

# BOOST YOUR WELLBEING

## MANAGERS GUIDE

How to support your team's health and wellbeing

March 2023

To find out more information and to access the resources, scan the QR code or visit the link:

<https://bit.ly/SFHWellbeing>.



# Actions you can take to support your team's wellbeing

The COVID-19 pandemic has seen us all face unprecedented challenges, both at work and in our personal lives, which can take an emotional, psychological and physical toll on our wellbeing, emotions and resilience. Sherwood and our colleagues continue to face significant challenges and as a leader and/or manager, it is important that you raise awareness and champion our existing policies, guidance, and protocols in place to support your team and colleagues. It is now more important than ever that we look out for each other and ensure we put support mechanisms in place to assist colleagues' wellbeing; ensuring they are physically and mentally healthy, and well. As a leader, we need your support to help sustain our colleagues during these challenges. This guidance document sets out the approach you should take, and the resources and support available to you to look after your team, and yourself. Thank you for your commitment and for proactively ensuring colleagues are informed, encouraged and supported.



## Paul Robinson

Chief Executive

## Financial Wellbeing

We know that the rising cost of living is having an impact on us all, making our money go further is becoming an increasing challenge, with some of us finding it harder than ever to cover the costs of energy bills, childcare, petrol, and the weekly shop. We know that this can feel overwhelming and take a toll on our physical and mental health.

Help is available, the following links will provide practical advice to help colleagues manage their finances with more confidence, with access to the right support when it's needed. Please share this information with your colleagues and teams.

**The MoneyHelper Service** offer support to help manage finances at home, which offers a dedicated free NHS staff telephone support line.

☎ **0800 448 0826** (Monday to Friday, 8am to 6pm) 📱 WhatsApp: **+44 07701 342 744**

**National Debt line:** ☎ 0808 808 4000

## VIVUP Employee Assistance Programme

Can support with emotional impact that financial worry can bring. They also provide some benefits including the Cycle to work scheme and Car Lease Scheme. ☎ **03303 800 658** (24 hours a day, 7 days a week, 365 days a year)

**Salary Finance** offer responsible financial products and education resources to staff. They are accessible through the VIVUP website: [www.vivup.co.uk](http://www.vivup.co.uk)

**Please be aware that there are many more available resources to support with financial wellbeing and these can be accessed using the QR code, right.**

Scan QR code for more Financial Wellbeing Resources:



## SUPPORTING YOUR TEAM

### Having wellbeing conversations

Having a one-to-one wellbeing conversation with your team members gives you both the opportunity to discuss health, welfare and wellbeing in a supportive environment. The conversations do not have to be formal or recorded, and are encouraged to take place through your day-to-day interactions with each other (such as regular one to ones, catch-ups or informal chats).

As well as the conversations being an occasion to check in with colleagues, it will give you the opportunity to ensure that your team know how to access the wellbeing resources and, in an atmosphere of transparency, ensure colleagues are able to raise any concerns safely.

The People Partner Team can provide you with guidance on having effective wellbeing conversations. Please contact your Divisional People Lead. Other support resources are available [here](#).

## Annual Leave and rest

Please ensure colleagues' annual leave is planned regularly, and a plan is in place to minimise cancellation of leave due to service pressures. **Please view our annual leave policy for more information.**

It is also important that colleagues can take breaks and rest throughout their shift, particularly if they are wearing PPE. We understand that pressures remain high in our hospitals, but for the health and wellbeing of our teams, please promote regular and consistent breaks away from their working area, if possible.

## Menopause

Please be aware of the potential impact of the menopause and perimenopause for colleagues in your team. **Please utilise the resources available on our Wellbeing pages, where appropriate.**

Extra support may look like: additional toilet breaks; cold drinks; and access to an outdoor space for those wearing full PPE. If colleagues require to be absent from work, please record as 'menopause' in the related reason box when logging absence on ESR.

## Long-COVID

For some people coronavirus can cause symptoms that last after the infection has gone. Recovery from Long-COVID can be a lengthy process often lasting weeks, or months beyond the initial diagnosis. This can present on-going symptoms that can vary between individuals. Along with supportive wellbeing conversations colleagues with long-COVID may benefit from an occupational health review and/or access to long COVID services, if appropriate. A short E-Learning course is available for managers to provide guidance on supporting individuals with Long-COVID. Details and other support resources are available [here](#).

## Wellbeing Action Plan

**For any member of your team struggling with their mental health, consider developing a wellness action plan with them. You can also signpost the individual to access psychology and Occupational Health support. Contact details are available on page 5.**

**Wellness Action Plan can be accessed [here](#).**



We know that shift work, long working hours and a lack of rest breaks can make it challenging for colleagues' self-care and look after their own health and wellbeing. Please ensure your teams are aware of the importance of rest, rehydration and refuelling in maintaining their physical health and support them by encouraging regular breaks in order to access drinks and food. Further information is available [here](#).



## Risk Assessments

All colleagues identified in a vulnerable category (see here), should have a **current Individual Staff Risk Assessment (ISRA)**. Please consider a referral to Occupational Health if further advice is required for your team members (for example, for a colleague with a complex medical history).

For colleagues who are identified as at a greater risk following their risk assessment, please consider whether there should be any adjustments made to their usual working arrangements, taking into account their individual circumstances, any specific concerns they have and workplace risk.

**Please note: colleagues can request a Risk Assessment from their line manager, even if they are not in a vulnerable group.**

## Vaccinations

Please continue to reinforce the importance of having occupational vaccines as recommended by the Occupational Health service (please note that vaccines recommended will be dependent on role). As well as core occupational vaccinations (e.g. Hepatitis B / MMR / BCG / Varicella / Pertussis) this also includes COVID-19 vaccination (and any recommended boosters) and annual flu vaccination. If there are exemptions to vaccination (e.g. anaphylaxis) consider the implication on the colleague's risk assessment and seek further advice from Occupational Health if required.

**Latest information can be found in the weekly staff bulletin and/or COVID updates.**



## Ensure colleagues are wearing the correct personal protective equipment (PPE)



**Follow the below guidance to ensure colleagues who need to wear PPE as part of their role, are protected and following the latest guidance.**

- Colleagues should be up to date with local PPE policy and training
- This includes what PPE to wear in each environment, standard infection control and transmission-based precautions, as well as donning and doffing procedures.
- Colleagues required to wear FFP3 reusable respirators should undergo training.
- Colleagues should be fit tested for locally available FFP3 masks, or alternatives provided
- Applicable colleagues should repeat the fit testing at least every two years.
- Ensure availability of alternatives to FFP3 respirators (e.g. hoods or reusable respirators) for colleagues who cannot find a disposable FFP3 respirator that fits them or who are unable to be fit tested.
- If reusable devices are used as part of respiratory protective equipment (RPE), ensure there is a process for ordering consumables such as filters, and a validated process for the decontamination of the various component parts.
- Ensure workplace risk assessments are carried out
- Risk assessments should be based on the measures as prioritised in the hierarchy of controls and IPC guidance.
- When an unacceptable risk of transmission remains following the risk assessment, consideration should be given to the extended use of RPE.
- Encourage staff to get a fit with more than one disposable respirator if possible. Fit testing sessions for the range of UK supplied respirators advertised via the staff bulletin.

**Access the full PPE guidance here.**

## COVID-19 testing for colleagues

**Your Coronavirus result is POSITIVE** - you can return to work, once you have completed the required self-isolation period and / or had 2 consecutive LFD tests as per guidance **AND** not had a fever in the 48-hours before returning.

**Your Coronavirus test performed on your household contact is POSITIVE** - You can continue to work as normal while undertaking twice weekly LFD tests.

**Your Coronavirus result is NEGATIVE** - You can return to work if you feel well enough to do so **AND** have not had a fever in the 48 hours before returning. Please discuss the timing of your return with your line manager prior to doing so.

**Your Coronavirus test performed on your household contact is NEGATIVE** - you can continue to work as normal.

**The current Individual Staff Risk Assessment (ISRA) guidance can be accessed here.**

We have a comprehensive range of wellbeing and welfare support available for all colleagues.

### Vivup Employee Assistance Programme (EAP)

A 24 hour, seven days a week, 365 days a year confidential helpline, offering support on a number of problems including home life, work, financial help, and health. **Contact 0330 380 0658 or here.**

### Occupational Health

Occupational Health can provide advice on physical and mental health that may be affecting you, or your colleagues at work. Further advice can be obtained by calling the department on **ext 3780 or [sfh-tr.occupational.health@nhs.net](mailto:sfh-tr.occupational.health@nhs.net)**.

### Clinical Psychology for Colleagues

The Staff Clinical Psychology Service is available to all staff across the Trust - including colleagues employed by Medirest and Skanska - who are experiencing emotional distress or mental health difficulties related to their work, e.g. anxiety, depression, or traumatic experiences due to events that have happened at work. Support and guidance is also available for managers.

#### The Service provides:

- 1:1 service for individual staff
- Support for staff groups
- Support to line managers, ward leads, etc.

Colleagues are encouraged to seek the most appropriate level of support and are encouraged to explore the support available via the **Wellbeing Team and VIVUP prior to Clinical Psychology**.

**E-mail: [sfh-tr.clinical-psychologists@nhs.net](mailto:sfh-tr.clinical-psychologists@nhs.net) for more information and manager referral.**

### Wellbeing Champions

Wellbeing Champions can listen, support and signpost you to a range of health & wellbeing resources. Please contact the SFHT Wellbeing Team for further information at: **[sfh-tr.wellbeing@nhs.net](mailto:sfh-tr.wellbeing@nhs.net)**

### Freedom to Speak Up Guardian and Champions

The Trust is committed to supporting colleagues to speak up and raise concerns about practice at work, including patient safety, health and safety and fraud. Your dedicated Freedom to **Speak Up Guardian**, Kerry Bosworth, can be contacted on ext 4559 or **[kerry.bosworth@nhs.net](mailto:kerry.bosworth@nhs.net)**. There are also several champions who support Kerry, whose contact details can be found on the intranet.

### Chaplaincy

Offering a 24/7 confidential, sympathetic and non-judgemental listening ear for those of any faith and those who do not have any religious belief. The Faith Centre at King's Mill Hospital also has multi-faith spaces for anyone to attend. Contact Rev Liz Franklin - Lead Chaplain - **ext 2754 or [elizabeth.franklin@nhs.net](mailto:elizabeth.franklin@nhs.net)**

### SFH Diversity and Inclusivity Networks

We have a number of networks where colleagues can raise concerns or get further support including:

**Carers:** [sfh-tr.carers.support@nhs.net](mailto:sfh-tr.carers.support@nhs.net)

**Women in Sherwood:** [sfh-tr.wis.support@nhs.net](mailto:sfh-tr.wis.support@nhs.net)

**Ethnic Minority Staff Network:**  
[sfh-tr.em.support@nhs.net](mailto:sfh-tr.em.support@nhs.net)

**LGBT+ Staff Network:** [sfh-tr.lgbt.support@nhs.net](mailto:sfh-tr.lgbt.support@nhs.net)

**WaND (We're able and disabled) Staff Network:** [sfh-tr.disability.support@nhs.net](mailto:sfh-tr.disability.support@nhs.net)

### Welfare and Wellbeing

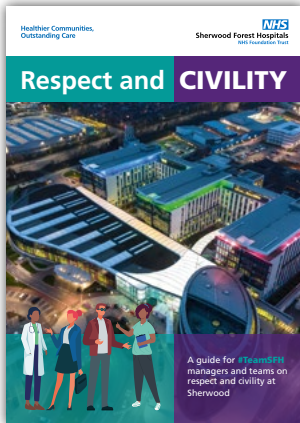
Our welfare and wellbeing offer has a range of information and resources to support colleagues, teams and families. Please use the QR code or link to access this information on our website or intranet, or visit the SFH Wellbeing Den at the Faith Centre in King's Mill Hospital and the Chapel at Newark Hospital.



**Access to all 4 levels of the SFH welfare and wellbeing offer.**

<https://bit.ly/2Gq8jVi>

# Sherwood's Civility and Respect programme



Our aim is to create a culture where colleagues feel supported, valued and respected for what they do, and the values we seek to demonstrate to our patients, including kindness, compassion and professionalism, are the same values we show to each other.

To continue to support colleagues in raising and challenging uncivil behaviours, we've created a Civility handbook for teams and individuals to use when challenged with these behaviours. The guide also features support, an in-depth view on what civility is, our CARE values and extra reading.

**View the Organisational Development Pages here.**

**Read more about our CARE values here.**

## Support for you

In asking you to work with your teams to maximise resilience during challenging periods, we recognise that you may also require additional support. All of the support and guidance described in this document equally applies to you and you are encouraged to access this support if necessary.

This approach to supporting the whole workforce is supported by our Executive team, Trust Board and Senior Leaders and we hope you feel able to discuss any further support needs you or your team may have with your senior colleagues, the Executive team or your Divisional People Lead, as below.

## Divisional People Lead Contacts'

### Division of Surgery Division of Women & Children's

#### Rachel Squirrell

☎ 07917 245422 ✉ rachel.squirrell@nhs.net

#### Sarah Cooper

☎ 07884 094163 ✉ sarah.cooper27@nhs.net

### Division of Medicine Corporate Division

#### Rachel Vardy

☎ 07471 497730 ✉ rachel.vardy@nhs.net

#### Sarah Reddish

☎ 07884 092799 ✉ sarah.reddish@nhs.net

### Division of Clinical Services Therapy and Outpatients Division of Urgent & Emergency Care

#### Raj Basra-Mann

☎ 07884 101439 ✉ rajdeep.basra-mann@nhs.net

#### Rhishana Edwards

☎ 07834 106915 ✉ rhishana.edwards@nhs.net

### Estate & Facilities Dept. inc Medirect

#### Jacqueline Read

☎ 07884 091651 ✉ jacqueline.read@nhs.net



