



Health and Wellbeing Plan 2019/20

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by Trust Management Group

Health and Wellbeing Plan 2019/2020

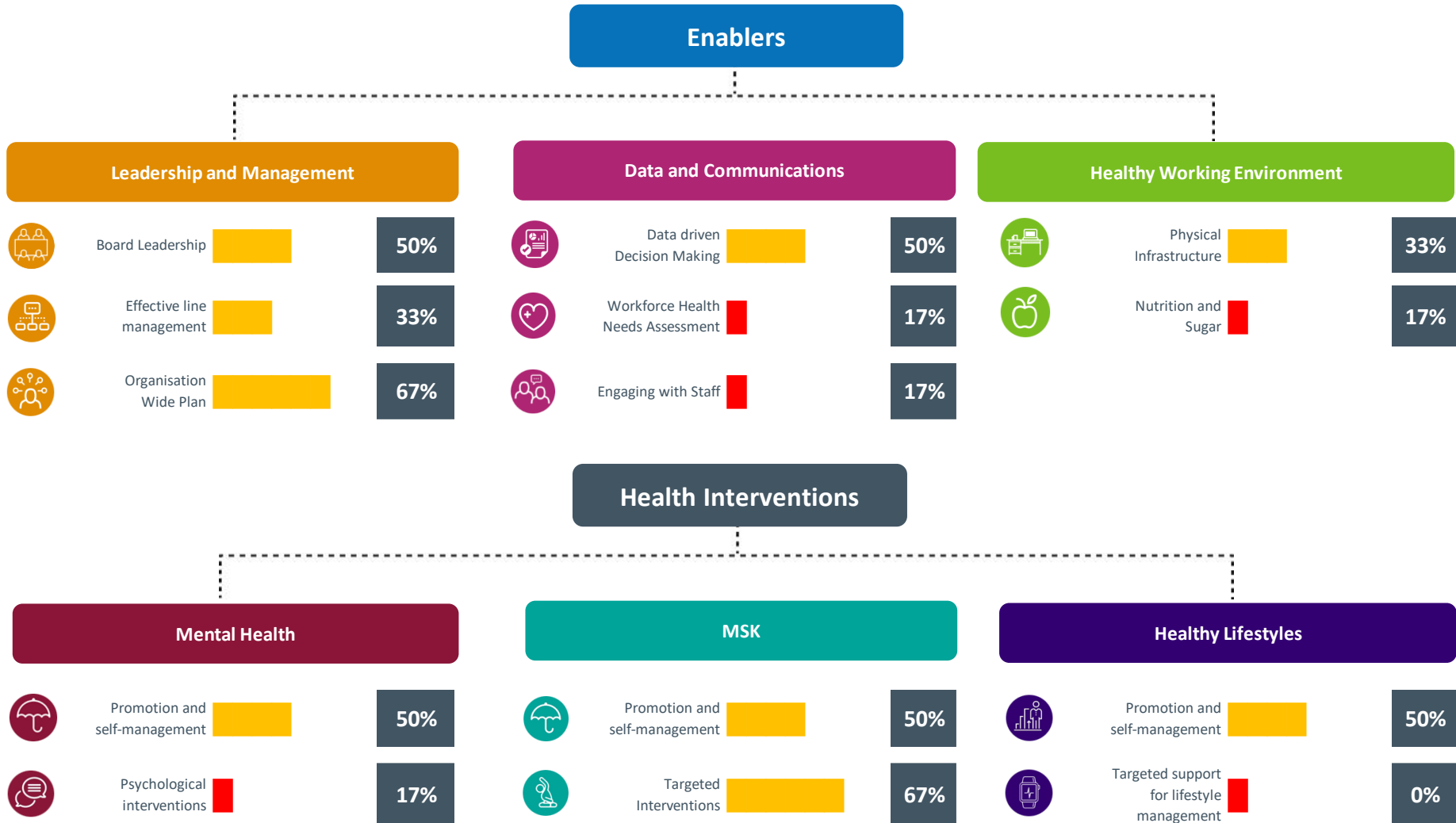
YAS 2019/20 Health and Wellbeing plan builds on much of the work undertaken in the last 12 months from the 2018/19 plan and has been developed incorporating the results from the national Health and Wellbeing Framework diagnostic tool exercise carried out in November 2018 where the health and wellbeing team were joined by a group of Trust wide represented stakeholders. The Health and Wellbeing plan should be read in conjunction with the results of the diagnostic exercise and the suggested areas for improvement. The full diagnostic exercise and results is available on request.

The plan is linked to the aims and objectives set out in the newly launched Trust People Strategy. One of the Trusts strategic aims is to create a healthy working environment enabling staff to perform at their best. The Trust aims to promote and communicate our health and wellbeing agenda to ensure all staff are fully aware of what is available to them with a special focus on continuing to raise mental health awareness and manage identified issues. The Health and Wellbeing Group, Strategic Workforce Group and Trust Management Group along with Trust Board, will ensure this plan is being delivered in line with the outcomes set out within it.

Trust wide representation at both Health and Safety Committee and the Health and Wellbeing Group enables partnership working on a number of key priority areas for employee health wellbeing and safety including violence and aggression against employees, moving patients safely and DSE assessments. The Health and Wellbeing team are also working in partnership with the Quality Improvement team in the development of the national 'Project A' work.

In addition, the Trust is working closely with PHE Yorkshire & Humber on the Public Health strategy around mental health and is working towards becoming a local signatory to the national Prevention Concordat for Better Mental Health, as set out in of the Five Year Forward View for Mental Health recommendation two, the focus is on promoting good mental health and preventing poor mental health.

This dashboard provides an overview of your current Organisation's status against the Health and Wellbeing Framework



HEALTH AND WELLBEING PLAN 2019 – 2020

Theme	Objective	Details	Performance Measures/Outputs	Timeline (to be completed by)	Lead and Partners
Leadership and Management	To ensure the Trust Board is engaged with the staff health and wellbeing agenda and is responsible for advancing it forward across the organisation	Trust Board to take accountability for staff health and wellbeing and regularly requests reporting on plans and progress Ensure clinical expertise and oversight is in place at Board level	Health and wellbeing plan (including any Health and Wellbeing indicators) is submitted to Board twice yearly. Board to identify any areas of risk on H&W being plan and take appropriate action through Workforce Directorate	August 2019	Board
	Create a structure for day-to-day support available for line managers and staff to help improve their own and others health and wellbeing	Develop a Health and Wellbeing Policy and associated processes that provides guidance and support to managers on supporting staff wellbeing. This will include: Stress management, drug and alcohol policy, fitness to work policy and Wellness Action Plans (WAPs)	Management and employee toolkit designed and rolled out	December 2019	Health and Wellbeing Team
		Include staff wellbeing in training plans for managers,	An increase in attendance at	September 2019	YAS Academy

Theme	Objective	Details	Performance Measures/Outputs	Timeline (to be completed by)	Lead and Partners
		where appropriate including how to promote the wellbeing of staff, tackle the causes of work-related mental health and support staff who are experiencing a mental health problem.	HWB related training session e.g. MHFA, absence management training		HR Team
	To ensure the Trust health and wellbeing plan is led in a multi-disciplinary way, with significant input from occupational health, HR, lead clinicians and operational management.	<p>Communicate the HWB plan across the organisation giving opportunities for staff to engage with the plan.</p> <p>Health and Wellbeing Group is represented from all sections of the Trust</p>	<p>Minutes of H&WB Group</p> <p>Internal communications plan developed and delivered.</p> <p>Ensure Health & wellbeing is a standing item on operational team agendas. HR will be in attendance to monitor this</p> <p>All sickness absence action plans have a health and wellbeing element</p>	Ongoing	Health and Wellbeing Team/Comm s Team/ HR Team
Data and Communications	Decisions related to staff health and wellbeing are informed by the effective use of	Collate information from staff survey, Occupational Health, Absence Management system and workforce monitoring data	Actions are put in place through the Health and	Ongoing	Health and Wellbeing Group

Theme	Objective	Details	Performance Measures/Outputs	Timeline (to be completed by)	Lead and Partners
	data at both an organisational and local level.	to identify hotspots for health and wellbeing and take appropriate action	Wellbeing group		HR Business Partners monitoring with Line Managers
	Evidenced based reporting to Board and relevant committees linked to H&WB delivery plan and strategic objectives	Data and feedback is collected and analysed to identify trends and hotspots, opportunities and risks Delivery of People Strategy and Health and Wellbeing Plan	Board and relevant committee minutes of meetings demonstrating progress against H&WB plan	August 2019	Workforce Directorate to Board
			Carry out a trust wide Health Needs Assessment using the Public Health England HNA tool	July 2019	Health and Wellbeing Team
	Create/develop effective way of communicating messages about health and wellbeing with staff, with the aim of changing behaviour and increasing uptake.	Create a communications and engagement plan which will ensure key messages are delivered across the workforce, particularly in relation to the HWB plan, new OH providers	HWB workshops delivered to managers and leaders across the organisation to gain support and championing of the HWB plan	December 2019	Communications Team and Health and Wellbeing Team

Theme	Objective	Details	Performance Measures/Outputs	Timeline (to be completed by)	Lead and Partners
		Develop more targeted interventions to engage with remote staff groups	Engagement events are delivered to gain feedback on HWB initiatives.	December 2019	Health/ and Wellbeing Team
Healthy Working Environment	Provide a physical and cultural environment that enables and actively promotes health and wellbeing	Carry out a review of station and base facilities in relation to staff health and wellbeing and identify areas of improvements	Review completed and a proposed plan of improvements collated from findings and communicated to the appropriate committees.	September 2019	Health and Wellbeing Group
		Ensure opportunities are available for staff to be physically active both in and out of work.	A physical activity plan is developed which will include appropriate walking signage to increase walking at work. An active travel to work plan is developed which will include cycling storage at all facilities	February 2020	Health and Wellbeing Group
		Promote the HALT Campaign (Hungry, Angry, Late, Tired) and ensure it is included within the communications plan	A full campaign plan will be delivered	December 2019	Health and Wellbeing Group

Theme	Objective	Details	Performance Measures/Outputs	Timeline (to be completed by)	Lead and Partners
	All staff including night workers to have access to healthy food and drink at work. Healthier food and drink options should be provided and promoted wherever food is sold on Trust premises.	Continue to work with local catering providers to ensure that healthy options are available and promoted and ensure requirements are identified with SLA/contracts	All CQUIN standards are met for catering.	September 2019	Estates Team
		Understand vending machine arrangements on stations and gain feedback from staff to ensure healthier alternatives are available within them.	<p>Review contractual arrangements for the vending machines</p> <p>Staff feedback sought regarding food options available to them, and gather their suggestions for improvements.</p> <p>Engage with night shift staff on current access to healthy foods and their suggested improvements</p>		
HEALTHY MINDS	Create support for staff to maintain good mental health conditions in the workplace.	Phase 3 of managers to access Mental Health First aid Training, taking the total to 350 managers trained	Increased number of managers certified in MHFA training	March 2020	YAS Academy

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		MHFA Awareness Course available for non-line managers	Increased number of staff attending awareness sessions	March 2020	YAS Academy
		Clear and easily accessible information available on Trust Intranet and through new OH/Mental Health provider. Promotion of Apps.	Understand current internet usage and Increase uptake of hits on the intranet based on baseline results	September 2019	Health and wellbeing team/Comms Team
		Understand usage of intranet sites and provider sites by YAS staff.			
		Post Incident Care processes provide full support to staff and managers	A fit for purpose post incident care process implemented across frontline operations of the organisation	December 2019	Health and Wellbeing Group/Health and Wellbeing Team
	Provide staff access to clinically sound psychological interventions when necessary.	Employee Assistance Programme (EAP) and Trauma support services available to all staff.	Monthly monitoring of the EAP and Trauma support services to ensure improved impact and quality	March 2020	Health and Wellbeing Team
		Develop proposals for Peer Support Network to provide low level psychological support to all staff	Peer Support Network is in place	March 2020	Health and Wellbeing Team

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MSK	Ensure our recruitment processes support YAS in identifying staff who are physically able to carry out the role.	Develop a plan to deliver Physical Competency Assessment to all new staff joining YAS in a frontline operational role	Plan developed and implemented	December 2019	Recruitment/ Operations Directorate
	Ensure working practices and conditions identified as contributing to poor musculoskeletal health and injury is proactively managed.	Work in partnership with key stakeholders and our physiotherapy providers to review common practices and work in relation to ergonomics and identify areas for improvements	Review carried out and a proposed plan of improvements collated	March 2020	Health and Wellbeing Team
		Line Managers to be given access to an MSK workshop/webinar to provide training in MSK resilience.	Attendance sheets/ certificates evidencing an increase in managers having accessed training	March 2020	YAS Academy
	Where necessary staff have access to clinically sound and timely physiotherapy	Physiotherapy/MSK support services available to all staff.	Monthly monitoring of the new Physiotherapy/MSK support services to ensure improved impact and quality.	March 2020	Health and Wellbeing Team
HEALTHY LIFESTYLES	Provide workplace support for staff to maintain good health and manage conditions in the workplace.	Provide staff with information on: smoking, sleep, alcohol/drug misuse, debt, physical activity and obesity to help manage a healthy lifestyle	Promotion of healthy lifestyle interventions (in line with national campaigns) such as Smoking cessation, weight management	March 2020	Health and Wellbeing Group/ Health and Wellbeing Team/ HR Team

Theme	Objective	Details	Performance Measures/Outputs	Timeline (to be completed by)	Lead and Partners
			delivered via a clear communications plan		
		Engage with staff on the type of organisational challenge linked to physical activity they would support and deliver on this.	Attendance sheets/certificates to evidence an increase of staff having accessed the challenge.	March 2020	Health and Wellbeing Team/HR Team
	Where necessary staff have access to clinical and timely workplace support and or signposting to relevant external support and advice.	Based on the results from the health needs assessment, relevant interventions with evaluation are put in place and promoted. This could include sleep advice, financial advice	Based on HNA, new interventions are in place	March 2020	Health and Wellbeing Team
			Create a referral /signposting process for staff requiring access to lifestyle interventions	March 2020	Health and Wellbeing Team