Staff health and wellbeing guide
Message from Stuart Bell, chief executive

As a trust, we are committed to being one of the best places to work and recognise the importance of staff wellbeing. Our staff demonstrate outstanding commitment and dedication every day for the benefit of our patients.

Being caring, safe and excellent requires energy, knowledge and skills, channelled through outstanding teamwork. However, we know that to be truly outstanding we need to look after our wellbeing, we need to be fit and healthy and we need to be supported in our work.

Over the past year, the work of our dedicated Staff Health and Wellbeing Action Group has had a very positive impact on staff health and wellbeing - both physically and mentally. I have been impressed with the achievements of the group and look forward to supporting future initiatives.

Mike McEnaney is the chair of the Staff Health and Wellbeing Action Group (HWAG). Hannah Musson leads on the work of the group.

Mike McEnaney, director of finance and responsible for HR

Hannah Musson, staff health and wellbeing co-ordinator

Hannah.Musson@oxfordhealth.nhs.uk

07879 648 279
What our wellbeing wheel stands for

We want our staff to enjoy their roles and feel valued and supported to achieve their full potential in a positive working environment.

Eating a healthy balanced diet can make a real difference to physical and mental health, so we aim to provide healthy alternatives in our canteens and vending machines.

Being active is great for your physical health and fitness. But evidence shows that it can also improve your mental wellbeing.

It is important to remember that wellbeing is subjective and everyone’s wellbeing is made up of different factors, depending on what they prioritise in life.

We are always looking for innovative models for embedding staff wellbeing in to the workplace.

We understand the importance of a healthy lifestyle and a good work-life balance, and recognise the positive impact that this can have on both our staff and patients.
What does good wellbeing mean to you? Here is what our staff have said:

“It's about being healthy, both physically and mentally, and happy. It's about knowing that you have people around you who care about you and will give you support if you need it.”

“Wellbeing to me means a combination of mental and physical health being in balance. It means keeping yourself healthy, happy and in touch with your body and your mind. I believe this can be anything from exercise, to mindfulness, to nutrition and mental stimulation. I think rest and relaxation are also very important factors in wellbeing.”

“Lots of factors influence someone's wellbeing and these can vary from person-to-person and vary over time. The workplace can have a big influence on an employee's wellbeing and has a duty to ensure the wellbeing of its staff.”
Five ways to wellbeing

Wellbeing has two main aspects: **feeling good and functioning well.** Research shows that there are five themed areas or ways to wellbeing where positive actions will contribute to and boost feelings of wellbeing.

**Connect:**

Connect with a colleague, share how you are doing, talk instead of emailing.

**Learn:**

Learn something new. Take a class, attend a course, shadow a colleague, share your learning with someone else.

**Give:**

Give thanks and say well done to a colleague, celebrate team success and focus on the positives.

**Be active:**

Take the stairs not the lift, cycle to work or to meetings, take a 15 minute health walk at lunchtime, ‘walk and talk’ instead of taking up a meeting room.

**Take notice:**

Take notice of your surroundings - clear the clutter and brighten up your workspace.
Staff Health and Wellbeing Action Group

The group actively promote and create opportunities for wellness - considering the social, physical, emotional and psychological needs of staff.

The group embeds a culture of support where staff feel valued, can perform to the best of their abilities, and view Oxford Health NHS FT as an enjoyable place to work.

The group has a broad representation of staff from across the organisation who share a common goal to actively support staff health and wellbeing and who are prepared to contribute their ideas and time to support ways in which to embed staff wellbeing within the organisation culture at OHFT.

A core function of the group is to empower staff to raise concerns and take action to improve health and wellbeing for themselves, their colleagues and within the trust.

The group meets every two months across the trust and has representatives from all directorates, union representatives and also wellbeing champions (for more information on wellbeing champions see page 8).

If you would like to be involved with the group or have any suggestions about how the trust can help support health and wellbeing at work, then please get in touch at wellbeing@oxfordhealth.nhs.uk. Even if you can’t come to regular meetings, there are other ways to get involved.
Looking forward: Our priorities for 2015/16

**Good wellbeing does not mean that you never experience feelings or situations that you find difficult. But it does mean that you feel you have the resilience to cope when times are tougher than usual.**

Over the next 12 months we are focusing our energies on three main priorities which bring together the following areas of wellbeing: physical, emotional and psychological and organisational.

The nature and range of provisions that we offer have been tailored to meet the needs of our staff, by incorporating the findings of the 2014 survey, which ensures that we are addressing the key areas that staff feel most strongly about.

### Physical wellbeing
- Walking
- Classes / groups
- Cycling
- Healthy eating
- Flu vaccinations

### Emotional and psychological wellbeing
- Mindfulness
- Support following critical incidents
- Schwartz centres
- Mediation

### Organisational wellbeing
- Wellbeing champions
- Measurements of staff health and wellbeing
- Trust initiatives
- Staff NHS Health checks
- National and regional initiatives

You can find the full action plan on the G-drive in the Oxfordshire section in the folder entitled *Staff Health and Wellbeing*. 
Wellbeing champions - how to get involved

The role of a wellbeing champion is to utilise opportunities to make people aware of the work of the Health and Wellbeing Action Group (HWAG) that is going on across the trust.

We know that staff are already pushed to the limits in terms of work capacity and are therefore mindful of adding to staff’s day-to-day roles. The role of a champion would involve:

- managing or participating in local events, groups and activities.
- engaging with your own teams and colleagues to make them aware of any updates, activities or initiatives.
- gathering feedback from others to see what is working well and what is working less well.
- ensuring local wellbeing noticeboards provide up-to-date information.
- being aware of existing workplace initiatives and policies (for example the pedometer challenge).

If you’re interested in becoming a wellbeing champion and making a difference to the health and wellbeing of staff at our trust, then please get in touch with Hannah Musson, staff health and wellbeing co-ordinator on Hannah.Musson@oxfordhealth.nhs.uk.

“OHFT is the best place I have worked in terms of staff wellbeing and is one of the biggest reasons I would recommend it as a place to work. I have noticed a huge growth in wellbeing activities since starting work here and have been impressed by the different initiatives and enthusiasm, and would like to help to continue to make that a success. I have benefited from them and would like to help to ensure more staff can benefit from the great ideas out there. I also find it a really interesting topic and feel being a champion would teach me some new skills and knowledge.”
NHS National Staff Survey

What is it?

This national survey is a great tool for us to listen to you and translate your views into tangible improvements to work environments and to review and improve your experience. This is vital because we know that better staff experience can mean better care for our service users and patients.

We use our NHS Staff Survey results in conjunction with data from the Staff Friends and Family Test, to provide us with continuous and real-time data on staff views.

All information is completely confidential and staff members are not identifiable.

What does it involve?

The survey collects the experiences and opinions of NHS staff on a range of matters such as job satisfaction, wellbeing and raising concerns.

How long does it take to complete?

The survey normally takes about ten minutes to complete and staff can use time during their working hours to complete this survey.

How often will I be asked to complete it?

The NHS Staff Survey runs annually and you will be contacted around September/October to complete your survey.
The trust was named as the most active workplace in Oxfordshire in November 2014, as part of the Oxfordshire Sports Awards 2014 the awards were supported by BBC Oxford and Oxford Mail. The award was in recognition of innovation to improve the health and wellbeing of employees, particularly through increased physical activity.

1646 members completed the 2014 survey, which is the largest number of staff we have ever had providing feedback to the trust in a survey of this type. For 2014 our staff engagement score was above average when compared to other similar trusts (average was 3.72).

The trust applied for and won bids through Oxfordshire County Council to install 22 hire bikes and 4 docks across its 3 largest Oxford sites (Warneford, Chancellor Court and Littlemore). The scheme supports staff to make healthier choices when traveling between sites.

OxonBike scheme

64 teams took part in the September Pedometer Challenge. In total members of staff walked 54.8 million steps.

Our successes...
NHS Health Checks

In partnership with Buckinghamshire County Council, we were offered 48 slots for members of our staff to have an NHS Health Check at their workplace.

100% of staff found their check useful

100% of staff felt comfortable having their check in an office environment

80% of attendees will be changing aspects of their lifestyles following on from their results, to include:

- Trying to quit smoking
- Keeping an eye on salt intake
- Aiming to reduce BMI (body mass index)

100% of staff were more interested in their health and wellbeing as a result of their check.

62% of staff received their flu vaccinations during the 2014/15 flu campaign

416 members of staff took advantage of the free London Welsh rugby tickets at the Kassam Stadium.

Two table tennis tables were secured during the summer via Ping!

Our trust went smoke-free across all its main sites on 2 March 2015. Smoking is not allowed in any of the trust’s buildings or within any of its grounds.
Staff Friends and Family Test (SFFT)

What is it?
The SFFT was introduced on 1 April 2014 for all trusts providing acute, community, ambulance and mental health services.
The aims, as announced by the prime minister, are to encourage improvements in service delivery and to increase transparency by enabling patients and the public to readily access and compare scores for different providers and services.

What does it involve?
The test asks two questions:

‘How likely are you to recommend this organisation to friends and family if they needed care or treatment?’ and

‘How likely are you to recommend this organisation to friends and family as a place to work?’

Staff select a response (from extremely likely to extremely unlikely), and also have the opportunity to comment and give more detail surrounding their choices.

How long does it take to complete?
The survey will only take a couple of minutes to complete and staff can use time during their working hours to complete this survey.

How often will I be asked to complete it?
The test runs every quarter, except quarter three where it is replaced by the NHS Staff Survey.
You said we did: Results from NHS annual staff survey 2014

These actions follow feedback from the annual staff survey 2014

You felt that your managers needed to take more of an interest in your health and wellbeing.

One of the priorities of the wellbeing group for 2015/16 is to look at different ways of increasing engagement from managers and to review the ways in which we communicate with our staff about the work of the group.

25% of you had reported experiencing harassment, bullying or abuse at work from colleagues in the last 12 months.

This is a particularly concerning figure, as this is something that we do not tolerate and have clear procedures in place to allow staff to raise concerns. We are looking into running bullying and harassment workshops across the trust which will be available to all staff. These workshops aim to enhance interpersonal relationships between colleagues by improving our understanding of bullying and harassment and will include how to deal with harassment, the different types of bullying and harassment and promoting positive attitudes and behaviours.

55% of you would recommend the trust as a place to work.

Our aim is for all our staff to recommend the trust as a place to work. The wellbeing group’s action plan for 2015/16 covers a wide variety of initiatives and actions to ensure that all our staff will benefit from the work of the group and help to support your health and wellbeing. A copy of the action plan can be found on the G-drive, within the new ‘staff health and wellbeing’ folder.
# Health and wellbeing calendar 2015/16

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
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<tbody>
<tr>
<td>7 April: World health day</td>
<td>May is national walking month and the trust’s pedometer challenge.</td>
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<tr>
<td>20–26 April: Depression awareness week</td>
<td>11-17 May: Mental health awareness week</td>
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#StandUpAgainstDepression

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<thead>
<tr>
<th>June</th>
<th>July</th>
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<tr>
<td>8-14: National carer’s week</td>
<td>Want to make healthier life choices? Visit the change for life website</td>
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<tr>
<td>15-21: Men’s health week</td>
<td><a href="http://www.change4life.co.uk">www.change4life.co.uk</a></td>
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<tr>
<td>18 June-18 July: National smile month</td>
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<tr>
<th>August</th>
<th>September</th>
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<tr>
<td>Let’s hope it’s a sunny month.</td>
<td>3 Sept: Cycle to work day</td>
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<tr>
<td>Don’t forget the importance of looking after skin in the sunshine.</td>
<td>10 Sept: World suicide prevention day</td>
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<td>25: Macmillan coffee morning</td>
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<tr>
<th>October</th>
<th>November</th>
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<tbody>
<tr>
<td>Breast cancer awareness month</td>
<td>Movember</td>
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<tr>
<td>Stoptober - to be smoke-free</td>
<td>4 Nov: Stress awareness day</td>
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<tr>
<td>10: World mental health day</td>
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<tr>
<th>December</th>
<th>January</th>
<th>March</th>
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<tr>
<td>Have you had your flu jab yet? Be a flu fighter!</td>
<td>Dry January - a time to detox and steer clear of alcohol</td>
<td>Ovarian cancer awareness month</td>
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<tr>
<td>25 Dec: Merry Christmas</td>
<td></td>
<td>Prostate cancer awareness month</td>
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<td></td>
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<td>11 March: No smoking day</td>
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<td></td>
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<td>10-16: National salt awareness week</td>
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Occupational Health (OH) and Wellbeing Department

Occupational health and wellbeing is about the effects of health on work and work on health.

The OH service provided by the trust aims to support our employees (and employees from outside contracts), by offering impartial independent advice to both employees and managers on all matters relating to workplace health.

The aims of the service are to prevent work-related illness and injury and promote and maintain health within the workplace.

The service offers fast-track work-related physiotherapy available at all weekly clinics. It also offers work-related fast-track counselling, which includes CBT (cognitive behavioural therapy) and trauma counselling.

The Occupational Health and Wellbeing team aim to promote, deliver and maintain the highest possible level of mental, physical and social wellbeing of employees - with an emphasis being placed on the prevention of illness and where appropriate the successful management of deteriorating health.

Staff members can refer themselves to us by calling the department for a self-referral appointment on 01865 902504 or alternatively by requesting a referral by manager (RBM) via their line manager, which then needs to be emailed to the occupational health inbox – occupational.health@oxfordhealth.nhs.uk. Appropriate forms can be found on the trust intranet site under Occupational Health Department.

**Contact details:**

Occupational health, Littlemore Mental Health Centre, Sandford Road, Littlemore Oxford OX4 4XN

Email: occupational.health@oxfordhealth.nhs.uk

Tel: 01865 902504 (OH main office)

Fax: 01865 262318 (confidential fax machine)
Spiritual and Pastoral care

**Spiritual care: Caring for the whole person.**

Spirituality recognises that the journey of making sense of our experiences embraces heart, soul and spirit as well as mind and body. Searching for answers can put a person in touch with the spiritual aspects of their life. Spiritual care offers people space to explore this area and is rooted in compassion.

You do not have to follow any particular religion to access the team’s support. Spirituality is a wider subject than simply belonging to one religion or another – it has something to offer us all.

The team provides support to staff in the workplace, informally providing confidential listening or more formally offering short-term counselling for any issues that might be impacting upon staff. They also offer team support following serious untoward incidents and may be asked to facilitate staff support groups and reflective practice groups. Regular services are held at the Warneford Sanctuary (Tuesdays 2.15pm) and Whiteleaf Sanctuary (Wednesdays 3pm) and staff are welcome to attend.

**Get in touch:**
Oxfordshire, Wiltshire & BaNES area: 01865 902760
Buckinghamshire area: 01865 901723
Email: [spiritual.care@oxfordhealth.nhs.uk](mailto:spiritual.care@oxfordhealth.nhs.uk)

**Guy Harrison,** head of spiritual and pastoral care, Littlemore Mental Health Centre, L&D department Sandford Road Oxford OX4 4XN
Learning and development (L&D)

It is essential that staff have the right training and tools to do their jobs. L&D support staff health and wellbeing by encouraging and supporting staff to develop alongside our trust values in a variety of training in leadership, people management, safety and personal development.

Examples of courses that support staff wellbeing are assertiveness, personal effectiveness, MBTI (Myers Briggs Type Indicator), team development, change management and retirement. The courses use a variety of course-led learning, which is adapted to individual learning styles and online learning.

For the full range of courses offered please visit the L&D portal, which can be accessed from the intranet. New courses are also included in the weekly emails from the communications and engagement team.

Library services

The trust’s library service in Oxfordshire, Buckinghamshire and Wiltshire supports the wellbeing at work initiatives for staff of the trust.

The library team have developed a wellbeing collection: mostly books and a few CDs, covering themes such as stress and relaxation, mindfulness, work-life balance, and self-help guides for a range of problems such as insomnia, self-esteem, anxiety and depression.

Additional wellbeing resources (books, journals and webpages) are accessible via the Wellbeing Resource Guide on the library webpage: www.oxfordhealth.nhs.uk/library.

Our libraries are continually looking to extend the collection coverage and would welcome suggestions from staff as to other subjects of interest.

Contact details

Warneford : 01865 902 642, Littlemore : 01865 902 518, Whiteleaf : 01865 901 739 or email: library.enquiries@oxfordhealth.nhs.uk
Want more information?

You can find out more about everything mentioned in this booklet on the trust’s wellbeing intranet pages. These can be found via this link: http://obmhintranet.obmh.nhs.uk/TR/staffwellbeing/Pages/default.aspx

If you would like to sign up to the wellbeing newsletter, please contact Hannah Musson on Hannah.Musson@oxfordhealth.nhs.uk for your name to get added to the circulation list.

Further information and resources

<table>
<thead>
<tr>
<th>British Heart Foundation</th>
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<tr>
<td>Lots of useful information from the British Heart Foundation to support health promotion and wellbeing at work.</td>
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<tr>
<td><a href="http://www.bhf.org.uk/healthatwork">www.bhf.org.uk/healthatwork</a></td>
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<tr>
<th>Change4Life</th>
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<tr>
<td>Would you or your family like to be healthier and happier? Would you like loads of ideas, recipes and games to help you do this?</td>
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<tr>
<td><a href="http://www.nhs.uk/Change4Life">www.nhs.uk/Change4Life</a></td>
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<th>MIND</th>
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<td>Information and guidance on improving mental wellbeing in your organisation, to include the MIND guide to surviving working life.</td>
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<tr>
<td><a href="http://www.mind.org.uk/workplace/">www.mind.org.uk/workplace/</a></td>
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### NHS Choices

Up-to-date healthy living information and advice.

**[www.nhs.uk/livewell](http://www.nhs.uk/livewell)**

### NHS Employers

Information on promoting wellbeing at work, with advice and information on health and safety, stress, sickness absence and more.

**[www.nhsemployers.org/HealthyWorkplaces](http://www.nhsemployers.org/HealthyWorkplaces)**

### NHS Health at Work

Dedicated to improving the health and wellbeing of NHS staff.

**[www.nhshealthatwork.co.uk](http://www.nhshealthatwork.co.uk)**
Please contact us if you would like the information in another language or different format.

Arabic يرجى الاتصال بنا إذا كنت ترغبون في الحصول على المعلومات بلغة أخرى أو بتنسيق مختلف.

Bengali আপনি এই তথ্য অন্য ভাষায় বা আলাদা আকারে পেতে চাইলে অনুগ্রহ করে আমাদের সাথে যোগাযোগ করুন।

Urdu اگر آپ معلومات دیگر زبان یا مختلف فرمیت مین چاپتے بین تو برائے مبینہ بم سے رابطہ کریں。

Chinese 若要以其他語言或格式提供這些資訊，請與我們聯繫

Polish Aby uzyskać informacje w innym języku lub w innym formacie, skontaktuj się z name.

Portuguese Queira contactar-nos se pretender as informações noutro idioma ou num formato diferente.

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Website www.oxfordhealth.nhs.uk

COR 089.15