**Employee Health & Wellbeing Action Plan**

**BACKGROUND**

Priorities identified from employee feedback:

* [insert]
* [insert]

Priorities identified from sickness absence data (if available/relevant):

* [insert]
* [insert]

General priorities previously identified:

* [insert]
* [insert]

Areas for development identified from London Healthy Workplace Charter self-assessment:

* [insert]
* [insert]
* [insert]

**PLANS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal / Objective** | **Actions required** | **Person/team responsible** | **Timeframe / Review date** | **Notes** |
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**HEALTH & WELLBEING CALENDAR**

*[Having an annual health promotion schedule is one approach to structuring your promotion of healthy lifestyles and keeping things fresh as the information/activities change each month! See* [*http://wellbeing.bitc.org.uk/sites/default/files/wellbeing\_calendar.pdf*](http://wellbeing.bitc.org.uk/sites/default/files/wellbeing_calendar.pdf) *for ideas of themes in line with national health awareness campaigns – the template below includes key ones. You will want to focus on the areas your employees express interest in most / management are most keen to address, but mental health, physical activity, healthy eating, smoking and alcohol should all be covered at least once through the year.]*

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| **Month** | **Theme** | **Activities for year ahead** | **Person/team responsible** |
| *Launch of healthy lifestyle promotion throughout the year* | *Healthy lifestyles – introducing healthy workplace programme* | *Suggestions:*  *Distribute ONE YOU conversation cards to all employees.*  *Put up ONE YOU posters in staff areas*  *Brief managers that provision of healthy lifestyle information is part of the organisation’s ‘healthy workplace’ plans, and the ONE YOU information is the launch – more information on specific topics will follow throughout the year.* |  |
| **January** | Alcohol | Promote ‘Dry January’ by:   * [insert] * [insert] * [if relevant: advertise support available through EAP by XXX]   *Ideas: mocktail social event, email signup weblink for dry January to all staff, facilitate sponsored dry January for staff*  *See:* [*www.dryjanuary.org.uk/*](http://www.dryjanuary.org.uk/) |  |
| **February** | Mental health | Recognise Time to Talk day:   * [insert] * [insert]   *See:* [*www.time-to-change.org.uk/timetotalkday*](http://www.time-to-change.org.uk/timetotalkday) |  |
| **March** | Healthy eating | Promote World Salt Awareness Week by:   * [insert] * [insert] * [if relevant: advertise support available through EAP by XXX]   *See:* [*www.worldactiononsalt.com/awarenessweek/*](http://www.worldactiononsalt.com/awarenessweek/) |  |
| **April** | Physical activity | Promote On Your Feet Britain (28 April):   * [insert] * [insert]   *See:* [*http://onyourfeetday.com/*](http://onyourfeetday.com/) |  |
| **May** | Mental health | Promote Mental Health Awareness Week by:   * [insert] * [insert] * [if relevant: advertise support available through EAP by XXX]   *See:* [*www.mentalhealth.org.uk/campaigns/mental-health-awareness-week*](http://www.mentalhealth.org.uk/campaigns/mental-health-awareness-week) |  |
| **June** | Healthy eating | Promote British Nutrition Foundation’s Healthy Eating Week by:   * [insert] * [insert]   *See:* [*www.nutrition.org.uk/healthyliving/hew/workplace.html*](http://www.nutrition.org.uk/healthyliving/hew/workplace.html) |  |
| Physical activity | Promote Bike Week by:   * [insert] * [insert] * [if relevant: Promote cycle to work salary sacrifice scheme]   *See:* [*http://bikeweek.org.uk/*](http://bikeweek.org.uk/) |  |
| **July** |  |  |  |
| **August** |  |  |  |
| **September** | Physical activity | Promote cycle to work day / World Car Free Day (22 Sept) by:   * [insert] * [insert] * [if relevant: Promote cycle to work salary sacrifice scheme]   [*www.cycletoworkday.org/employers*](http://www.cycletoworkday.org/employers)  [*http://www.worldcarfree.net/wcfd/*](http://www.worldcarfree.net/wcfd/)  [*www.bikeminded.org/cycling-essentials/looking-after-your-bike/*](http://www.bikeminded.org/cycling-essentials/looking-after-your-bike/)  [*www.bikeminded.org/cycling-essentials/cycle-training/*](http://www.bikeminded.org/cycling-essentials/cycle-training/) |  |
| Healthy eating / physical activity | Promote ‘Know Your Numbers Week (Blood Pressure) by:   * [insert] * [insert]   [www.bloodpressureuk.org/microsites/kyn/Home](http://www.bloodpressureuk.org/microsites/kyn/Home)  [www.nhs.uk/conditions/nhs-health-check/pages/nhs-health-check.aspx](http://www.nhs.uk/conditions/nhs-health-check/pages/nhs-health-check.aspx)  [www.nhs.uk/oneyou/hay](https://www.nhs.uk/oneyou/hay) |  |
| **October** | World Mental Health Day | Recognise World Mental Health Day by:   * [insert] * [insert] * [if relevant: advertise support available through EAP by XXX]   *See:* [*www.mentalhealth.org.uk/get-involved/tea-and-talk*](https://www.mentalhealth.org.uk/get-involved/tea-and-talk) |  |
| Smoking | Promote ‘Stoptober’ by:   * [insert] * [insert] * [if relevant: advertise support available through EAP by XXX]   *See:* [*https://campaignresources.phe.gov.uk/resources/campaigns/6-stoptober/resources*](https://campaignresources.phe.gov.uk/resources/campaigns/6-stoptober/resources) *and* [*www.nhs.uk/smokefree/stoptober/coming\_soon*](http://www.nhs.uk/smokefree/stoptober/coming_soon)  <https://london.stopsmokingportal.com/> and <https://www.nhs.uk/smokefree>  Kensington and Chelsea quit support service: <https://kick-it.org.uk/> *You can contact Jimmy.Rushworth@thrivetribe.org.uk for Kick It leaflets.* |  |
| **November** | Alcohol | Promote Alcohol Awareness Week by:   * [insert] * [insert] * [if relevant: advertise support available through EAP by XXX]   *See:* [*www.alcoholconcern.org.uk/what-we-do/campaigns/alcohol-awareness-week/*](http://www.alcoholconcern.org.uk/what-we-do/campaigns/alcohol-awareness-week/) |  |
| **December** |  |  |  |