

Appendix One: Employee Mental Wellbeing Update

Action	Current status	Completion
Mental Wellbeing Policy and Guidance To be more encompassing than the current stress management policy	Currently being drafted to provide more support/guidance for staff and managers (Completion by Oct 2015)	Oct 15
Responding in circumstances of close relationships procedure The procedure YAS should follow when notified that a member of staff may be attending to a relative, friend or colleague	Awaiting feedback from EOC Duty Managers (Completion by Oct 2015)	Oct 15
Promotion Arrange a calendar of events using national campaigns and highlighting key mental wellbeing information\issues	Calendar of health promotion events agreed between Comms and Employee Wellbeing Time to change & Blue Light campaigns launched (Feb 14 and Aug 15) First wellbeing attachment added to Ops Update (Aug 15). To be repeated bimonthly with further mental wellbeing topics	Completed
Accessible information\ signposting to resources	Useful mental wellbeing & physical wellbeing websites/info provided for new intranet, new starter booklet, support campaigns, managers resource (Initial information sent)	Oct 15
Health Trainer initiative Roll out Health Trainer initiative (provided by South West Yorkshire Partnership Foundation Trust) to cover more areas of the organisation	The Health Trainer currently offers advice/support to staff at Unit M. Plans in place to roll out to EOC at Springhill and Wakefield Ambulance Station. The service can only cover the Wakefield area.	Nov 15
Mental Wellbeing Training Provide training packages for staff and managers	PAM providing training content Training dates for roll out to be confirmed	Oct 15
Post Incident Care Process (PIC) Re-evaluate effectiveness in terms of awareness, delivery, usage & timing	Richard Harrington (Health & Safety) currently redeveloping PIC system in Datix, to improve access, functionality and reporting	Nov 15
Mental Wellbeing open forums Informal meetings (held externally) for staff at all levels to share experiences, views, and ideas to assist in development of future mental wellbeing plans	First meeting held in South Yorkshire specifically around Post Traumatic Stress Disorder Further meetings to be arranged	Dec 15
Unconference planned for mental wellbeing Provide information, discussion and breakout sessions on MW topics	Details TBC	Nov 15
PAM Wellbeing (Psych and physio) services	Improvements made to services, to ensure speedier access to support and more robust management of cases (Improvement in KPI's expected in August figures)	Sept 15

Appendix Two: Employee Physical Wellbeing Update

Action	Current status	Completion
Promotion, Health Trainer initiative and PAM Wellbeing services	Same as above	
Promote corporate discounts for wellbeing providers	In progress. Information to be provided for new intranet	Nov 15
Drug and Alcohol Policy (and supporting DAS services provided by PAM)	Developing in consultation with PAM	Nov 15
Physical competency assessments (PCA's)	Yorkshire Air Ambulance, Ambulance Intervention Team and Special Operations and Resilience Team PCA's in place Applicant PCA pilot to take place following consultation with PAM	Completed Nov 15
Workstation assessment and redesign projects	EOC workstation changes at Wakefield and York almost complete EOC video (workstation set up and exercises) in progress Additional rising desks provided in 111 Work taking place to provide suitable alternative chairs on stations	Oct 15 Oct 15 Completed Sept 15
Non-standard equipment request procedure To facilitate the provision of non-standard equipment for staff, particularly in response to needs identified through the DSE process	Completed	Oct 15
Post Exposure management (needlesticks etc.)	Policy in place Information pads provided on vehicles to support staff following exposure	Completed
Flu campaign	15-16 campaign being rolled out (see separate paper)	

Appendix Three: Employee Wellbeing Potential Actions

Action	Current status
<p>Introduction of Buddy App Digital tool to support therapy services. Clients use text messaging to keep a daily diary of what they are doing and how they are feeling (helping to spot and reinforce positive behaviours)</p>	<p>Action to be discussed by Employee Wellbeing Group Cost £5 per user per month</p>
<p>Big White Wall Confidential online support network/community with professionally trained guides ensuring the safety and anonymity of all members</p>	<p>Action to be discussed by Employee Wellbeing Group Cost £25,000 per year for 5000 employees</p>
<p>Promote positive recruitment & job processes to encourage a proactive approach to mental wellbeing Including clearly defined job roles/role planning, positive statements about mental wellbeing in recruitment literature, induction & throughout training</p>	<p>Work to be undertaken with Training and Development to integrate into induction and training</p>
<p>Promote positive ongoing role processes to encourage a proactive approach to mental wellbeing Access to training and development, regular reviews of work/life balance and workload</p>	<p>Work to be undertaken with Training and Development to integrate into induction and training</p>
<p>Promote work/life balance through effective policies/working practices that support and promote flexibility, trust, a sense of value Review relevant policies with potential to enhance offer of home/flexible/remote working to appropriate staff groups.</p>	<p>Initial scoping exercise to be undertaken</p>
<p>In-house counsellor(s) Provision of in house counsellors to provide initial support for staff following traumatic incidents/identification of stress or other risk factors</p>	<p>Action to be discussed by Employee Wellbeing Group Requires further consideration given pros, cons & cost</p>
<p>Employee led active groups/Sports and social club Co-ordination of employee led activities for staff to access</p>	<p>Action to be discussed by Employee Wellbeing Group Requires further consideration given pros, cons & cost</p>
<p>Global Corporate Challenge An international workplace challenge, where participants in teams are given accelerometers to track their activity levels and record them via a website that provides a forum for sharing experiences, tailored and an international leader board for generating friendly competition, as well as a host of other health and wellbeing information</p>	<p>Action to be discussed by Employee Wellbeing Group Cost approximately £40 per person</p>

This list is not exhaustive. Other projects/initiatives will be considered as the work progresses