

Report

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Report to:	Employee Issues Forum
Date of Meeting:	6 December 2011
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Healthy Working Lives Update
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Forum on the activity related to Healthy Working Lives (HWL)

2. Recommendation(s)

2.1. The Forum is asked to approve the following recommendation(s):-

(1) that the following activities related to the HWL agenda be noted:-

- ◆ health promotion activities
- ◆ health checks
- ◆ policy reviews
- ◆ Gold award annual review
- ◆ future activity

3. Background

3.1. It has been agreed previously that the Employee Issues Forum will receive regular updates on HWL activity. The last update was in August 2010.

3.2. The HWL Group is responsible for delivering the actions outlined as part of the HWL strategy. The HWL Group consists of a representative from each Resource, the Trades Union and Occupational Health.

3.3. To maintain the HWL gold status, the Council must continue to demonstrate an ongoing commitment to employee health and well being.

4. Health Promotion Activity

4.1. The HWL group continue to promote different health topics each month. This is done through articles in the Works, global email, HWL intranet pages, posters, leaflets and Resource based activity. The calendar of topics for 2011 and 2012 is contained in appendix 1.

4.2. In 2011 the group agreed to link the monthly health topics with national health promotion campaigns. In addition, topics not covered previously were incorporated into the calendar, for example men's health and diabetes.

5. Health Checks

5.1. As part of the regular HWL activities, health checks are offered to employees on a monthly basis. The health checks take place in various locations across the Council area. Since August 2010, there have been 546 employees who have accessed a health check. Employee access by Resource is broken down as follows:-

◆ Community	113
◆ Finance and Corporate	32
◆ Education	86
◆ Enterprise	89
◆ Housing and Technical	105
◆ Social Work	121

6. Gold Award Annual Review

6.1 The ongoing assessment process for the Gold award consists of an annual assessment. The HWL assessor met with the HWL Group on 13 September 2011 to discuss the work of the Group over the last year. The assessor informed the Group that the Council continues to maintain all the required criteria for Gold award status.

7. Policy Reviews

7.1. During the year, the HWL Group reviewed the Policy on Healthy Eating and the No Smoking Policy in line with the HWL Action Plan. The review provides an opportunity to promote the message of the policies to employees and this will be done under the banner of the healthy lifestyle topic in January 2012. Copies of the revised policies are included at Appendices 2 and 3.

8. Future Activity

8.1. The HWL Group continues to work towards the HWL Mental Health and Well Being Commendation award.

8.2. The stress risk assessment process has been reviewed in line the HSE Management Standards and revisions have been reflected in the Occupational Health and Safety Management System.

8.3. Active employee travel methods, such as walking and cycling, continue to be supported and we are working towards achieving the Cycle Friendly Employer Award for Council Headquarters.

9. Employee Implications

9.1 The work in this area continues to promote health and well being to all employees.

10. Financial Implications

10.1 All financial implications are met within existing budgets.

11. Other Implications

11.1 There are no implications for sustainability or risk in terms of the information contained within this report.

12. Equality Impact Assessment and Consultation Arrangements

- 12.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 12.2 There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

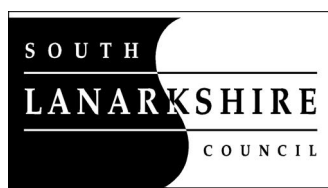
21 November 2011

Link(s) to Council Objectives/Improvement Themes/Values
Excellent Employer

Previous References
Employee Issues Forum - 24 August 2010

List of Background Papers
HWL Gold Strategy
HWL Action Plan 2009 -2012

Contact for Further Information
If you would like to inspect the background papers or want further information, please contact:-
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**Healthy Working Lives
Calendar 2011 and 2012**

	Monthly Topic
January	Healthy Lifestyle
February	Cancer
March	Smoking and Oral Health
April	Mental Health and Workplace Stress
May	Allergies
June	Men's Health
July	Sun Awareness
August	Musculoskeletal
September	Alcohol/Addiction
October	Women's Health
November	Diabetes
December	Sexual Health



No Smoking Policy

Revised

June 2011

1. INTRODUCTION

This policy has been revised to ensure that South Lanarkshire Council complies with the Smoking, Health and Social Care (Scotland) Act 2005.

The legislation bans smoking in 'no-smoking premises' by:-

- Creating an offence of permitting others to smoke in no-smoking premises
- Creating an offence of smoking in no-smoking premises
- Creating an offence of failing to display warning notices in no-smoking premises

The Council's No Smoking Policy supports Executive Directors and Managers with compliance of the Smoking, Health and Social Care (Scotland) Act 2005 by providing:-

- A clear Council policy on the management of No Smoking legislation requirements
- Comprehensive guidance for management on the range of issues with non-compliance
- A provision of support for employees who are committed to stopping smoking

The aim of this policy and the No Smoking Legislation is to save lives and prevent diseases caused by passive smoking.

2. POLICY STATEMENT

It is the policy of South Lanarkshire Council that all of our workplaces, Council vehicles, Council premises, and areas within the curtilage of premises, are smoke-free.

The Council will comply with the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.

In terms of exceptions to the legislation smoking will be allowed in the following circumstances;

- *Council residential facilities, where residents' freedom to smoke must be taken into account*
- *Private premises where employees are working in a member of the public's private accommodation, where the resident's have the freedom to smoke*

Employees who are required to work in these areas will be covered by guidance issued by the Scottish Executive. The Council will ensure that employees are not unnecessarily exposed to passive smoking in their course of work, under health and safety legislation.

Therefore under the requirements of The Management of Health and Safety at Work Regulations 1999, the Council will assess the risks to our employees who may be subjected to the effects of second-hand smoke. The Resource will take appropriate action in order to control or minimise that risk.

All Resources, through their Executive Directors, will ensure compliance with the legislation by;

- Taking steps to ensure that all employees, visitors, contractors, service users and Elected Members obey the law.
- Displaying 'No Smoking' signage in such a way to ensure all employees, visitors, contractors, service users and Elected Members are aware that they must comply with the new smoking law.

The Council will provide health and wellbeing support to employees who wish to stop smoking.

3. ORGANISATION

Key responsibilities are detailed below to ensure that the Council complies with the legislation

3.1 Responsibilities

3.1.1 Chief Executive

The Chief Executive has the responsibility for ensuring:-

- That the Council No Smoking Policy will be implemented and delegating responsibility for the implementation within each Resource to the appropriate Executive Director.
- That resources are made available to enable the No Smoking Policy to be implemented.
- That health education, advice and support is an integral part of the overall management culture and appropriate support and assistance is available for all employees.

3.1.2 Executive Directors and Heads of Service

Executive Directors and Heads of Service are responsible for ensuring compliance with the No Smoking Legislation and therefore must:-

- Set out the organisation within their Resource through which the No Smoking Policy will be implemented and communicated to all staff.
- Display the required 'No Smoking' signs in such a way as to ensure all employees, visitors, contractors, service users and Elected Members are aware that they must comply with the new smoking law.
- Inform all employees, visitors, contractors, service users and Elected Members of their role in the implementation and monitoring of the policy.
- Ensure all new employees receive a copy of the Council's No Smoking Policy when recruited and at induction training.
- Recognise that smoking is an addiction and provide appropriate support and assistance for employees who wish to stop smoking.
- Work in partnership with external organisations to promote health improvement initiatives.
- Introduce health promotions which encourage employees to adopt a balanced lifestyle and identify and address personal health problems.

3.1.3 Managers/Supervisors

All line managers are responsible in their area of control for:-

- Implementing the No Smoking Policy within their area of control and ensuring compliance with the legislation.
- Ensuring that all employees/trainees and new recruits in their area of control are formally made aware of the No Smoking Policy and providing advice on procedures and support available.
- Seeking assistance from smoking cessation counsellors to support employees
- Providing leave with pay for employees to attend Council-recognised smoking cessation groups.
- Supporting employees in efforts to stop smoking, and recognise those who have successfully stopped.
- Making regular health checks and fitness assessments available to all employees.
- Establishing effective working relations with trade unions in the Council to gain support for health improvement initiatives.

3.1.4. All Employees

All employees of the Council are responsible for:-

- Observing the Council's No Smoking Policy whilst complying with the legislation of the smoking ban
- Co-operating with management in the implementation of the No Smoking Policy
- Ensuring all visitors are aware that there is a statutory duty not to allow smoking in our premises/vehicles and advise them that by doing so that they're committing an offence.
- If applicable, demonstrating a commitment to want to stop smoking and comply with any agreed programme of support in with guidance from counsellors.
- Ensuring their own lifestyle does not adversely affect their attendance at work.

4. DEALING WITH ISSUES OF NON-COMPLIANCE

The Council is confident that the majority of people will respect the new law on smoking. However, it is important that management and employees know what to do if someone does continue to smoke:

- Draw the person's attention to the 'No Smoking' signs and remind them that they're committing an offence/breaching policy. Politely ask them to stop smoking.
- Advise the person that it's also an offence for you to let anyone smoke.
- Explain to them that the Council has a smoke-free policy to ensure a safe working environment for all staff and customers.
- Contact the person responsible for the premise as detailed in the no smoking signage

If the person smoking is an employee:

- Follow the guidance above and report the incident to a member of line management
- If the person refuses to acknowledge Council policy, normal disciplinary procedures for employees who breach Council policy will apply
- Management should maintain a record of all such incidents and outcomes in accordance with the Council's disciplinary procedures

If the person smoking is a customer/visitor/contractors/service user:

- Explain that staff are obliged to refuse service if they continue to smoke
- If the customer carries on smoking, ask them to leave the premises
- If the person refuses to stop smoking, the employee dealing with the situation should implement the normal anti-social/illegal behaviour procedure for the relevant premise
- Maintain a record of all such incidents and outcomes
- If required a member of management should be contacted to assist and in all circumstances management should be informed of the outcome

In all situations failure to comply with the law is a criminal offence. Individuals could be liable to a fixed penalty fine for smoking in no smoking premises. The law will be enforced by Environmental Health Officers.

5. REVIEW

This policy will be reviewed regularly in line with developments within legislation, risk management and case law.



Finance and Corporate Resources

Personnel Services

POLICY

ON

Healthy Eating

1. Introduction:

Food is essential to life and is a major influence on health. A balanced, nutritious and safe diet is important for physical and mental wellbeing and can protect against the onset of many diseases associated with poor diets such as high blood pressure, high cholesterol and heart disease.

South Lanarkshire Council is committed to providing healthy eating options throughout all areas of the council. All corporate functions have healthy options provided as well as in staff restaurants and/or coffee shops within council buildings. In buildings where restaurants are not provided, the Council tries to provide kitchen areas with fridges and sinks, where possible, to enable employees to eat and store food in a hygienic way.

2. Aim

South Lanarkshire Council believes that a healthy workforce contributes wholly to the organisation, improves its culture and supports the Maximising Attendance policy.

South Lanarkshire Council aims to improve the health of its employees by raising awareness on healthy lifestyles and promoting lifelong healthy eating. A healthy lifestyle can be gained by adhering to the national guidelines on healthy eating. These include:

- **Increasing** the intake of fruit and vegetables
- **Decreasing** the intake of sugar, salts and fats
- **Decreasing** the intake of saturated fats
- **Increasing** the intake of complex carbohydrates such as breads cereals, pasta and potatoes
- **Increasing** the intake of fish

South Lanarkshire Council wants to promote and encourage healthy eating amongst its entire employees. The council aims to do this by:

- Providing healthy food choices in restaurants
- Ensuring all healthy choices are prominently sited
- Ensuring facilities employees can inform employees of the healthy choices
- Ensuring the calorie content of foods with restaurants are available
- Provide healthy food and snacks at corporate events
- Ensuring, where possible, that employees have access to adequate kitchen facilities including a food storage area, fridge and a sink
- Ensuring that all areas are non smoking
- Providing all work places with drinking water
- Ensuring all work places have areas for nursing mothers
- Provide a comfortable, clean area for staff to have their meals

3. Statement of Intent

South Lanarkshire Council intends to provide healthy food choices and promote healthy eating through a variety of means.

Food Promotion

Facilities employees must be committed to the positive promotion of healthier options. This will be done by having healthy options in a more noticeable area. The catering staff should be able to inform others what the healthy choices are and promote good customer service by encouraging 'taste and try' events.

Ingredients Used

Staff must be committed to using healthy options in cooking such as:

- Semi skimmed milk
- Wholemeal bread
- Low fat spreads
- Low fat mayonnaise
- Low fat yoghurt
- Soya oil

Types of Food Provided

A wider range of foods will be on offer to promote healthy choices rather than the traditional lunch time snack. Menus on display either in the employee restaurant or the intranet will clearly state the healthy choices and the vegetarian choices. The healthier options will include:

- Vegetarian choices as a snack or main meal
- A selection of fruit and vegetables
- A selection of pastas and salads
- A selection of drinks – water, fruit juices, tea and coffee
- At least one alternative to chipped, roasted or sautéed potatoes
- Offering staff a choice of two vegetables and/or salad available for main meals with sauces and dressings served separately

Food Preparation

When preparing food, facilities employees will be committed to using healthy cooking options such as:

- Grilling
- Oven baking
- Poaching
- Frying foods must be kept to an absolute minimum
- Using little or no salt
- Trimming fat off meat and skim fat from meat juices and gravy
- Not adding fat to gravy or sauces when thickening

Facilities

- All eating facilities within the council are completely non smoking
- Employees restaurants are designed to be comfortable and relaxing

Healthy Choices

Not all of South Lanarkshire Council workplaces are able to have restaurant facilities. There should, however, be a kitchen area with access to simple cooking appliances to enable employees to cook healthy options for themselves. In light of this, healthy options and recipe ideas will be advertised and promoted through the Works Magazine, posters and booklets.

4. Implementing, Monitoring and Reviewing

Monitoring of these actions are vital as part of our commitment to Healthy Working Lives. Each of the Healthy Work Lives Resource Representatives will monitor the effectiveness at both local and Council Wide level, with formal review of the policy taking place as part of our evidence to maintain the Healthy Working Lives Award.