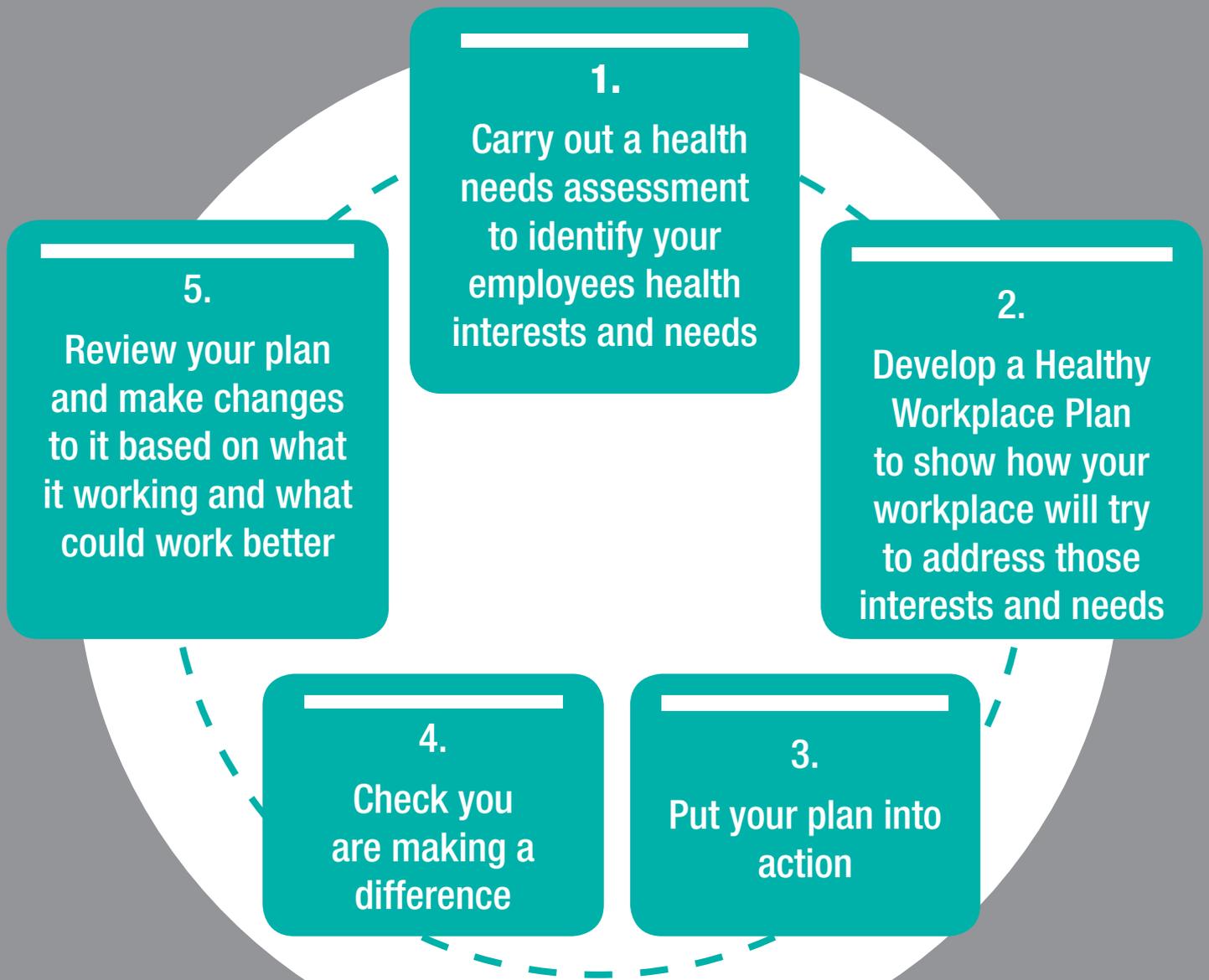


### WE CAN OFFER SUPPORT WITH:

Workplace health initiatives  
Developing a healthy workplace culture  
Enabling staff to be more physically active  
Staff who want to stop smoking  
Promoting healthy eating  
Alcohol awareness  
Looking after the mental health of your staff



# Five steps to creating a healthy workplace



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## 1. Carry out a Health Needs Assessment

To ensure any workplace health promotion activity you carry out makes a real difference it is important that it tries to address the health needs of your employees.

It is therefore important that you look to identify the health wants and needs of your employees before starting any workplace health activities. One of the best ways to do this is by carrying out a health needs assessment, which usually takes the form of some kind of staff survey, focus group or a mixture of the two.

The Councils Workplace Health Coordinator can provide you with help to carry out a health needs assessment that suits your business, this may be through a questionnaire or focus group.

You can repeat your health needs assessment on an annual basis so helping you to demonstrate any differences your project has made.

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## 2. Develop a plan

Workplace health activities are generally more effective if they form part of a structured plan. Your plan should:

- Focus on addressing your employees health wants and needs as identified in your health needs assessment
- Involve a wide range of people from all parts of the organisation in its development
- Recognise that improving workplace health is an ongoing process
- Be realistic about what can be achieved

By signing up to the Wakefield Workplace Wellbeing Charter you can access support to develop a workplace health action plan from the Councils Workplace Health Coordinator along with access to a range other resources including websites, toolkits, learning opportunities and events.



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### 3. Put your plan into action

Once you have identified your employees health wants and needs and developed a plan the next step is to put your plan into action.

The Councils Workplace Health Coordinator can offer advice and information around the best way to turn your plan into action. They can also link employers who have signed up to the Workplace Wellbeing Charter to a range of trusted partner organisations who can help you deliver health promotion activities such as stop smoking sessions, exercise classes, relaxation activities and healthy eating events.

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### 4. Check you are making a difference

It is important to evaluate your activities for future reference. This can be done using:

- Sickness absence figures
- Staff productivity
- Staff morale
- Employee feedback
- Feedback from any organisations that have been involved.
- Records of attendance at events
- Records of uptake of materials
- Staff turnover

Knowing what is not working is just as valuable as knowing what is working well when assessing how effective your activities have been.

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### 5. Review your plan

It is important to review you plan on a regular basis (at least once a year) and make changes based on what activities have worked well and what activities could have gone better.

The Councils Workplace Health Coordinator can offer advice and support to help you review your plan.





# JOIN US!

For more information on creating a healthy and productive workplace, contact the Wakefield Council Workplace Health Coordinator at

[workplacehealth@wakefield.gov.uk](mailto:workplacehealth@wakefield.gov.uk) or visit [www.wakefield.gov.uk/workplacehealth](http://www.wakefield.gov.uk/workplacehealth)

