

# Health and Wellbeing Assessment (HWA) Resource & Integration Package

The HWA Resource is designed to raise awareness about health and wellbeing assessment within an organisation. Please read this short brief to find out how it can help your organisation

## Contents:

### Inside this document

- What are the key awareness messages?
- The resource contents
- A resource integrated with your business needs
- The workforce health and wellbeing project

## Why use this resource?

The HWA resource offers companies a readymade tool to increase a line manager's awareness of some of the key management issues surrounding health and wellbeing.

It is designed to bring line managers into a conversation about health assessment but does not overload them with detail that can often disengage them.

The integration package offered alongside the resource will help the organisation to integrate the benefits of the resource deeper into the company.

## What will it deliver?

Through two short briefing sessions or a half day workshop the resource will deliver:

- A clear outline of the three health and wellbeing focus areas agreed by railway professionals
- A set of key messages about how to assess health and wellbeing within the workplace
- An awareness of health and wellbeing activities being undertaken within the railway
- The start of an ongoing conversation to increase a line manager's capability to manage health and wellbeing within the workplace



## The HWA resource

Via a DVD package or an online presence the HWA resource offers a range of tools to get the awareness message across. This may be done either through the briefings and workshops provided or by combining the tools in your organisation's own unique way.

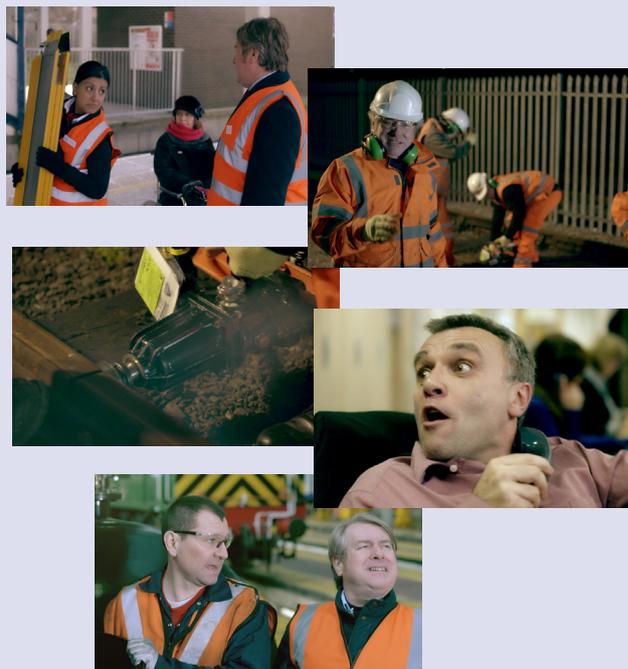
## What are the key awareness messages?

- 1 There are three areas of health that need assessment within an organisation. These are:
  - **Task Assessment**  
*What is the health risk associated with a job role?*
  - **Individual Assessment**  
*How can individuals with health conditions be best supported?*
  - **Wellbeing Assessment**  
*Strive to improve the work environment even if there is no obvious problem*
- 2 Line managers can appropriately manage the three health areas by following a simple assessment process that has 5 steps
- 3 Line managers should be aware of what is expected of them for each of the steps and feel confident about how to manage their part
- 4 It is vital for line managers to make a difference in the first two steps of the assessment process otherwise the organisation may not become aware of the health issues it faces



## The HWA resource offers:

The resources contained within the DVD create a logical balance between information and awareness supported by additional guidance.



- **A high impact short film** that highlights the range of short-term and long-term issues. The video sets the context regarding health issues in different locations and job functions
- **Process guidance and instruction video** that walks viewers through the key messages using a combination of on-screen graphics, video clips interposed with selected 'talking heads' – key players making critical points
- **Case studies** looking at a range of health-related issues across the industry. Each case study focuses on a different area of rail operations. For example, Train Operators, Freight Operators, Network Rail, Infrastructure maintenance, etc.
- **Display posters** that include a summary of the health risk assessment model, key messages for staff, extracts from the developed guidance
- **Supporting resources** which are downloadable files (Powerpoint, PDF, etc) are provided on the DVD - and are available online

## A resource integrated to your business needs

The integration of the HWA resource into a business will be more effective if it is part of the company's own implementation strategy and efforts.

If you are a part of a railway company looking to create a health and wellbeing promotion with impact, then this ready-made resource is available as part of an integration package at a nominal cost. The cost is nominal because the development costs have been met by RSSB. The simple ways you can get the messages across will free up your time to focus on your wider priorities.



Once a company has agreed to use the HWA resource, personalisation within the company has 3 steps



### 1 Gain organisational buy in

The integration team will assist organisational engagement by:

- Providing experienced advice about the resource and implementation
- Attending a planning meeting to outline and promote the resource as well as assist with the company strategy
- Requesting company buy-in designed to create deeper engagement (the commitments are outlined on the next page)

### 2 Personalise the promotion

The integration team will create a unique promotion by:

- Customising to your brand. With today's print technology, we have the opportunity to deliver highly personalized packs to the industry. There are a number of reasons why 'own branding' packs for NR, TOCs, etc. can considerably add value to the end user group and could assist us in achieving industry 'buy-in'. Our approach will be to place your company or group brand at the heart of this resource
- Employee focused promotion activities. A strategy will be advised to create interest. E.g. mail outs through the employee's door and posters in mess rooms
- Production and delivery of promotional materials for a first print run is provided within the cost

### 3 Review of effectiveness

You will want to know how the resource and its promotion has worked, as well as what can be improved. This important return of information is part of the package

## Commitment from your organisation

To ensure the personalised resource package is going to be used within your organisation, all we ask is for your organisation to commit to proactively making use of the resource for the benefit of your managers and supervisors – and so ultimately the whole organisation. Here are a few points that help demonstrate that commitment:

- Provide an owner of the initiative
- Nominate a senior champion (ideally different from the owner)
- Commit to work to develop a simple implementation plan – within which the personalised promotion will be a part
- Commit to promote the initiative internally
- Consider the benefits of bringing in trade union and safety representative involvement (trade unions have been involved with the development of this resource)
- Cascade and brief materials made available to line managers and supervisors
- Ensure company management are prepared and willing to provide supporting resources to enable HWA activities



## The Workforce Health and Wellbeing Project (WHWP)

The WHWP is an RSSB project team that has been tasked with supporting rail industry companies to create a step change in health and wellbeing management. The primary source of focus for the WHWP is the Railway Health and Wellbeing Roadmap that it facilitates on behalf of industry.

The HWA resource has been developed by the WHWP and delivered by its contractor RPD on behalf of RSSB's members. The resource is freely available online but it is recommended that organisations buy it as a package that is tailored to their needs. For a nominal cost this package shall integrate the awareness materials deeper into the organisation and prepare the ground for ongoing health and wellbeing improvements.



## Contact for further information

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Project delivered by Rail Professional Development on behalf of RSSB

