Preface

This document is aimed at providing a framework along with some useful guidance for those involved in the delivery of health and wellbeing workshop and briefing sessions for line managers.

The overall aim of the resource is to increase awareness of line managers to issues relating health and wellbeing and to provide them with some useful advice and guidance on how they can make a positive difference to the people they work with.

This document contains a plan to enable you to deliver either:
x2 45min briefing sessions, or
a 2hr 30min workshop. It also contains some ideas that can be used to personalise and tailor the material to suit your needs.
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Briefing session plan

Introduction
This briefing session plan is aimed at providing guidelines for two health and wellbeing assessment (HWA) briefing sessions of around 45 minutes each. This can be adjusted depending on the amount of time, discussion and group interaction that you wish to include.

Overall aim
To increase awareness of actions that we can take to improve the health and wellbeing of the people in our workplace.

Briefing session objectives
During these sessions we will:
• Identify the three main areas of health and wellbeing along with typical issues that can have an impact on our people
• Outline a simple process that can be used to carry out a health and wellbeing assessment (HWA)
• Provide you with some tools and guidance that can help you carry out HWA
### Briefing Session 1 – The basics of health and wellbeing assessment

<table>
<thead>
<tr>
<th>Section time (Running time)</th>
<th>Section</th>
<th>Method of delivery</th>
<th>Title</th>
<th>Film Time</th>
<th>Information discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 (10)</td>
<td>1</td>
<td>Facilitator</td>
<td>Introduction Highlight aims and objectives of the briefing session</td>
<td></td>
<td></td>
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</tbody>
</table>
| 12 (22)                     | 2       | Film               | The basics of health and wellbeing assessment | 12mins   | • Health Hazards  
  • 3 areas of health assessment  
  • identifying the need to act |
| 10 (32)                     | 3       | Facilitator        | Pause Break - Round table discussion around the task below |          |                       |

### Task Support information

- Please list the type of health hazards or opportunities you can think of in your working environment?
- Which of the 3 assessment categories do they fit in?
- Can you think of workplace hazards or opportunities that fit into each of the 3 assessment areas discussed?

| Task Hazards | Physical: Temperature, Vibration, Lifts.  
  Individual Hazards | Change in attitude, period(s) of absence, development of health condition, OH referral, personal discussion. [Do not expose confidential information].  
  Wellbeing Opportunities | Removal of stress causing issues, health fairs, depot improvements, promotion of social activities |

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<thead>
<tr>
<th>Section time (Running time)</th>
<th>Section</th>
<th>Method of delivery</th>
<th>Title</th>
<th>Film Time</th>
<th>Information discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 (40)</td>
<td>4</td>
<td>Film</td>
<td>The 5 step Process</td>
<td>8mins</td>
<td>Detail on the 5 step process</td>
</tr>
<tr>
<td>5 (45)</td>
<td>5</td>
<td>Facilitator</td>
<td>Close out and highlight that session 2 will provide practical detail on the 5 step process</td>
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</tbody>
</table>
# Briefing Session 2 – Health and wellbeing assessment in practice

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<thead>
<tr>
<th>Section time (Running time)</th>
<th>Section</th>
<th>Method of delivery</th>
<th>Title</th>
<th>Film Time</th>
<th>Information discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 (5)</td>
<td>1</td>
<td>Facilitator</td>
<td>Introduction &amp; reminder that this builds on session 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 15 (20)                     | 2       | Film               | What to look for | 15mins | • Practical overview of the steps through case studies  
• Summarising the steps |
| 10 (35)                     | 3       | Facilitator        | Round table discussion around the questions |          |                       |

## Task

- Within groups choose a health hazard from your work identified in session 1. Work through the 5 step process to identify the issues

## Support information

- What past incidents have been raised and either dealt well with or not handled properly?
- Review how things work in your own situation and consider how the 5 steps might help or which of the 5 steps needs to be worked on to improve the situation
- Consider the help you have around you to help tackle the issue.

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<thead>
<tr>
<th>Section time (Running time)</th>
<th>Section</th>
<th>Method of delivery</th>
<th>Title</th>
<th>Film Time</th>
<th>Information discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 (45)</td>
<td>7</td>
<td>Facilitator</td>
<td>Close out and highlight available materials</td>
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</tbody>
</table>
Workshop session plan

Introduction
This session plan is aimed at providing guidelines for a 2.5 hour health and wellbeing assessment (HWA) workshop.

Overall aim
To increase awareness of actions that we can take to improve the health and wellbeing of the people in our workplace.

Workshop session objectives
During this session we will:

• Identify the three main areas of health and wellbeing along with typical issues that can have an impact on our people
• Outline a simple process that can be used to carry out a health and wellbeing assessment (HWA) and provide you with some tools and guidance that can help you carry out HWA
• Identify typical issues that have or could be adversely affecting people in our own workplaces
• Note simple actions we can take in our own workplaces that could improve the health and wellbeing of our people

Options on session duration
The amount of time you can afford to spend on individual or group work at the two pause points can have an impact on the overall quality and relevance of the session for a manager. This in turn can affect subsequent understanding and application of the principles by a manager in their own workplace environment.

The duration of the sessions and the questions you choose to use can be varied to suit your own needs and circumstances. As a general guide, when a person spends time considering the application of their new learning in their own workplace setting, the more likely they are to apply the principles at work. So it is always useful to build in these type of workshop activities where you can afford the time.
### Workshop session plan

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<tr>
<th>Section</th>
<th>Method of delivery</th>
<th>Title</th>
<th>Film Time</th>
<th>Information discussed</th>
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</thead>
<tbody>
<tr>
<td>10 (10)</td>
<td>Facilitator</td>
<td>Introduction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13(23)</td>
<td>Film</td>
<td>What to look for</td>
<td>13mins</td>
<td>• Health Hazards</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 3 areas of health</td>
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<tr>
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<td></td>
<td></td>
<td>assessment</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>• identifying the</td>
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<td></td>
<td></td>
<td>need to act</td>
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<tr>
<td>20 (43)</td>
<td>Facilitator</td>
<td>Pause Break 1</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Break into groups and tackle the questions below. Report the findings back to the group</td>
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</table>

**Questions**

- Please list the type of health hazards or opportunities you can think of in your working environment?
- Which of the 3 assessment categories do they fit in?
- Can you think of workplace hazards or opportunities that fit into each of the 3 assessment areas discussed?

**Answers**

**Task Hazards**

**Individual Hazards**
Change in attitude, period(s) of absence, development of health condition, OH referral, personal discussion. [Do not expose confidential information].

**Wellbeing Opportunities**
Removal of stress causing issues, health fairs, depot improvements, promotion of social activities.
<table>
<thead>
<tr>
<th>Section time (Running Time)</th>
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<th>Method of delivery</th>
<th>Title</th>
<th>Film Time</th>
<th>Information discussed</th>
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<tbody>
<tr>
<td>27(70)</td>
<td>4</td>
<td>Film</td>
<td>Practical action</td>
<td>27mins</td>
<td>• Outline of the five steps</td>
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<td></td>
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<td></td>
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<td></td>
<td>• Practical overview of the steps through case studies</td>
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<tr>
<td>15mins tea break (85)</td>
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<tr>
<td>25 (105)</td>
<td>5</td>
<td>Facilitator</td>
<td>Pause Break 2</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>- Within the original groups choose a real issue from your work identified in session 1. Work through the 5 step process to identify the issues</td>
<td></td>
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</tr>
<tr>
<td>11 (116)</td>
<td>6</td>
<td>Film</td>
<td>Summary</td>
<td>11 mins</td>
<td>• Further detail on the 5 steps</td>
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<td></td>
<td></td>
<td>• Summarising the steps</td>
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<tr>
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<td></td>
<td></td>
<td>• Summarising the resource</td>
</tr>
<tr>
<td>20 (136)</td>
<td>7</td>
<td>Facilitator</td>
<td>Post session – As a group consider questions below and highlight available materials</td>
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</table>

### Questions

- To what degree can we build in HWA into the activities we already need to carry out?
- What options do we have if you are unsure how to approach a specific individual or workplace issue?

### Answers

- Focus back on the questions and answers talked about in the session. Work through the hazards to find areas to work on.
- Review how things work in your own situation and consider how the 5 steps might help or which of the 5 steps needs to be worked on to improve the situation.
- Consider the help you have around you to help tackle the issue.
Use of the case study material

Case studies may be viewed from the playable DVD or as separate file downloads within the Workshop and Briefing PowerPoint folder in the resources section of the DVD. There are 7 case studies covering a range of issues with contributions from Network Rail, TOCs and Infrastructure Maintenance. Select the most suitable case studies relating to your own organisation.

Task

1. **Robin Acton**, Head of SQE at Harsco discusses dust and sound hazards while working around stone blowers
2. **Wayne Bishop**, Employee Safety Advisor at Network Rail discusses the hazards associated with welding fumes
3. **Colin Morris**, Head of Trains at Southern discusses the management of issues related to cab ergonomics

Individual

1. **Libby Moore**, Occupational Health Advisor for South West Trains and Diane Haggen, Occupational Health and Wellbeing Manager for First Great Western provide advice on the practical approach that a line manager can take when managing the health and wellbeing of an individual

Wellbeing

1. **Chris Jones**, Head of Health and Wellness Strategy at Network Rail discusses the importance of Health Surveys
2. **John Gillespie**, Team Manager, Central Specialist Inspector Team at ORR discusses managing stress in the workplace
3. **Cliff Moody**, Acting Route Workforce HSE Advisor at Network Rail discusses the benefits of running health fairs
DVD resources

Other resources available
As well as the playable DVD, the supporting resources are also accessible for transfer from the DVD to your local laptop or PC. The following resources are available as PDF, PowerPoint and WMV video files:

- Line Manager Guidance Booklet (Orange cover)
- Posters x 3
- Additional resource and checklist booklet (Blue cover)
- Session Plan – 1 hour briefing and 2.5 hour workshop
- Briefing and Workshop PowerPoint – including separate WMV files of Introductory video and x 7 case study videos

Retrieving the resources from the DVD
To retrieve these resources from the DVD please follow the simple instructions below:
1. Insert DVD into laptop or PC drive
2. Open Windows Explorer to see the My Computer icon. This will reveal the Hard Drive and DVD drives of your computer
3. Right click on the DVD drive and this will reveal the contents of the DVD
4. Open the folder marked Resources
5. Copy the PDF, PowerPoint and video files to a folder on your computer.

Note on the PowerPoint slides: Please ensure the video clips are kept in the same folder as the PowerPoint file itself. Also, earlier versions of PowerPoint may not play the video files if there is a long folder structure. To avoid the potential for this (for example on a laptop), you can place the folder directly onto the ‘C:’ drive.
The Workforce Health and Wellbeing Project is facilitated by RSSB. If you have any questions about this resource, please contact whwp@rssb.co.uk