

Being Well Together Summary Info

Background

No matter what size of organisation, sector or location, poor employee health and wellbeing directly results in poor organisational wellbeing. Working days lost, decreases in productivity and effectiveness of employees, increased presenteeism and increased risk of accident or injury could impact your organisation. Impact on workplace culture, employee turnover and brand are also significant. Being a responsible employer, of choice, as well as supplier and contractor, is good business.

Investing in understanding your organisation's needs, and therefore considered, effective interventions, as well as evaluating results and sustained action is key.

Being Well Together in partnership with mental health specialists Think Talk Together, is here to help you navigate through the steps you need to take, to achieve the best outcome for your organisation and your people.

We know that a coordinated, sustained and integrated set of interventions delivered as part of a holistic organisation-wide programme is the most effective in delivering both short and longer-term benefits. Starting with a plethora of benefits and interventions may not be enough or effective no matter the size of the investment.

Our Being Well Together programme will enable you to assess your current requirements and health and wellbeing provision, understand any gaps and explore the most effective measures for you, helping you build a plan. Our expertise will support you every step of the way, with a dedicated support manager to help you interpret the findings, access to research, to resources and campaign materials as well as signposting to reputable sources and understanding best practice. This will save you time, provide assurance and above all enable you to get the most effective results from your investments.

We appreciate that every organisation has its own culture and way of working, and it will be the same when it comes to health and wellbeing. Therefore, we look to both support you in creating your ideal approach, whilst recognising any existing provision.

10 steps to a successful programme

Following these steps ensure organisations get the most from their programme Most of the benefits and tools for the Being Well Together programme will be contained within the Being Well Together website.

STEPS	WHAT'S AVAILABLE	
1. Learn the optimum steps for a successful and sustainable health & wellbeing		
programme		
Read the 'Employers Guide to a Successful and Sustainable Wellbeing Programme' document and take the related digital learning course. It is packed with steps, tips, case studies and materials to help you make the case and signposting to services to help you achieve your objectives. It will also show you how to sell the benefits internally.	 Employers Guide (Hard copy) Employers Guide (Digital learning) 	

2. Assess your requirements and current activities

Complete the Being Well Together Assessment Tool. It can be tailored to your organisation's size and risk profile and will help you assess what is already in place. Also complete an employee wellbeing survey, which will give your employees' perspective on how well your organisation is already trying to improve their health, safety and wellbeing. No matter what stage you are at with your initiatives, the report and survey will help you to understand priorities, next steps and areas of focus for your organisation and give you a baseline to work from. At this stage you might also want to consider the 5 Star Health & Wellbeing Audit.

- Assessment Tool
- Employee wellbeing survey
- 5 Star Health & Wellbeing Audit

3. Evaluate gaps and current strategy

Contact your dedicated health and wellbeing support manager to talk through the findings from your gap analysis, employee survey, to plan and prioritise the next steps for an effective programme that suits your organisation's needs.

- Support Manager
- Consultancy / support [examples tbc]

4. Create a strategy and plan

Contact your Support Manager who can work with you and also with your senior leadership team, to build a strategy and plan to suit your needs. A holistic and fit for purpose approach is key to success. A poor or incomplete strategy can lead to inefficiency, no improvement on current status and lack of engagement at all levels. Support Managers can help you prioritise and signpost to assets within the programme or specific expertise.

- Support Manager
- A practical guide to developing a health, safety & wellbeing strategy document
- Webinars
- Consultancy / support

5. Commitment, competence and leadership

At this stage you need to identify and evaluate your strengths and areas for improvement, to ensure immediate and long-term success at all levels of the organisation. Define roles and responsibilities and carry out a training needs analysis. Without the right commitment and understanding of objectives at all levels, your health and wellbeing programme will not successfully achieve your desired outcomes.

- Awareness & other workshops
- Senior leadership coaching
- Managing training
- Wellbeing training (all levels)
- Research
- Tools/templates
- Employers guide
- Guides
- Webinars

6. Implement measures

Based on your plan and an understanding of where your organisation's needs and priorities are, now's the time to introduce training and awareness programmes across the wide spectrum of health and wellbeing, at all levels of the organisation. This should include updating or writing related policies and implementing these. You should also provide appropriate and holistic resources for employees, investing in appropriate interventions. Effective implementation of the right interventions is key.

- Training (digital, face to face or Live Online)
- Research
- Tools/templates
- Campaign packs
- Guides
- Employer resource suite
- Employee resource suite
- Consultancy / support
- Croner-I services
- 24/7 helplines

7. Engagement

Continued and sustainable engagement at all levels is vital to the health and wellbeing of your staff, your organisation's culture and to realising the benefits of your programme. Ensure

- Campaign packs
- Merchandise
- Videos
- Powerpoint toolkits

the programme is adopted at all levels in your organisation by running effective awareness and education campaigns.	Webinars
8. Sustainability	
Successful organisations don't adopt a health and wellbeing programme they consider that they <u>are</u> a health and wellbeing programme. Health and wellbeing needs to be embedded in your organisational design and culture and as part of your organisation's management system and ethos. Long term strategic planning must include health and wellbeing, with clear objectives and provision made. Good wellbeing is good business. A one-time intervention may reap immediate and sizeable benefit, but in order to ensure the sustainability of your programme, it is important that it becomes part of your organisation's management system. Health and wellbeing, its component domains, people and circumstances change sometimes quite rapidly and severely e.g. COVID-19. A successful health and wellbeing programme needs to be strategic in nature, over a long period of time, informed by research and best practice guidance.	Research Consultancy / support Campaign packs
9. Measure, evaluate and benchmark	
 In order to ensure that investment is appropriate and strategic aims are being met, it is important to evaluate the performance and effectiveness of individual components within your organisation. This will inform future planning and strategy as well as any remedial action required. This is also key to employee engagement. At this stage, you should re-do your Being Well Together Assessment Tool appraisal and Employee Wellbeing survey, to compare this to your original baseline, and determine progress. Carry out a management review, measure outputs and evaluate these against your objectives and strategy. For more in depth analysis and specific guidance explore a Being Well Together 5 Star Health & Wellbeing Audit. Assessment tool Employee Wellbeing survey Croner-I services Tools & templates Research 5 Star health & wellbein audit 	
10. Be recognised	
Use your results to enter the Being Well Together Impact Awards and be recognised for your achievements. Winners are celebrated at our annual Gala Dinner and promoted widely including in our publications. If you achieve a successful 5 Star Health & Wellbeing Audit you can also enter the prestigious Shield of Honour Award Scheme, recognising the achievements of those exemplar organisations. These achievements can be important for staff morale, sustainability	Being Well Together Impact Awards

Programme benefits

supporters.

Inclusive benefits that help educate and inform your workforce

of programmes and senior management buy in. Your case study is motivating and directly beneficial to all other

They enable tailored messages to your workforce, to leaders and to champions, helping everyone understand their roles and responsibilities when it comes to health and wellbeing.

Newsletter / webinars & podcasts	Access to the Being Well Together monthly newsletter and a digital programme of webinars / podcasts. Knowledge support to help raising awareness in your organisation
Awareness training	Unlimited access to Start the Conversation training materials for your employees. Access includes: video guide, script, Powerpoint files
Tools for	You also have access to an "Employer guide to a successful and sustainable health & wellbeing programme" course. This digital learning module is aimed at you the employer These tools will help you take action and improve health & wellbeing
organisations -	within the workplace covering:
training, guides and posters	 Mental health & wellbeing Healthy work Tackling stress Let's talk mental health Be part of the action Managing Absence Returning to work Other aspects of wellbeing
Tools for workers – training, guides	These tools will help your workforce to understand how to look after their health & wellbeing inside and outside of work:
and posters	 Mental Health & Wellbeing Help and information Let's talk about mental health Preventing stress Healthy you Your absence from work Getting back to work Other Aspects of Wellbeing

Inclusive benefits helping create the right programme for you

They provide guidance on specific worker issues, through to connecting your workforce to appropriate support at the right time.

Access to HSE resources of safety network (Croner-I)	Unlimited access to an online repository of over 120 health and safety topics, available to access and download at any time. Legislation tracker, factsheets, model policies and ready-to-use templates. Weekly updates on safety, health and the environment. 24/7 health and safety legal information hotline manned by highly qualified and skilled health and safety professionals
Access to the HR resources of Croner-I	Unlimited access to the Croner-I HR service, with definitive guides to legislation on everything from recruitment to pay and benefits. Specialist tools and calculators for risk assessments, pay and leave entitlement. Weekly updates on HR topics delivered straight to your inbox. 24/7 HR hotline for tailored advice from CIPD Level 7 experts and solicitors
Assessment tool	This will allow you to undertake an initial assessment of your health, safety and wellbeing provision. The tool will provide a report containing detailed recommendations. Benchmarking will also be provided if you continue to use the tool in subsequent years

Employee wellbeing surveys	An employee wellbeing survey will provide you with your employees' perspective of how well you are doing to improve their health, safety and wellbeing. You may well have already developed such a tool, if not, two different Employee Wellbeing Survey tools are available to Supporters. The benefit of using the supplied surveys is that they have been specifically designed to be used within the programme, in conjunction with the Organisational Health & Wellbeing Assessment Tool.
Dedicated H&W	They will provide overall support in developing your organisation's
support manager	short to long-term goals, and the strategies needed to achieve them
Wellbeing	To help you with the development and management of your
programme	programme we will provide support through a Wellbeing Programme
support	Manager. The service will be provided by Think Talk Together
Counselling	Your employees will be able to access one free phone or face-to-
services	face session per employee per annum, with a counsellor anywhere
	in the country as part of the programme. The service will be
	provided by The National Counselling Society

Inclusive benefits to help you set up and/or develop your framework support

Helping with relevant and accessible communication materials to support awareness and buy in throughout your organisation.

Communication resources including a selection of free pens, posters and stickers	We will provide resources that can be tailored to your organisation. Most will be supplied digitally although physical assets are also included. The number of physical assets will vary depending on the size of your organisation. Assets include: annual report, employer guide, posters, individual flyers, badges and pens
Communications support	We will supply you with 4 to 6 campaign packs annually aligned with mental health and other wellbeing related events. Packs will include Powerpoint presentations and/or short videos, and will provide support to help you promote key messages internally
Certificate/logo	We will provide you with a Being Well Together certificate, so that you can visually demonstrate your commitment to the health, safety and wellbeing of your people
Free to enter awards scheme	As a supporter you will gain free access to the British Safety Council and Mates in Mind Awards. You can now apply for the Shield of Honour, Wellbeing Award and Being Well Together Impact Award

<u>Inclusive benefits helping you sell the benefits of the programme internally</u>

Access to British Safety Council and Think Talk Together research	Access to unique research to help your organisation understand the nature and impact of not managing health & wellbeing, and the real benefits of doing so
Developing a health, safety & wellbeing strategy	Practical guidance on developing a health, safety & wellbeing strategy, with all the steps explained in a practical way and help provided by your dedicated Support Manager.

Customise your programme

We understand that every organisation is different and will be at different stages of developing of their health, safety and wellbeing programmes. As a Being Well Together supporter, you have access to a large number of additional services in order for you to customise your approach. Additional charges will apply.

Educate and inform your workforce

Training and educational services	We offer a comprehensive suite of training and education in mental health and wellbeing, health and safety and environmental management in the classroom and online. We train people all over the world to help them improve their knowledge and skills in health, safety,
Wellbeing services	Under the programme, you gain discounted access to the following
	additional services: • Lifestyle support/advice/training
	Enhanced employee assistance programmeFinancial support / debt Counselling services
	Dependent care and advice
Events	As a Being Well Together supporter you are formally invited to attend British Safety Council and other supporter events throughout the year at discounted rates, including British Safety Council's annual conferences held in the UK, Middle East and India

Creating the right programme for you

Assessment tool	For larger supporters we can complete the assessment for you, including running workshops.
Additional wellbeing programme support	Additional wellbeing programme support can be purchased through the programme.
Counselling services	Additional counselling service support can be provided under the programme through The National Counselling Society.

Framework support

Additional communications collateral	When you become a Being Well Together supporter, we provide you with a selection of collateral to help you raise internal awareness of your support. If you require further stocks, then this is easily available to order through our online portal eg. pens, badges and
	posters.

Selling the benefits of the programme internally

Five Star health, safety and wellbeing audits	management and wellbeing systems reflect and exceed relevant
	legislative requirements. We have a range of audit and consultancy
	services to support you at every step of the way to achieve your goals.

The organisational health and wellbeing assessment tool

A key component of the programme is the Organisational Health & Wellbeing Assessment, which is intended to enable your organisation to:

- Benchmark against a series of key measures in relation to the management of health and wellbeing within your organisation
- Identify gaps in your current approach to help map out a measurable plan of action
- Move along the continuum to a position of best practice.

Although the assessment is not intended as an audit tool, quantitative metrics are provided to give a balanced view on relative management.

As a Being Well Together supporter you will be able to use the assessment tool as often as you like, and we recommend that you complete the process at least on an annual basis.

Employee wellbeing survey

The Organisational Health & Wellbeing Assessment Tool allows you to benchmark your organisation against a series of recognised measures in relation to the management of health, safety and wellbeing. However, to properly tailor your strategy / plans to meet the needs of your people, the more information you can gather in terms of:

- what you employees believe their needs are from a health, safety and wellbeing perspective;
- what, based on their lifestyles, might be important areas for you to focus on,

the more relevant and beneficial you can make your plans.

An Employee Wellbeing Survey can provide such information, and it can also provide you with your employees' perspective on how well your organisation is already trying to improve their health, safety and wellbeing.

Being Well Together - employee wellbeing survey

You may well have already developed such a tool, if not, two different Employee Wellbeing Survey tools are available to Supporters. The benefit of using the supplied surveys are that they have been specifically designed to be used within the programme, in conjunction with the Organisational Health & Wellbeing Assessment Tool.

The first version of the survey provides information on the wellbeing of your people and provides their perspective on how well the organisation is managing health, safety and wellbeing. The second version contains only questions covering the wellbeing of your people.

Interpreting your survey results

The 'A Practical Guide to Developing a Health, Safety and Wellbeing Strategy' document (accessible in the Supporter section of our website) contains guidance on how you might look to interpret the results of the Employee Wellbeing Survey in putting together your wellbeing strategy / plans.

Training and education

We offer a comprehensive suite of training and qualifications in mental health and wellbeing, health and safety and environmental management, in the classroom and online. Through British Safety Council, we educate people all over the world to help them improve their knowledge and skills.

Mental health and wellbeing

Automatically included in your supporter package:

- Start the Conversation The Start the Conversation course gets people thinking about mental health and talking about mental health. It's available to purchase in both a Live Online format and also digital learning.
- As part of your Being Well Together Support benefits you have unlimited access to the training support materials for this course, including: video guide, script and Powerpoint slides.
- Employers' guide to a successful and sustainable Wellbeing Programme course As part of
 your membership, you also have unlimited access to this course. It will show you the
 optimum steps to take for a successful and sustainable health and wellbeing programme. It
 will also show you how to sell in the benefits internally.

Other mental and wellbeing learning areas available under the programme include:

- Wellbeing for Directors
- Wellbeing for Line Managers
- Wellbeing for Employees
- Mental Health: Manage the Conversation
- Mental Health: Start the Conversation
- Managing Stress within your team
- Stress Awareness
- Certificate in Managing Stress, Mental Health and Wellbeing
- Certificate in Managing Remote Workers

Health and safety

As a Being Well Together supporter you also gain discounted access to our broader, health and safety courses and qualifications through British Safety Council.

Environmental management

As a Being Well Together supporter you gain discounted access to IEMA environmental courses through British Safety Council.

Audit and consultancy

Wellbeing Audit

What is the Wellbeing Audit?

The Wellbeing Audit is an independent, comprehensive and holistic review of your organisation's wellbeing management protocols and associated arrangements against current best practice technique within the wellbeing field. The audit process forms an integral part of the overall Being Well Together programme.

The audit structure and model is aligned with the structure of British Safety Council's suite of best practice five-star audit products which include health and safety management, environmental management and sustainability, process safety management and fire safety management.

Utilising relevant expertise, experience and acknowledging aspects of internationally recognised wellbeing performance standards (including: PAS 3002, CIPD model) we have developed a unique model that objectively evaluates wellbeing policies, protocols and arrangements against current best practice techniques. The audit model is reflective of the recognised PLAN – DO – CHECK – ACT management cycle.

The audit focuses on the key aspects of your organisation's wellbeing performance and offers a structured path for continual improvement towards best practice status. The audit examines key aspects of health, safety and wellbeing and provides evidence-based outcomes for you to develop your overall approach to wellbeing across the business.

Why should you consider the Wellbeing Audit?

The Wellbeing Audit offers you an independent benchmark analysis of your current status relating to wellbeing management and associated arrangements. The audit will provide a structured route toward best practice in this aspect of management and will enable you to prioritise resources accordingly. The audit outcome will also provide stakeholders (both internal and external) of your organisation's commitment toward employee wellbeing and business improvement overall.

What does the Wellbeing Audit include and how is it carried out?

The auditor will review all aspects of your wellbeing management against the requirements of the British Safety Council's Wellbeing Audit specification.

Wellbeing Audit 2020: Audit delivery process steps



The audit model is based upon the recognised Plan – Do – Check – Act (PDCA) management cycle. It is also incorporates the "Being Well Together" self-assessment tool outcomes offering a clear development route toward best practice.

What are the outcomes of the audit and is further support available?

Upon completion of the audit process, a comprehensive report is prepared by the auditor and will be issued within twenty-eight (28) days.

Optional further support is available from British Safety Council in relation to development and implementation of individual recommendations or the overall improvement plan.

Campaign material

As part of your supporter package, we will provide you with 4 to 6 campaign packs each year to help your health and wellbeing internal campaign, aligned with mental health and other wellbeing related subjects.

<u>Employer guide</u> – As a supporter you have access to an overall Employer Guide which is included within your Welcome Pack and also available to download on the Being Well Together website. This guide is intended for you the employer, to support the roll out of the Being Well Together programme. After reading this guide you should:

- Understand why workplace wellbeing matters
- Be inspired by case studies of best practice
- Have steps you can take to promote wellbeing in your organisation
- Know how, when and where to get support to establish effective wellbeing programmes.

<u>Posters</u> - Included within each of your campaign packs we send you, will be a series of posters that you can use to promote your commitment to health and wellbeing to your workforce. To get you started, we include 5 initial poster designs in your Being Well Together Welcome Pack.

<u>Powerpoint talks</u> – You can use these at stand down days, mental health days, HR initiatives etc. You can either use them or take ideas from them.

<u>Merchandise</u> – When you join as a supporter, we provide you with branded Being Well Together merchandise that you can use to promote your supporter status with your workforce.

<u>Screen saver</u> – We have developed a screen saver that you can use on your systems to help promote your supporter status to your staff.

Annual report – Each year we will send you an annual report. This will give you an overview of developments around health and wellbeing over the last 12 months and the view from our technical team of what is likely to be happening in the year ahead. We will also include details of planned webinars and other events that we feel might be of interest, so that you can plan your calendar. The Being Well Together programme will be a developing feast aligned with developments in the market. So, we'll make sure we keep you updated on all the new tools, templates, training and resources available to you.

Research – As a supporter you can access all the unique research we have carried out around health and wellbeing as well as the broader areas of safety and environmental management. You can use this information to help your organisation understand the nature and impact of not managing health & wellbeing, and the real benefits of doing so.

Tools and templates

These tools will help you understand how to look after your workforce's health & wellbeing inside and outside of work. They are designed to work alongside: the assessment tool, Croner-I services, dedicated H&W support manager and wellbeing programme support.

Employer and employee guides

Within the Knowledge & Tools section of the Being Well Together website, you will find a whole catalogue of helpful and informative guides aimed at both employers and employees.

Awards

Through British Safety Council awards, we set health, safety and wellbeing standards and celebrate best practice. Highly regarded by those at the cutting edge of mental health and wellbeing, health and safety and environmental management, they are a great way for you to gain recognition, publicise your organisation's achievements and enhance your reputation.

Being Well Together Impact Awards

Launched in conjunction with the British Safety Council International Safety Awards, the Being Well Together Impact Awards celebrated those creating meaningful change across health and wellbeing. The awards aim to recognise and celebrate the great work of large organisations, SMEs, projects/joint ventures as well as individuals across the UK. Winners are selected by an independent panel of leading industry experts.

As a Being Well Together supporter you gain free access to these awards.

Shield of Honour Award

As a Being Well Together supporter you also gain free access to the new Shield of Honour awards, which are combined with the existing British Safety Council Sword and Globe of Honour Awards.

Newly introduced in 2021, the Being Well Together Shield of Honour award is aimed specifically at supporters and recognises excellence in health and wellbeing.

Counselling services

The counselling services provided through the Being Well Together programme are organised by Think Talk Together.

The National Counselling Society is a not-for-profit professional association for counsellors. They hold an Accredited Register of counsellors across the whole of the UK.

We have partnered with The National Counselling Society to deliver one free face to face or phone consultation per employee per annum and up to 8 counselling sessions at a fixed rate of £30 per session for all Being Well Together Supporters.

Delivery partners

Becoming a supporter of the Being Well Together programme will provide you with clarity as to how to address health and wellbeing within your organisation. It also provides confidence by signposting to reputable and expert partners.

Before we work with a delivery partner, we carry out extensive due diligence checks. Partners also need to provide added value to the programme to enhance its support.



Think Talk Together is the partnership brand of Mates in Mind. Mates in Mind is a registered charity working in the UK that aims to provide clear information to employers on available support and guidance on mental health, mental illness and mental wellbeing, and how they can address this within their organisations. Mates in Mind looks to make sense of what options and support are available to employers wishing to promote improved mental health within their workforce.

Mates in Mind is a collaboration of founding partners: Health in Construction Leadership Group and the British Safety Council. It is also supported by construction industry charities and bodies and has various Mates in Mind business champions, including Balfour Beatty; DE Group; Galliford Try; Mineral Products Association; RSE Group; Sellafield; Tarmac; and Tideway. Quotes of support from these organisations are available on request.

Mates in Mind also works alongside organisations from across the Transport and Logistics sector including Focus Group Logistics, Maersk UK and Ireland, Port of London Authority.

Mates in Mind was the result of a Health in Construction Leadership Group summit in early 2017 for construction industry CEOs and senior leaders who voted overwhelmingly to improve the mental wellbeing of its workforce. At an event in January 2017, Mates in Mind was launched, and the pilot phase was started. Mates in Mind was featured in the Thriving at Work report published in October 2017.

More details on Mates in Mind is available at www.matesinmind.org



The National Counselling Society (NCS) was first set up in 1999 by a group of counsellors, psychotherapists, hypnotherapists and psychologists. They play an important role within the profession of counselling in the UK and in May 2013 the Society was one of the first organisations to gain Accredited Register status with the Professional Standards Authority Accredited Register programme.

Their belief is that counselling (and related therapies) should be seen as a vocation (not just a job but a worthy occupation) and that the relationship between counsellor and client is important for the outcome of therapy. They support and promote counselling and counsellors, offering a wide variety of benefits to their members and training providers. They have also created and published online CPD courses to support healthcare providers and those in public-facing roles.

As an Accredited Register holder they meet the robust and exacting standards set by the Professional Standards Authority with particular emphasis on public safety and assuring that the best interests of the clients are protected.

They are a not for profit organisation and the high standards of their Accredited Register are externally verified by the Professional Standards Authority. The organisation is bound by appropriate rules of governance including a constitution, codes of ethics, and a complaints procedure.



Mercer Marsh Benefits is part of Marsh & McLennan.

With roots dating back to 1871, Marsh & McLennan Companies is today a unique group of businesses. With 75,000 colleagues around the world they are united in purpose and action for the benefit of clients, shareholders, and society. Each day, they work to deliver exceptional value, helping businesses thrive and address the challenges and opportunities of our time. Their culture is founded on integrity, respect, teamwork, and excellence; and this core set of values and beliefs guides them in everything we do.

Mercer Marsh Benefits provides clients with a single source for managing the costs, people risks, and complexities of employee benefits. It is a combination of Mercer and Marsh local offices around the world, plus country correspondents who have been selected based on specific criteria. Their benefits professionals, located in 135 countries and servicing clients in more than 150 countries, are deeply knowledgeable about their local markets. Through their locally established businesses, they have a unique common platform which allows them to serve clients with global consistency and locally unique solutions.

With a proactive approach to client relationships, they are committed to taking the time and energy to understand a business, respond to their requests and provide them with the insights and information they need to make the right decisions.