



## **Well Team Action Plan | Workplace Health & Wellbeing Support**

**Hill Croft School**

**Health Champion(s): Melissa Matbouli**

**Laura Gordon**

**Stephanie Hamilton**

**Tina Donaldson**

**Year 3 overview**

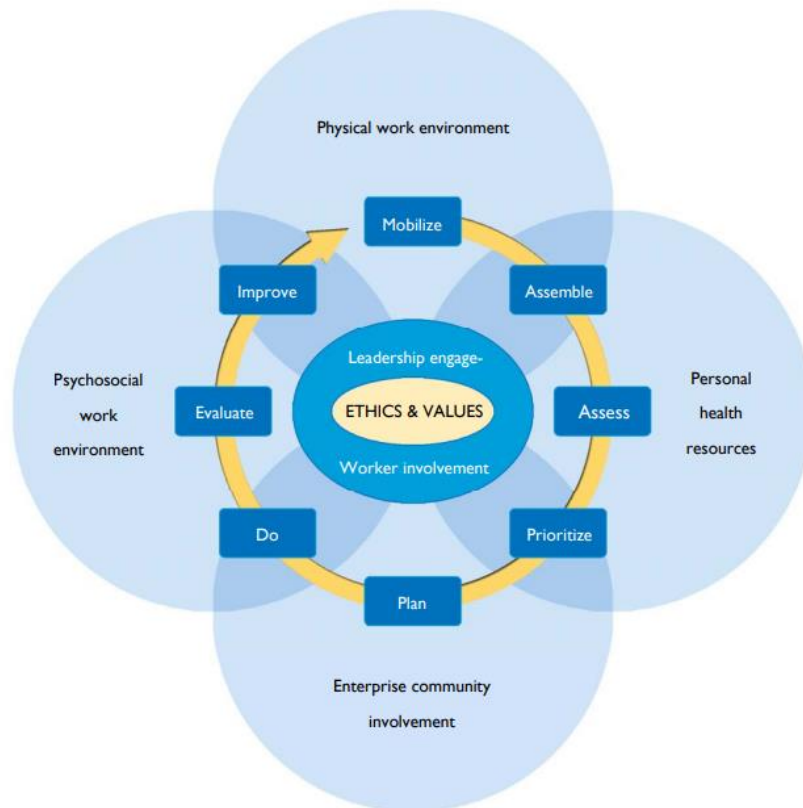
## Introduction

The World Health Organisation (WHO) recognises that the workplace is a priority setting for health promotion as it directly influences physical, mental, economic and social wellbeing of staff and in turn that of their families. It also makes good business sense with benefits to the employer including, reduced sickness absence, improved job performance and positive team working relationships.

Well Team has been designed based on WHO Healthy Workplace Model, which was developed to support workplaces to undertake an evidence based, effective and sustainable workplace health programme no matter what size or location.

## Model 1:

### WHO Healthy Workplace Model: Avenues of influence, process and core principals.



Well Team supports your workplace to determine the health priorities or key areas of influence for your employees through employee engagement and development of a bespoke workplace health and wellbeing action plan. The 8 core principals are delivered across 3 stages.

## **Stage 1: Commitment**

Hill Croft School registered to participate in Well Team in June 2019.



Well Team Workplace Health and Wellbeing Programme

SKU: #00036

Name: Roz McFeeters

Position: Principal

Date: Jun 15, 2019

Company Name: Hill Croft School

Address: 3 Manse Way Newtownabbey BT36 5UW

Business Sector: Education

Total Number of Employees: Around 140

Total Male: 10

Total Female: 130

What working patterns operate in your organisation? (tick all that apply): Regular hours

What sector and area does your sector operate? ( please tick all that apply): Statutory

Has your organisation invested in any previous health and wellbeing initiatives? ( Please provide further information if relevant): No official initiatives

Preferred contact for follow up?: Roz McFeeters

Email: [rmcfeeters743@c2kni.net](mailto:rmcfeeters743@c2kni.net)

Where did you hear about the NICHS Well Team programme?:

Previous Service User

## Stage 2: Employee engagement

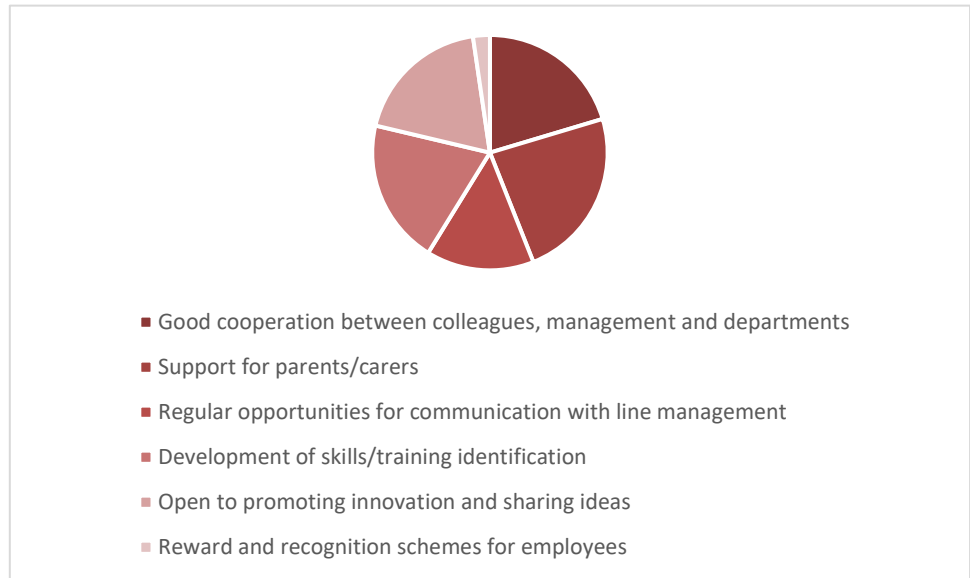
73 employees or 52% of Hill Croft School total staff completed the online health and wellbeing engagement survey tool by 30<sup>th</sup> September 2019.

### Priority areas of influence:

<b>Personal Health</b>													
<b>Physical Activity</b>	<ul style="list-style-type: none"> <li>72% employees not meeting physical activity guidelines</li> <li>58% employees meet muscle strengthening guidelines</li> <li>86% employees want to improve physical activity levels</li> </ul>												
<b>Nutrition</b>	<ul style="list-style-type: none"> <li>52% employees do not meet fruit and vegetable intake guidelines</li> <li>36% employees do not eat breakfast</li> <li>44% employees do not meet fluid intake guidelines</li> <li>85% employees want to improve their eating habits</li> </ul>												
<b>Weight Control</b>	<ul style="list-style-type: none"> <li>56% employees are classified as overweight or obese using Body Mass Index (BMI) measures.</li> <li>78% employees want to change their weight</li> </ul>												
<b>Alcohol</b>	<ul style="list-style-type: none"> <li>41% of employees are drinking at level that is putting their health at risk</li> <li>4% employees are concerned about their alcohol use</li> </ul>												
<b>Drugs</b>	<ul style="list-style-type: none"> <li>1% employees are concerned about their drug use</li> </ul>												
<b>Smoking</b>	<ul style="list-style-type: none"> <li>12% employees smoke tobacco and/or ecigarettes</li> <li>77% of employees who smoke would seriously consider stop at time of completing survey</li> </ul>												
<b>Sleep</b>	<ul style="list-style-type: none"> <li>38% concerned about sleep patterns</li> </ul>												
<b>Health Risks &amp; Screening</b>	<ul style="list-style-type: none"> <li>85% employees have stated they would be interested in accessing health checks through work</li> <li>Employees interested in an information session on:           <div data-bbox="389 1406 1264 1926" data-label="Figure"> <table border="1"> <caption>Employee Interest in Information Sessions</caption> <thead> <tr> <th>Health Condition</th> <th>Percentage of Employees</th> </tr> </thead> <tbody> <tr> <td>Cancer</td> <td>33%</td> </tr> <tr> <td>Heart disease and stroke</td> <td>38%</td> </tr> <tr> <td>Diabetes</td> <td>21%</td> </tr> <tr> <td>Respiratory diseases (COPD and asthma)</td> <td>18%</td> </tr> <tr> <td>Dementia</td> <td>22%</td> </tr> </tbody> </table> </div> </li> <li>8% employees would like more information on sexual health.</li> </ul>	Health Condition	Percentage of Employees	Cancer	33%	Heart disease and stroke	38%	Diabetes	21%	Respiratory diseases (COPD and asthma)	18%	Dementia	22%
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## Psychosocial Report

### Workplace Culture



### Stress

- 80% employees ranked their stress levels from average to high.
  - 18% due to work
  - 56% due to home and work
- 24% employees selected 'relationships' as the main cause of work related stress
- 32% employees selected that 'caring for/supporting others' as the main cause of home related stress
- 51% employees state that their line manager is good identifying stress.

## Physical Work Environment

### Back Pain

- 37% employees have a current back pain condition
- 41% employees have experienced back pain in the past
- 15% sickness absence relation to back pain.

### Safety in the workplace

- Employees stated the following are potential health and safety concerns within their role:
  - Temperatures that are too high/too low
- 89% staff aware how to report a Health and Safety issue.

#### Health & Safety concerns:

1. n/a
2. Too many loose cables that children can grab and chew
3. Lighting - could have switches for certain sections within the classroom as well as dimmer switches.  
Heating - underfloor creates tired feet, puts our children to sleep when completing floor work and can be too hot or too cold.  
Protective clothing/equipment - this needs to be improved when dealing with children with challenging behaviour.
4. I am fine for now
5. Fluctuations in heating

	<p>6. Rooms are often unbearably cold throughout the year. Seats are child sized and too small.</p>
<b>Enterprise Community Involvement</b>	
<b>CSR</b>	<ul style="list-style-type: none"> <li>• Check workplace schemes against report.</li> </ul>
<b>Further comments or suggestions</b>	<p><b>Personal Health:</b></p> <ul style="list-style-type: none"> <li>• I am a member of the Antrim and Newtownabbey Gym but when trying to save money- cancelling my membership is one of the first things that I do. Gym discount would be great!</li> <li>• Yoga or Pilates to help prevent back injury</li> <li>• Cycling to work scheme, get fit together- organised runs/walks/team sports.</li> <li>• Going for a walk at lunchtime and taking a morning break for fruit and water. this is on me, not the employer, I have bad habits of just working through break and lunch</li> <li>• Diet classes or fitness classes, Walking schemes, Pound for pound weight loss schemes</li> <li>• taster sessions for yoga / Pilates / aerobics to encourage some healthier lifestyle taster sessions on quick healthy meals for working parents</li> <li>• Access to filtered water, access to 5 a day, step count procedures, couch to 5k help, scales and weigh ins at work if we wanted to participate</li> <li>• I feel that Hill Croft does quite a lot to help us as staff. I'd like school to get the health checks and activity taster sessions up and running.</li> </ul> <p><b>Psychosocial:</b></p> <ul style="list-style-type: none"> <li>• Mental health - the opportunity to talk through situations in work and home with a senior member of staff on a weekly basis. To be appreciated and encouraged.</li> <li>• A lot more support and understanding from managers about an employee's home life and how that can affect your work and u doing your job efficiently. Mental health is a big issue and I feel that work doesn't support this enough. They need to be far more understanding that your home life and issues are a massive part of how you fulfil your job. This has been a tough year for me and I feel like school hasn't supported me or helped me when I needed it most. Maybe to have a key person to go to.</li> <li>• More support and less pressure from support agencies</li> <li>• Having support groups, weekly/monthly groups for walking, chat and coffee to have a general catch up outside of work.</li> <li>• Less workload to improve stress levels</li> <li>• Better work/life balance</li> <li>• Better support from management and being able to go and voice your concerns with management team at any time you feel worried or stressed, with then, having their support afterwards. It would also be beneficial to improve staff morale and staff working better together, than the usual staff dividing.</li> <li>• I feel my work place does a lot already to limit the impact of stress factors on education staff such as government initiatives. The principal recognises</li> </ul>

when people, including me, are not themselves and checks in. My department team works well together. While I feel my employer contributes to my overall health, I feel I am the one who needs to take steps rather than my work. Support in relaxation may help or peer support to participate in more physical activities.

- I think at times it would be nice if management just 'checked in' occasionally with staff, especially when they know there is an illness, injury, mourning, personal/family issue. At times it's let's just get on with our work... Which we all do, leaving issues at the door, but I feel it may help with staff repour. I also feel sometimes good, hard working staff fall victim to their own success.
- More support from leadership with pupils and staff relationships
- To be more organised
- More time to complete activities
- Greater support from Education Authority
- Be a little clearer about work requirements (e.g. planning paperwork) and not change the requirements so often. This is sometimes out of management's control of course but where possible set a system up and don't keep changing it or give plenty of notice when changes are required.



#### **Physical work environment**

- Physical health - clothing and equipment that will keep us safe when challenging behaviour occurs.
- Increased support with challenging behaviour
- Longer lunch break
- To stop part time ones coming in on the days they don't work for training and not getting the time or hours back to them.
- The option of the occasional flexi day holidays rather than always being term time. It's the one thing that is hard about working in a school as it doesn't allow flexibility with family life easily.
- Part time workers are expected to attend unpaid training outside their normal working hours, most of which is necessary to perform the role I am in. This means I have no choice. I live a fair distance from my workplace which means I often have to hang around for several hours waiting for the training session or come back to work which involves a lot of time and sometimes making arrangements to have my children looked after or the dog walked, which can be costly. There is no sympathy for this.
- Management actually practicing what they preach during training days and for job share teachers- not placing extra stress and unreasonable working hours outside of our contracted days, for example we should do 2.5 days of training in summer but always end up doing at least 4 or 5 days, the extra being 7paid and twilights that don't take into consideration the working hours/ days which mean for example beginning of the week job shares who finish at twelve have to stay on until 6pm.






**Hill Croft School Health & Wellbeing Statement: *Together we are an active school, who are always listening, we take notice, connect with each other and give our all to the people around us.***

**Provide personal health resources in the workplace - YEAR 3**

Goal	Key actions	Timescales	Person(s) responsible	Budget	Progress	Evaluation
Big bus (health checks)  	Big bus to be priced  Expression of interest to staff (also parents?)	TBC (perhaps Term 2)	Well team collectively	Take 5 funding to be applied for by Well Team/PTA. Grant of up to £5000 available which could potentially cover much of the planned year 3 activities.		





### Promote a positive psychosocial work environment- YEAR 3

Goal	Key actions	Timescales	Person(s) responsible	Budget	Progress	Evaluation
Well-being fayre   	Well-being fayre similar to that which Rosstulla hosted in 2018 to be organised for all of the school community to participate in (staff and parents)	Term 3 (Apr-June)	Well team collectively	N/A		

### Maintain a safe and healthy physical work environment- YEAR 3

Goal	Key actions	Timescales	Person(s) responsible	Budget	Progress	Evaluation
Take 5 relaunch (all areas)	Well team staff to receive Take 5 relaunch training  Take 5 steps to be relaunched in school with an additional Take 5	Term 1 (Sept- Dec)	Well team collectively  Melissa to submit gathered evidence by the	Take 5 funding to be applied for by PTA. Grant of up to £5000 available which could potentially cover much of		

	<p>event day and Take 5 policy drawn up. Evidence to be submitted for level 2/3 dependent.</p> <p>Take 5 subgroup to be set up?</p>		<p>end of May 2021.</p> <p>Melissa +1 other Well Team member to draw up Take 5 policy document (Mrs McFeeters to approve prior)</p> <p>Discuss with Mrs McFeeters</p>	<p>the planned year 3 activities.</p>		
<p>Fitness sampling/ workshops</p>  	<p>Offer staff a small variety of fitness classes to sample (Zumba/ pilates/yoga/ other)</p> <p>This could be offered at 3pm?</p>	<p>Term 3 (summer-TBC)</p>	<p>Well team collectively</p>	<p>As above. Prices to be researched and discussed once budget or funding grant allocated.</p>		

