

**CURRENT AWARDS:**

25 **GOLD**

27 **SILVER**

68 **BRONZE**

4 **M H**  
**COMMENDATION**

**ORDER  
RESOURCES  
ON-LINE FROM  
RESOURCES  
DIRECT:**

[www.nhsghcpat.org](http://www.nhsghcpat.org)

Register for the HWL  
National e-Newsletter at:

[www.healthyworkinglives.com/subscribe](http://www.healthyworkinglives.com/subscribe)

**NEW**

[Health Events Calendar 2012](#)

# Workplace Health

JANUARY / FEBRUARY 2012

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### Healthy Working Lives Awards - November / December 2011 Congratulations to:

Aberdeen & Grampian Chamber of Commerce	Bronze
Craig Group	Bronze
Wood Group Kenny	Bronze
Bluewater AOKA MISO FPSO	Silver
Capita Health Solutions—Energy	Silver
FMC Technologies	Silver
Sulzer Wood Ltd	Silver
Castlehill Housing Association	Gold
Halliburton Manufacturing Services	Gold
Shell Upstream Europe	Gold
Wood Group PSN	Gold

## Red for Heart Day

February 24th 2012



Join thousands of others and organise your own red themed event or join in on National Wear Red Day – February 24th. Order a free fundraising kit full of ideas and information on how to be a part of Red for Heart by clicking [here](#).



## Cervical Cancer Prevention Week January 22nd—28th 2012

Cervical cancer is a preventable disease. Despite this in the UK in 2010, 20% of women did not take up their invitation for cervical screening. In addition, only 50% of girls offered the HPV vaccine in the catch-up programme have elected to have this potentially life saving jab. Raising public awareness of cervical cancer prevention is more necessary than ever. Visit the [Jo's Cervical Cancer Trust website](#) to order or download free posters and leaflets to display in your workplace.



## Care to Share Campaign

**Only one in four women know that bowel cancer is the third most common cancer in women after breast cancer and lung cancer.**

It is crucial that women identify their risk of bowel cancer and get to know the symptoms. Symptom awareness is especially important with this disease, as if caught in its early stages, 9 out of 10 cases can be successfully treated.

[Bowel Cancer UK](#) have launched a [video](#) aimed at women, which shows the symptoms they need to look for. Please share the video with work colleagues, family and friends.





## Workplace Health online CPD course



The Scottish Centre for Healthy Working Lives has been supporting an online learning course 'Workplace Health' ran through Strathclyde University, Centre for Lifelong Learning.

The CPD course is aimed at those already working or involved in some strand of health and wellbeing but keen to develop a wider understanding of the impacts on the workplace that can be achieved by adopting a holistic approach to workplace safety and health and the partnerships that can assist you.

As part of this support, the Scottish Centre for Healthy Working Lives provide bursaries to qualifying applicants for the course, who include:

- ◆ Those responsible for their organisations Healthy Working Lives award programme—bursary of 60% course fee
- ◆ Union reps and representatives from voluntary sector organisations—bursary of 60% course fee

The next course will begin in February 2012 and again in September 2012 and will cost approx £675. Applicants can find out more about the course from the web links below and application forms can be obtained from the University.

<http://www.strath.ac.uk/media/ps/cll/cpd/docs/WorkplaceHealthLeaflet.pdf>

The bursary procedure is as follows:

- ◆ Obtain a course application form from the University and apply normally to the University stating you have applied for a bursary funded place through HWL, on your application form.
- ◆ Contact HWL for a bursary application form by emailing [alisonnewman@nhs.net](mailto:alisonnewman@nhs.net)
- ◆ Complete the HWL bursary application form and return it to Robert Atkinson [robert.atkinson@nhs.net](mailto:robert.atkinson@nhs.net)
- ◆ HWL will liaise with the University over suitability of the application—e.g. does the individual qualify for the course.
- ◆ If they are successful through the university, HWL will assess their suitability for a bursary.
- ◆ HWL will notify the individual of the outcome of the application and bursary.
- ◆ HWL will pay the University direct the sum for successful bursary applications.

## Local Advisory Sessions 2012

Dates:

Tuesday 14th February, 12.30—2pm

Tuesday 15th May, 1—2.30pm

Tuesday 4th September 12.30—2pm

Wednesday 21st November 12.30-2pm

Venue:

Conference Room,  
Summerfield House

Topics: TBC

## 2011 Healthy Working Lives Award Ceremony

The Healthy Working Lives Programme encourages employers to promote a healthier workforce and covers a wide range of topics, including health promotion, occupational health and safety, employability, mental health and well-being, community involvement, and health and the environment.

In November, a total of 36 organisations from across the North East and offshore, employing more than 29,000 people, received Healthy Working Lives awards for improving health and wellbeing in their workplaces. The organisations accepting awards were:



### BRONZE

Aberdeen Airport  
 Aberdeenshire Council  
 Aberdeen & Grampian Chamber of  
 Commerce  
 Aker MH UK Ltd  
 Aker Offshore Partner Ltd  
 Aker Solutions Subsea Ltd  
 Cosalt  
 Enquest  
 Flowerpots Childcare  
 Fugro Survey Limited  
 Gaffney, Cline Associates (Formerly  
 RDS Baker)  
 Grampian Fire & Rescue Service  
 TYCO FIS  
 Wood Group Engineering (North Sea  
 Limited) Hummingbird – FPSO  
 Wood Group-Kenny

### SILVER

Aberdeen Foyer  
 Abermed  
 Capita Health Solutions – Energy  
 CNR International UK Ltd  
 Cornerstone  
 FMC Technologies  
 Milltimber School  
 NHS Grampian (Acute  
 Sector)  
 Petrofac Heather Alpha  
 Petrofac Thistle  
 RAF Lossiemouth  
 Sulzer Wood

### GOLD

Bibby Offshore Ltd  
 Castlehill Housing Association  
 Conoco Phillips LOGGS  
 Platform  
 Conoco Phillips Viking Platform  
 Shell Nelson Platform  
 Shell Upstream Europe  
 Wood Group PSN

### ABERDEEN COUNCIL OF VOLUNTARY ORGANISATIONS

(for ideas for fundraising and volunteering)

The ACVO E-Bulletin is an excellent communication tool for Grampian and is used to increase meaningful communication and consultation across all sectors.

To view current and past editions of their newsletter, as well as to potentially link your own newsletter to theirs, click on the link below:

<http://www.aberdeencn.info/MiscPages/news.asp>



Driving forward  
road safety  
in Scotland

**IT IS ESTIMATED THAT  
ONE THIRD OF  
INCIDENTS ON OUR  
ROADS INVOLVE  
SOMEONE WHO IS  
DRIVING FOR WORK.**

## Introducing the ScORSA Driving Risks at Work (DR@W) Toolkit...

The ScORSA Toolkit has been designed to enable companies to conduct awareness-raising sessions with staff who drive as part of their work.

The toolkit focuses on a broad range of road safety related matters and is designed to help employers, managers and occupational drivers identify best practice for their organisation.

The DR@W Toolkit includes:

- ◆ **Driving Risks at Work DVD** - click on the links below to watch each section of the DVD:
- ◆ **Information for Organisations:** • [Identifying Road Risk](#) • [Planning for a Journey](#) • [Minimising Vehicle Risk](#) • [Minimising Driver Risk](#) • [Information for Drivers](#)
- ◆ **Powerpoint Presentation**
- ◆ **Situation Cards**

The ScORSA toolkit is available for any small to medium sized business in Scotland. For more information visit the ScORSA website [www.scorsa.org.uk](http://www.scorsa.org.uk) contact the ScORSA team on 0131 449 9379

### Attendance management

Careful and supportive management of staff attendance through both illness and non-work related issues can increase staff performance, loyalty and productivity. [Healthy Working Lives](#) has launched new web pages and a recording tool for managing attendance at work. These pages explain the processes and responsibilities for attendance at work and the steps employers can take to support staff with attendance issues. There is also a [basic recording tool for smaller organisations](#) who currently do not record or manage attendance.

### The 2012 Step Count Challenge

The 2012 Paths for All Step Count challenge starts on Monday 5th March and ends Friday 27th April and will last eight weeks.

The challenge is open to all workplaces and participation is free. To find out more see the Paths for All [website](#), phone 01259 218 888 or email

[walkatwork@pathsforall.org.uk](mailto:walkatwork@pathsforall.org.uk)

**NEW!!** Health Events Calendar 2012, [click here](#) for an electronic copy. If you would like a paper copy please ask your advisor.

# Training

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23rd February 2012 at Summerfield House  
9.30am—1pm  
WORKPLACE ALCOHOL AND DRUGS WORKSHOP

Did you know that the 'sickies' people take because of hangovers total around 640,000 lost working days each year?

Or that around 25% of workplace accidents are thought to involve alcohol?

The Scottish Centre for Healthy Working Lives in partnership with Alcohol Focus Scotland and Scottish Drugs Forum has developed a half-day training programme which is designed to give information and guidance to employers to help deal with workplace issues on both alcohol and drugs.

The sessions will enable **employers/ managers** to create a greater awareness around alcohol and drugs in their workplace and provide them with the knowledge and skills to deal with issues as they arise.

On completion of the training course, participants will have:

- Increase knowledge of the impact of alcohol and drugs on the workforce
- Increased knowledge of all forms of substances and their impact on the individual and workplace
- Increased awareness of the legal framework within which to implement workplace alcohol and drugs policies
- Increased awareness of development and implementation of alcohol and drugs policies
- ◆ Increased confidence in dealing with staff issues around alcohol and drugs

The sessions are delivered by Alcohol Focus Scotland trainers and co-ordinated by the Grampian Healthy Working Lives Team.

If you would like to book a place, for this workshop please email [grampianhwl@nhs.net](mailto:grampianhwl@nhs.net)

If you would like further information please contact Jim Clark on 01224 558525

Tea and coffee available before and during the session.



## WORK POSITIVE: MANAGING ORGANISATIONAL STRESS (BASED ON HSE MANAGEMENT STANDARDS) TRAINING

17th May 2012, 9am—4.30pm  
Hilton Treetops Hotel, Aberdeen

### Course Aims:

This course is aimed at organisations working towards the Healthy Working Lives Award programme. It provides information on the HSE Management Standards for Work-related Stress and the Managing Stress in the Workplace - Work Positive risk management process. It includes practical exercises to develop skills required to conduct a stress risk assessment and action plan in the workplace and highlights the key role of line managers in reducing stress and promoting wellbeing.

### Information about the trainer:

Rebecca Lancaster of Work and Wellbeing Consultants will deliver the training. She is an Occupational Psychologist and developed the Managing Stress in the Workplace - Work Positive stress risk management tool for NHS Health Scotland. She works closely with the Scottish Centre for Healthy Working Lives in further developing Managing Stress in the Workplace - Work Positive and accompanying training and resources.

To see the programme for the day, [click here](#)

**To book a place on this FREE training event contact:**

**Linda Connolly**

**01698 208190**

[linda.connolly1@nhs.net](mailto:linda.connolly1@nhs.net)

The Mentally Healthy Workplace Training programme has been developed by the Scottish Centre for Healthy Working Lives in partnership with the Scottish Development Centre for Mental Health. The course is designed to encourage good practice in promoting positive mental health and wellbeing, thereby contributing to a more open culture that puts mental health on the agenda alongside physical health, social inclusion and productivity. The course is suitable for line managers, supervisors, human resources and occupational health staff and aims to:

- ◆ Give employers and line managers a broad understanding of mental health
- ◆ Increase awareness of mental health issues in the workplace
- ◆ Identify the key factors that contribute to a mentally healthy workplace
- ◆ Improve managers' skills and confidence in dealing with mental health and wellbeing in the workplace
- ◆ Ensure that managers are aware of their legislative responsibilities in relation to mental health and wellbeing.

These issues and topics will be covered in the session:

- ◆ Why a Mentally Healthy Workplace is important
- ◆ Managing a Mentally Healthy Workplace
- ◆ Discrimination and Mental Health
- ◆ Action Planning for a Mentally Healthy Workplace

Prior to the course delegates are required to complete an elearning course. Details on how to access this **FREE** elearning are as follows:

1. Logon page for NHS Health Scotland elearning:  
<http://elearning.healthscotland.com/> (create user name and password)
2. MHWP training page:  
<http://elearning.healthscotland.com/course/view?id=95>

The **FREE** 1 day training course is delivered by a multidisciplinary team. The varied knowledge and experience of the training team allows for both an organisational and personal perspective to be pursued and enables wider discussion around mental health and employability.

**Course Date and Venue:  
Wednesday 15<sup>th</sup> February in Aberdeen -  
Conference Room, Summerfield House, 2 Eday  
Road, Aberdeen, AB15 6RE**

**Booking form:**

Title:		Fore-name:		Sur-name:	
Position/Job Title:					
Organisation:					
Organisation Address:					
Postcode:		Daytime Tel No:			
E-mail address:					
Dietary/other requirements:					
Date of Course:	Wednesday 15 <sup>th</sup> February 2012				
Venue:	Conference Room, Summerfield House, Aberdeen				

Please note a £60 cancellation fee will be charged for non-attendance on this course. Please advise of any cancellation or delegate change no later than 10 working days before day 1 of the course otherwise the cancellation fee will apply.

In completing this form, you agree to the data being held by (Public Health and Planning which is part of) NHS Grampian, as data controller. The information will be held for the purposes of training administration, monitoring and evaluation, and for contacting you to offer future training. This information will be held in confidence and only used by Public Health for the purposes described and not for any other purpose, without your permission. If at any time you wish to be removed from our database, please contact Lisa Beattie, tel 01224 558434.

**Please return this form to:**  
**Sarah Nuttall**  
**Project Support Officer**  
**Health and Work Team**  
**Health Promotion**  
**Summerfield House**  
**2 Eday Road, Aberdeen, AB15 6RE**  
**Direct Phone No: 01224 558748**  
**E-mail: grampianhwl@nhs.net**

ABERDEEN CITY

**ADP**

alcohol & drugs partnership  
www.aberdeenadp.org.uk

**addaction**

**Healthy  
Working Lives**

## Safer, Healthier & Responsible ALCOHOL Training Session

Weds 7<sup>th</sup> March 2012 (9:50am to 3:50pm)  
@ Thistle Hotel, Altens, Aberdeen



### Did you know that?

1.5 million days were lost to alcohol related issues at a cost of £191 million to Scottish economy (2007)

It is estimated that 20 to 25% of accidents in the workplace are alcohol related



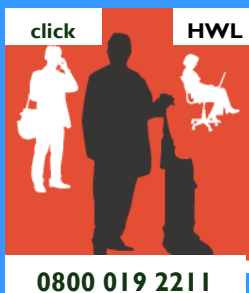
Aberdeen City Alcohol & Drug Partnership, the Scottish Centre for Healthy Working Lives and Addaction Aberdeen, have developed **FREE** tailored training designed to give guidance to Employers/Managers/H&S leads on:

- Improving awareness of alcohol and how it impacts on the workplace
- Advising employers on how to effectively signpost employees to appropriate information, support and services
- Supporting the awareness of employers in the treatment and rehabilitation process for alcohol related problems
- Supporting the process of developing an alcohol policy
- Supporting employers around employment law and alcohol issues within the workplace

Lunch, tea/coffee will be provided for the session. If you would like to book a place, for this event then please email: [grampianhwl@nhs.net](mailto:grampianhwl@nhs.net)

For full session details, trainer biographies, and any other information, please call

Jim Clark / Fraser Hoggan on (01224) 558525 / 557020



## Local Services Guide

The workplace team has developed a directory of local and national organisations, websites, services and resources that can help YOU in working towards your HWL Award. To access an electronic copy of the guide please [click here](#). If you would like a paper copy please contact the workplace team.