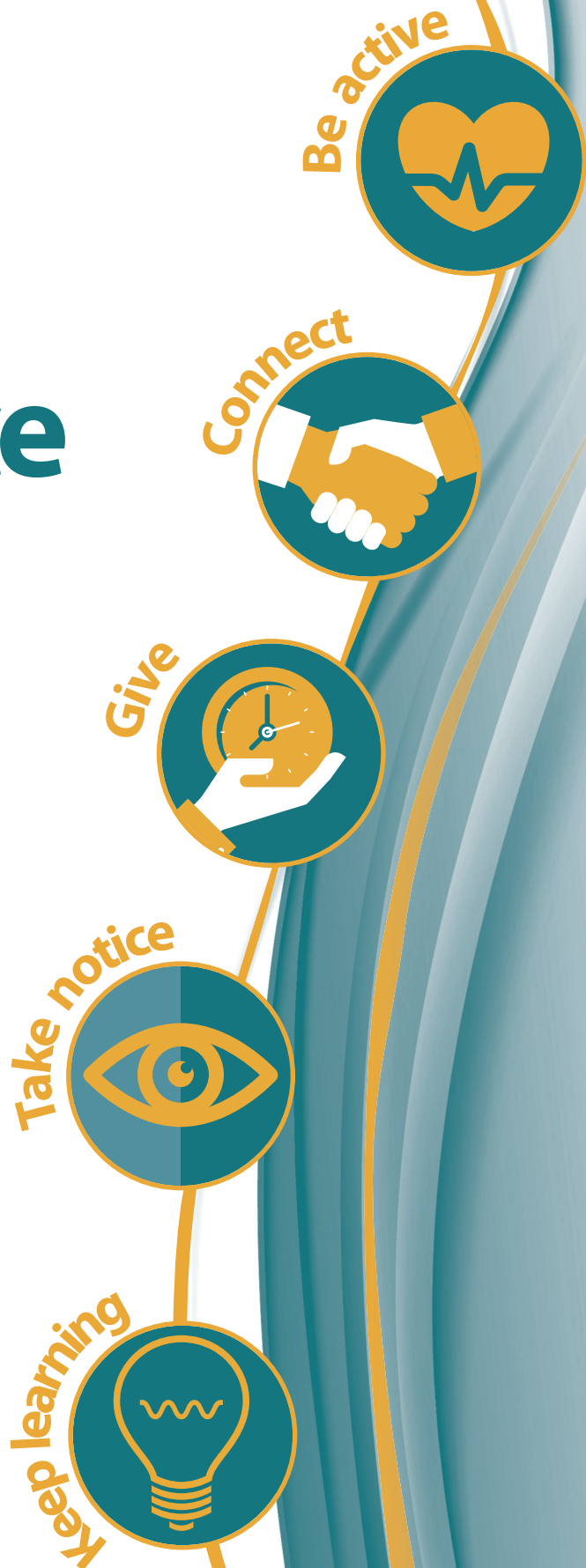


Our Healthy Workplace

Leicester City
Council
Supporting
your health
and wellbeing



Foreword

We want everyone who works here at Leicester City Council to know that they are vital to the work we do for Leicester.

Giving everyone the opportunity to get involved in making their workplace a healthier place means that everyone can help to make a difference – for themselves and for each other. Health and wellbeing is our shared goal and this document sets out policies and plans to achieve that goal.

We hope that there will be some quick wins resulting from this booklet – more employees finding out about health issues and getting involved in healthy activities, resulting in improved health and fitness and reduced staff illness.

However the real gains come further down the line. In five to ten years' time we hope that improvements in health will lead to staff feeling and being healthier at home and at work. We also hope that by setting an example as a healthy employer, we will encourage other local employers to follow our lead.

Overall, we want to achieve a workplace where:

- We support the health and wellbeing of all employees;
- Everyone knows how to improve and maintain their own health and wellbeing and to make healthy lifestyle choices;
- Everyone enjoys healthy working conditions and practices;
- People's health is improved through being at work.

We hope that you can all help us to make this happen.

Andy Keeling
Chief Operating Officer

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An employer of choice

Leicester City Council is committed to the ideal of a healthy workforce and has created a Health and Wellbeing Strategy to meet that goal, underpinned by the Five Ways to Wellbeing.

As the largest employer in the city, our goal is to make it easier for all our employees to choose healthy lifestyles. By becoming a healthy organisation, we can also become an example for other local employers to follow.

We recognise that employees are our most valuable asset. So we are committed to ensuring that all employees are able to access health initiatives and information, regardless of age, gender, ethnic origin, disability, sexual orientation, religion or belief, abilities, job roles and work patterns.

Where necessary, we will take specific actions to reach those employee groups who are likely to have higher levels of health need.

Around 60 per cent of our employees live within the city boundary, with a significant proportion living in areas of deprivation where they are more likely to experience:

- Poor health and low life expectancy
- Social exclusion
- Low educational attainment with poor literacy levels
- High unemployment
- Low income

By helping our employees to make healthier lifestyle choices we can improve not only their lives, but also the health of their families and friends.

What's in this handbook?

In this health and wellbeing handbook you'll find information on key health and wellbeing topics.

You'll also be able to read about the policies, procedures and training that can support you in your role and details of benefits and services you can get as a council employee.

Where can I find more information?

Leicester City Council employees – please visit interface.lcc.local/ohw

School teaching and support staff – please visit the Schools' Extranet at <http://schools.leicester.gov.uk>

You can also find a list of national and local support services, charities and health websites in the directory at the back of this booklet.

Our Healthy Workplace

**Information on our
policies and staff
services**

Five ways to wellbeing



Research by the New Economics Foundation has identified five ways that individuals can improve their wellbeing:



- **Connect**
- **Be Active**
- **Take Notice**
- **Keep Learning**
- **Give**



Leicester City Council is committed to making this an integral part of our health and wellbeing strategy by encouraging employees to follow the five ways explained below.

Connect

Feeling close to, and valued by, other people is a fundamental human need and one that contributes to functioning well in the world. Social relationships are critical for promoting wellbeing and for acting as a buffer against mental ill health for people of all ages.

With this in mind, try to do something different today and make a connection.

- Talk to someone instead of sending an email
- Speak to someone new
- Ask how someone's weekend was and really listen when they tell you



- Put five minutes aside to find out how someone really is
- Give a colleague a lift to work or share the journey home with them.

Be Active

Regular physical activity is associated with lower rates of depression and anxiety across all age groups. Exercise is essential for slowing age-related cognitive decline and for promoting wellbeing. It doesn't need to be particularly intense for you to feel good - slower-paced activities, such as walking, can have the benefit of encouraging social interactions as well providing some level of exercise.

Here are a few ideas of the things you can do each day to be active.

- Take the stairs not the lift
- Go for a walk at lunchtime
- Walk into work - perhaps with a colleague – so you can 'connect' as well
- Get off the bus one stop earlier than usual and walk the rest of the way
- Have a kick-about in a local park
- Do some 'easy exercise', like stretching, before you leave for work in the morning
- Walk to someone's desk instead of calling or emailing.

Take Notice

Reminding yourself to 'take notice' can strengthen and broaden awareness. Being aware of what is taking place around you enhances your well-being and savouring 'the moment' can help to reaffirm your life priorities. Be curious, catch sight of the beautiful, remark on the unusual and notice the changing seasons. Heightened awareness also enhances your self-understanding and allows you to make positive choices based on your own values and motivations.

Here are a few ideas to help you enjoy the moment and the environment around you.

- Have a 'clear the clutter' day
- Take notice of how your colleagues are feeling or acting
- Take a different route on your journey to or from work
- Visit the museum during your lunch break or eat your lunch in the park

Keep learning

Continued learning through life enhances self-esteem and encourages social interaction and a more active life. Taking the opportunity to engage in work or educational activities can help to lift people out of depression. The practice of setting goals has been strongly associated with higher levels of wellbeing.

Why not learn something new today? Here are a few more ideas:

- Take up a new hobby or sign up for a class
- Read the news or a book
- Set up a book club
- Do a crossword or Sudoku
- Research something you've always wondered about
- Learn a new word.

Give

Participation in social and community life can also be beneficial. Individuals who demonstrate a greater interest in helping others are more likely to rate themselves as happy. Simply committing an act of kindness once a week over a six-week period has been shown to result in an increase in wellbeing.

Here are a few ideas:

- Do something nice for a friend or stranger
- Say thank you
- Smile
- Become a volunteer

Our health and wellbeing policies

We have a number of policies and measures in place that relate, directly and indirectly, to health and wellbeing.

All our policies can be found at leicester.gov.uk/conditionsofservice, the section or appendices for each policy are provided.

If you work in a school there may be locally agreed policies so please check with your HR team.

Corporate Safety Manual (InterFace)

As an employer we have specific health and safety responsibilities. More information can be found in our Corporate Safety Manual including details on manual handling, first aid, incident reporting, new and expectant mothers and homeworking.

Domestic violence (Appendix K1)

We are committed to helping anyone who is, or has been, a victim of domestic violence. We can offer advice, support and guidance on how to deal with any instances of domestic violence. More information can be found in appendix K1 of the local conditions of service.

Flexible working (Appendix M and P)

The council has a range of flexible working options to help employees to balance the demands of their work and personal lives, as well as to

help the council to deliver its services as more of the organisation moves away from a traditional 9-5 day. Potential flexible working options include:

- Job share
- Temporary or permanent reduction in working hours
- Short-day working
- Term-time working
- Flexible retirement
- Home-working
- Flexi-time
- Annualised hours

Employees are encouraged to speak to their manager about how they may benefit from flexible working and how to best accommodate service needs.

Harassment, discrimination and bullying (Appendix X)

Employees who feel they have been harassed, bullied or discriminated against in relation to their employment have a right to raise their complaint under our formal procedures.

HIV and AIDS – (Appendix L)

We want to make sure that people affected by HIV do not experience discrimination as an employee of the council or as a person who uses or receives council services. Although an employee does not need to tell us if they HIV, the policy provides information on a range of topics that could support staff with HIV in the workplace. The policy also sets out information on risk assessments, training and recruitment.

Sickness absence and attendance management

(Section 5)

We want to make sure employees are supported and encouraged to return to work as quickly as possible following a period of sick leave and that managers can support staff to access services and interventions quickly if needed. Our attendance management and sickness absences policies provide full information on reporting sickness, return to work interviews and managing longer term absences.

Smoking (Appendix M1)

Our smoking policy explains the restrictions we have around smoking whilst at work. It also outlines the support employees can get to help them stop smoking.

Substance misuse

(Appendix II)

Our policy on substance misuse covers alcohol and drugs. It sets out the steps employees can take if they feel their alcohol consumption or drug use is affecting their performance at work. In some cases it may be necessary for managers to take disciplinary measures and the policy also explains the procedure that must be followed.

Violence and aggression at work (Corporate Safety Manual)

As part of our health and safety duties, we have a specific policy on violence and aggression towards employees. We recognise our responsibilities as an employer and will endeavour, as far as is practicable, to eliminate or reduce the risk of violence and aggression to employees during the course of their work.

Working hours and leave

(Section 4)

We have a number of policies covering leave allowances and circumstances where employees can take paid or unpaid leave. In addition to individuals annual leave entitlement, there are also provisions for:

- Religious/belief leave
- Adoption leave and fostering training leave
- Paternity leave (Maternity Support Leave)
- Parental leave
- Carrying-over of annual leave
- Purchasing additional annual leave
- Examination leave
- Compassionate leave
- Time off for dependants
- A career break scheme for individuals who would like to take a longer period away from work

Employee groups and forums

There are a variety of self-organised employee support groups and forums for Leicester City Council employees.

For further information please visit interface.lcc.local/groupsandforums or look on the Schools Extranet.

Bicycle Users Group

Contact:
martin.bromley@leicester.gov.uk or
peter.veasey@leicester.gov.uk

Black Workers Groups

Contact: bwg-sch@leicester.gov.uk

Carers Support Group

Contact:
carerssupportgroup@leicester.gov.uk

Christian Fellowship

Contact: christians@leicester.gov.uk

Craft and Technical Women's Action and Support Group

Contact: Elaine Clarke, Lisa Hipwell, Teresa Ottey or Amanda Smith on 29 8265 or 07745 906 931.

Disabled Employees Group

Contact:
Lindy.mead@leicester.gov.uk or call
0116 454 4779

Grow Your Own

Online social group.

Lesbian, Gay, Bisexual and Transgender Group

Contact:
LGBTemployeeforum@leicester.gov.uk

Muslim Support Group

Contact: muslims@leicester.gov.uk

Sports and Leisure

Online social group.

Mental health support group

Contact:
alyson.taylor@leicester.gov.uk

Occupational health

The council's external occupational health specialist provider sees employees on a case-by-case basis to give advice to managers on the effect of work on health, and the effect of health on work.

Occupational health's role includes:

- Monitoring the health of employees
- Helping identify health problems and fitness for work issues at an early stage
- Formulating rehabilitation programmes/ return to work strategies
- Promoting employee wellbeing and healthy living

Please speak to your manager or HR to be referred to the occupational health service.

You can find out more at interface.lcc.local/occhealth or on the Schools' Extranet.

Health surveillance

Occupational health also provides health surveillance for employees exposed to specific workplace hazards (such as chemicals or noise) to detect any early signs of a work related condition.

Training and personal development

One of Five Ways to Wellbeing is to keep learning. Adult learning has been shown to have positive effects on a person's wellbeing, life satisfaction, optimism and performance.

Leicester City Council offers lots of opportunities for lifelong learning through a variety of training courses organised by the workforce development team, including:

Workforce development

Workforce development have an extensive list of training courses, both work related and for personal development. This includes topics as basic assertiveness, creative thinking, domestic violence, interview coaching and personal effectiveness.

There are also training courses designed specifically for managers to help you in your role, including management basics, assertiveness, time management and stress management.

ICT training

The ICT team provide a variety of training courses designed to increase your PC knowledge and skills, including computer basics, e-mail and the full range of Microsoft applications. They also run courses on corporate software such as Agresso and Liquidlogic. Courses can be booked through MyView.

Leicester Learning Pool

This is the e-learning zone for the council in partnership with Learning Pool. It provides all employees with a range of e-learning courses which can be accessed from any computer, either at work or at home, when and where you need it. You will need a login and password to access this service. More information is available at lcc.learningpool.com

Lifelong Learning Agreement

This agreement creates a partnership between the council and trade unions to support lifelong learning and the Skills for Life strategy by giving all employees the opportunity to develop their skills, knowledge and talents including meeting their numeracy and literacy needs. The agreement can be found on Interface.

Contacts

Workforce development

interface.lcc.local/hr
0116 454 2750

ICT training

interface.lcc.local/icttraining
ict-training@leicester.gov.uk

Schools

Please visit the Schools' Extranet for information on training for teaching and support staff.

Benefits and opportunities

Childcare vouchers

Employees can save money and enjoy tax and National Insurance breaks by signing up to the KiddiVouchers scheme.

Please look on Interface, the Schools' Extranet or contact your HR team for more information.

Eye care for computer users

If you regularly use a computer, you can request a free eye and eyesight test. The council have set up an arrangement with the Eyepod Vision service to provide these tests.

The Eyepod van is based at suitable city centre locations on scheduled dates and offers appointments from 9.30am to 3.15pm. They also have a selection of discounted frames for you to choose from if necessary.

The council has become increasingly aware that a large sector of the market now offer free eye tests and staff are at liberty to take advantage of these. You may then present your prescription to Eyepod to take advantage of the discount offered.

Please look on Interface, the Schools' Extranet or contact your HR team for more information.

Workplace Health Champions

Our workplace health champions help deliver the council's workplace health initiative. The champions help raise awareness of key health and wellbeing topics, and support campaigns and events. They also provide information and signpost colleagues to relevant resources and services.

You'll be entitled to protected time of two hours per month and will receive full training.

If you're interested in becoming a Workplace Health Champion please visit interface.lcc.local/ohw or email Julie.oboyle@leicester.gov.uk for more information.

Your health and wellbeing

In this section you can find out more about key health topics and the policies, services and benefits that could help you make healthier choices.



Alcohol and substance misuse

Alcohol

Alcohol is a significant contributor to a wide range of health and social problems. In Leicester city an average of 45 people die each year as a direct consequence of alcohol, 35 of these deaths are due to liver disease.

There are more than 60 different medical conditions that have been linked to alcohol including liver disease, cancer, osteoporosis, stomach ulcers, raised blood pressure, stroke and dementia. Alcohol also increases the risks of wider social impacts such as domestic violence, mental illness and sexually transmitted infections.

Whilst you can see some of the immediate effects of excessive drinking, like slurred speech or uncoordinated movements, the longer term effects can be very serious, and may remain undetected for many years.

Alcohol also contains calories so it can contribute to weight gain. A 250ml glass of 13% wine could have around 228 calories, whilst a pint of 4% beer could contain around 180 calories.

How much is too much?

Alcohol is measured in units. A unit of alcohol is 10ml of pure alcohol, but it's not always easy to work out how many units are in your drink.

The number of units will vary depending on the strength of your drink and how much you have. Government figures show many of us could be underestimating how much we drink by up to 40 per cent.

Men should not regularly drink more than 3-4 units of alcohol a day, and women should not regularly drink more than 2-3 units a day. 'Regularly' means drinking this amount every day or most days of the week.

It's also recommended that you should have at least two alcohol-free days each week. Your health is at risk if you regularly exceed recommended daily limits.

Substance misuse

Substances include drugs such as cannabis, cocaine, mephedrone, ecstasy and speed, most of which are highly addictive. It also includes the misuse of glue and aerosols.

Misusing substances can have a significant impact on your health and have been linked to a range of underlying health issues including:

- Insomnia, poor concentration, inability to learn
- Schizophrenia, hallucinations and fits
- Overstimulation of heart and nervous system leading to a heart attack
- Lung disease including asthma
- Increased risk of heart disease and lung cancer
- Damage to veins and body tissue

- Increased risk of HIV, viral hepatitis and other infections
- Miscarriage or damage to an unborn baby.

There is also strong evidence that substance misuse can cause or exacerbate mental health problems.

Alcohol, substance misuse and work

Many of us may choose to unwind after work with alcohol. Whilst it can make you feel more relaxed in the short term, regularly drinking over the government guidelines can actually increase feelings of stress, anxiety and depression. Alcohol can also affect your sleep patterns.

If you regularly drink to excess you can increase your tolerance to alcohol and you may no longer feel the typical symptoms of a hangover. Instead you may feel permanently tired, sluggish and stressed and this could affect your performance at work.

It can be easy to put these type of feelings down to a busy month at work or at home, however if you're not feeling your best it can be a good idea to check how much alcohol you're consuming. If you find you're drinking too much, taking steps to cut back is a place to start. Like alcohol, if you misuse

substances you might find your performance at work begins to deteriorate or you might take time off work through ill-health.

If you believe your alcohol consumption or use of substances are affecting your health our substance misuse policy provides information on what you can do to make a voluntary request for support.

If you don't ask for support and your performance or attendance at work is affected the council may need to take disciplinary action. The policy explains what would happen and what procedures must be followed.

Policy: Substance misuse policy - Conditions of service, appendix II

Support and advice

If you'd like support to tackle a problem with alcohol or drugs please contact your HR team for a confidential consultation. HR will see you and if appropriate, refer you to occupational health who may in turn, refer you to a specialist agency.

Alternatively you can speak your own GP who will be able to provide information and advice. There are also details for national services and websites available in our directory at the back of this booklet.

Healthy eating



Healthy eating can be really straightforward and when it comes to a healthy diet, balance is the key to getting it right. This means eating a wide variety of foods in the right proportions, and consuming the right amount of food and drink to achieve and maintain a healthy body weight.

Many of us are eating more than we need, and should eat less. We also need to think about what we drink as some beverages can also be high in calories.

What should we eat?

To have a healthy, balanced diet, everyone should try to eat:

- plenty of fruit and vegetables
- plenty of starchy foods, such as bread, rice, potatoes and pasta
- some meat, fish, eggs, beans and other non-dairy sources of protein
- some milk and dairy foods
- just a small amount of food and drinks that are high in fat and/or sugar.

Healthy eating and work

We spend around a third of our time at work so staying hydrated and eating regular well-balanced meals whilst on the clock is important for your health. We might feel tired, sluggish or have difficulty concentrating if we don't look after our bodies when we're working.

Dehydration occurs when your body loses more fluid than you take in.

Some of the early warning signs include feeling thirsty and lightheaded, having dark coloured, strong-smelling urine and passing urine less often than usual. If you're dehydrated, drink plenty of fluids like water, semi-skimmed milk, diluted squash or fruit juice. Try to avoid caffeine and fizzy drinks. A good rule is to drink enough fluid so that you're not thirsty for long periods, and to steadily increase your fluid intake when exercising and during hot weather.

Support and advice

Your GP can offer advice on information on your diet and how to maintain a healthy weight or lose weight in a healthy way.

Leicester City residents can also access support from Food and Activity Buddies, a weight management service offered by Leicestershire Partnership NHS Trust. They run regular courses that can help you understand more about your diet and help you get active. Visit fabhealthservices.org for more information.

There are also details for national services and websites available in the directory at the back of this booklet.

Mental wellbeing



Taking care of your mental health just as important as looking after your physical health. We need to feel good about ourselves and the world around us so that we can enjoy our lives.

There are five simple ways to help you keep your mind healthy and improve your wellbeing:

- Connect
- Be active
- Keep learning
- Give to others
- Take notice

You can read more about the Five Ways to Wellbeing on pages 8 and 9.

Mental wellbeing and work

The council is committed to supporting employees and tackling the stigma around mental illness. We've developed a Mental Health Action Plan that promises to take specific measures to promote mental and emotional health and reduce instances of mental health absence by providing a framework of support for employees and managers.

The plan introduces the concept of a health and wellbeing passport. The passport is a voluntarily agreed between an employee and their line manager, which will be used to record health concerns, whether

those concerns affect their work and any necessary adjustments. It would also contain a list of useful contacts in the event of an employee becoming ill.

We also understand that some of our employees have caring responsibilities and that they may need support or flexibility to help them continue working at the council whilst also providing care. You can find out more about support for carers on page 22.

Support and advice

There are a range of support options and policies available to staff:

Confidential counselling

A free and confidential telephone and face-to-face counselling service is available to employees. The service is provided by Amica Counselling and Psychological Support Services which is part of the University Hospitals of Leicester NHS Trust and is located at the Leicester Royal Infirmary.

You can contact Amica on 0116 254 4388. The service is run by qualified counsellors and is available from 8.30am to 8.30pm, 365 days per year.

Employees can receive up to eight face-to-face counselling sessions. Family members can

also access Amica's services in the event of a major trauma or incident involving one of our employees, subject to agreement with the employee's manager.

Self-referral for face-to face counselling is not currently available to school-based employees and therefore it cannot be accessed without approval of funding. School-based employees should speak to their head teacher or HR team to obtain funding approval.

Amica can also provide support and advice to managers, including how to deal with a critical incident or adverse event. Please call 0116 454 4388 for more information.

Mediation and resilience training

Mediation is about resolving conflicts in a structured, but informal basis. Resilience training workshops are about helping individuals and teams to cope with stressful situations such as organisational reviews.

Mediation services and resilience training workshops are also available on request from Amica. Please call 0116 454 4388 for more information.

Stress management policy

The council's stress management policy states that: 'The council aims to take positive measures to manage stress effectively and to create an environment where stress is prevented so far as is reasonably practicable; and that where it becomes an issue for individual

employees, they are encouraged to seek support.'

Although our stress policy is primarily concerned with stress arising from work, the council also recognises that events occurring in an employee's personal life may also lead to stress that may have an impact on their work. We'll therefore try to assist you whatever the cause of stress.

Our stress management policy also includes tools for carrying out preventative team-based stress risk assessments and carrying out individually based risk assessments where someone is experiencing stress.

Policy: Stress management - Corporate Safety Manual, InterFace

Stress management training

Workforce development offers a half day stress awareness course for staff and a one day course designed specifically for managers.

Support for carers

We understand that some of our staff have caring responsibilities and that they may need support or flexibility to help them continue working at the council whilst also providing care.

You might be caring for a disabled, elderly or sick parent, relative, friend or other dependent who is unable to care for him or herself. Your caring role might include helping with personal care or mobility, providing emotional support, managing

medication and carrying out practical household tasks. You might support the person with their financial matters or paperwork, or help them attend medical or financial appointments. The person you are caring for does not have to live with you.

We've also introduced a Carers Passport. The passport provides carers, and their line managers, with information on how the individual's caring responsibilities might impact on their work. It includes details of any solutions agreed between the employee and his or her line manager, for example more flexible working arrangements.

Policies and guidance:

- Flexible working – Conditions of Service, appendix M and P
- Compassionate leave - Conditions of Service, appendix S2
- Time off for dependents – Conditions of Service, appendix S3
- Buying more annual leave – InterFace
- Guidelines for supporting caring employees – InterFace
- Carers' Passport – InterFace

Volunteering

Volunteering is a great way to boost your mental wellbeing. As a council employee you can have paid leave for one day a year to support charitable work in the community and develop your skills.

There are a number of local services who can provide volunteering opportunities:

- Leicestershire Cares strives to bring businesses and communities together, for the benefit of all, through employee volunteering. They have a wide range of projects available that you can get involved with and they can also organise team volunteering events. For more information call 0116 275 6490, email info@leicestershirecares.co.uk or visit leicestershirecares.co.uk.
- Macmillan Cancer Support have a range of opportunities for volunteers with varying amounts of time and input required. For more information on local opportunities please visit macmillan.org
- Join Park Force and help support your local park. Visit leicester.gov.uk/parkforce for more information.
- Voluntary Action LeicesterShire (VAL) offer a full range of volunteering opportunities. Visit valonline.org.uk for more information.

Policy: Section 4.35, Time off for work in the community

Physical activity



The benefits of regular physical activity include:

- Reducing the risk of major illnesses such as heart disease, stroke, diabetes and cancer by up to 50%;
- Reducing the risk of osteoarthritis by up to 80%;
- Reducing the risk of stress, depression, dementia and Alzheimer's disease by up to 30%
- Boosting self-esteem, mood, sleep quality and energy levels

All adults should aim to be active every day and achieve either:

- at least 150 minutes of moderate intensity aerobic activity in bouts of 10 minutes or more, or in bouts of 30 minutes on at least 5 days per week
- 75 minutes of vigorous-intensity activity spread across the week
- an equivalent mix of moderate- and vigorous-intensity aerobic activity every week (for example 2 30-minute runs plus 30 minutes of fast walking)

Moderate-intensity aerobic activities are any activities that raise your heart rate and make you sweat. Walking fast, hiking, swimming, dancing, cycling and even heavy gardening can all count. Vigorous-intensity aerobic activity means you're breathing hard and fast, and your heart rate has gone up quite a bit.

Adults should also undertake physical activity to improve muscle strength on at least two days a week

and minimise the amount of time spent being sedentary (sitting) for extended periods.

Support and advice

There are a range of local services and staff benefits to help you increase your activity levels:

Cycle to work

Cycling is an economical, efficient, healthy, quick and environmentally friendly way to travel and to keep fit. Regular cycling can also halve the risk of heart attack, reduce blood pressure and blood cholesterol levels.

As a council employee you can take advantage of our Cycle Salary Sacrifice Scheme. If you use a bicycle to commute to and from work the council offers you the opportunity to purchase a new bicycle through a salary sacrifice scheme with significant savings on tax and national insurance of at least 32%. Find out more at interface.lcc.local/employeebenefits

If you use your bicycle on business, the council will also pay mileage for the business journeys you do. You can find out more in section 6 of the conditions of service.

We also have the Bicycle Users' Group (BUG) which is open to all employees who cycle, or are interested in cycling, to or at work.

Discounted leisure centre membership

Our employees can enjoy unlimited access to the council's gyms and swimming pools with the benefit of a corporate discount. For as little as £28 a month staff can access eight different gyms and seven swimming pools across the city. The price also includes aerobics classes, badminton, squash and table tennis bookings.

To benefit from the 'All Inclusive Membership' take along your ID badge and current payslip to your city council leisure centre.

Alternatively, employees can take advantage of savings of up to 10% offered by 'The Card' at all city council leisure centres and our golf course.

To apply for 'The Card' call in at any of our leisure centres and take along your ID badge and a current payslip. Alternatively, you can apply online by completing an application form available at leicester.gov.uk/thecard.

Musculoskeletal rehabilitation

The musculoskeletal rehabilitation service helps employees with their recovery from musculoskeletal injuries and conditions. In general terms musculoskeletal injuries and conditions are those things that affect bones, muscles, ligaments, tendons, etc. These include conditions such as tennis elbow, lower back pain, dislocation, ligament damage, slipped disc, carpal tunnel syndrome and whiplash injuries.

The service is available free of charge to all employees (except agency employees and employees of those schools which have not opted to buy into the service) even if their injury was not sustained at work. The service is provided by an external specialist, IPRS.

You have to be referred via your line manager, although in some cases HR or occupational health can also make this referral. Once you've been referred, the provider will carry out an initial physiotherapy assessment, and then provide a diagnosis and individual treatment plan.

Outdoor activities

In addition to the council's leisure centres, there are plenty of outdoor activities available including:

- Play tennis for free on 10 parks across the city. There are also permanently installed table tennis tables at five parks across the city.
- Casual play at bowls clubs in nine of the city's parks;
- Outdoor gyms
- Skateboarding and BMX
- Free outdoor events such as free trails and treasure hunts
- Free walking for health leaflet for self-guided walks
- Getting an allotment

You can also get involved in conservation works organised by the Riverside Rangers, volunteer in a local park and green space with Park Force or take part in a longer term projects with the 'It's Your Neighbourhood' team.

For more information visit leicester.gov.uk/parks, call parks services on 0116 454 1003, or email parks@leicester.gov.uk

Active Lifestyle Scheme

The Active Lifestyle Scheme offers people who are inactive or who have medical conditions or physical ailments that could benefit from physical activity, the opportunity to participate in exercise under the guidance of qualified exercise professionals.

The scheme is free and you'll have to be referred by your GP or another healthcare professional in Leicester city.

For more information please ask your GP, call 0116 299 5593 or visit leicester.gov.uk/activelifestyle

Smoking



Smoking can affect your entire body. From the outside in, the chemicals in cigarettes can cause damage to your lungs, circulation, bones, skin, brain and even your fertility.

One in every two life-long smokers is killed by tobacco and most smokers lose many years of active life. Smoking remains the largest preventable cause of death in England.

If you quit smoking you'll feel the benefits almost immediately. Within 20 minutes your blood pressure and pulse will return to a normal rate. After three days you'll find you can breathe more easily and have more energy. After a year your risk of a heart attack will be half that of a smoker and in the long term you'll reduce your risk of developing other serious medical conditions like lung cancer.

You'll also notice an impact on your bank balance. If you smoke five cigarettes a day you could be spending around £12 per week – that's nearly £50 a month and £600 a year. If you smoke 20 per day the habit could be costing you almost £50 per week, £200 a month and over £2,400 a year.

Smoking and work

The council has a smoking policy which explains the restrictions we have around smoking whilst at work. Essentially you cannot smoke in any council buildings or in council vehicles. You also

cannot take 'smoking breaks' so if you want to smoke you'll need to do it in your own time, for example during a lunch break.

If you want to stop smoking, the council will allow any employee up to five hours paid time-off (pro rata for part-time and job share workers) to attend recognised smoking cessation schemes if the sessions occur during or impact on work time.

Policy: Smoking policy – Conditions of Service appendix M1.

Support and advice

The NHS Stop smoking service offers free support to people in both the city and county who want to give up smoking. They'll meet with you to help you decide if you're ready to quit and will work with you to devise a programme that will give you the best chance of success. They'll also equip you with the skills you need to stay smokefree.

The Stop smoking service can be contacted on 0116 295 4141 or by texting 07717 420 560. You can also find out more information at smokefree.nhs.uk

The Stop team would be happy to come to team meetings and explain how the service works, or to offer advice sessions to groups of smokers at their work areas. If you would like to take them up on this offer, please contact louise.ross@leicspart.nhs.uk

Other health information

Cancer and screening

There are many different types of cancer and the signs and symptoms can vary. If you experience any changes to your body, or have any symptoms that are worrying you see your GP.

The NHS runs a free routine screening programme for cervical, breast and bowel cancers. When you reach the eligible age you should receive an invitation from your GP to attend a screening appointment. Screening can save lives so

You can find out more about the screening process and when you might be invited for an appointment at cancerscreening.nhs.uk.

Diabetes

Diabetes is a lifelong condition that causes a person's blood sugar level to become too high. There are two main types of diabetes, Type 1 diabetes and Type 2 diabetes. The main symptoms are feeling very thirsty, urinating frequently, particularly at night, feeling very tired, weight loss and loss of muscle bulk. You can find out more information at nhs.uk/diabetes

Domestic violence

Domestic abuse is described as "any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to

psychological, physical, sexual, financial and emotional." Domestic abuse can happen to anyone, regardless of their background. You can find out more about support in Leicester at leicester.gov.uk/stayingsafe

Flu jab

The flu vaccine is available free on the NHS for some groups including pregnant women, children aged two and three, children aged 2 to 18 with a long-term health condition, adults aged 65 or older, people with a serious medical condition, healthcare workers or carers and people living in residential or nursing homes. Find out more at nhs.uk/flu

Heart disease

Heart disease or cardiovascular disease (CVD) is a general term used to describe a range of conditions and illnesses that affect the heart or blood vessels. By making small changes to your lifestyle, like eating a healthier diet, stopping smoking or increasing the amount of physical activity you do, you can help keep your heart healthy and reduce your risk of developing CVD. You can find out more at nhs.uk/healthyhearts

Sexual health

You can find out more about taking care of your sexual health, including options for contraception and protection from sexually transmitted infections at nhs.uk/sexualhealth or if you're looking for services in Leicester and Leicestershire please visit leicestersexualhealth.nhs.uk

Directory

Here you can find a list of national and local support services, charities and health websites. This list is not exhaustive.

Council contacts

Business Service Centre

0116 454 1010
bsc@leicester.gov.uk

City council sports club

0116 454 1321 / 2009

Health and safety team

0116 454 4300
corporatehealthandsafetyteam@leicester.gov.uk

Parks

leicester.gov.uk/parks

Public health

0116 454 2039 / 2042
Interface.lcc.local/ohw
leicester.gov.uk/ourhealthycity

Schools' Extranet

<http://schools.leicester.gov.uk>

Sports services

leicester.gov.uk/sports

Workforce development

0116 454 2750

Alcohol and substance misuse

Drink Aware:

drinkaware.co.uk

Frank

talktofrank.com

Leicester Recovery Partnership (city)

leicesterrecoverypartnership.co.uk

NHS Choices:

nhs.uk/alcohol

Substance Misuse Partnership (county)

drugs.org.uk

Healthy eating

Food and Activity Buddies

fabhealthservices.org

NHS Choices:

nhs.uk/healthyeating

Mental wellbeing

Adult education (city)

lasals.co.uk

Alzheimer's Society

alzheimers.org.uk

Amica

(confidential counselling)

0116 254 4388

Anxiety UK

anxietyuk.org.uk

CLASP

claspthecarerscentre.org.uk

Dementia Friends

dementiafriends.org.uk

Directory

LAMP

lampdirect.org.uk

Leicestershire Cares

leicestershirecares.co.uk

Mental Health Foundation

mentalhealth.org.uk

Mind

mind.org.uk

Samaritans

samaritans.org

Voluntary Action Leicestershire

valonline.org.uk

Physical activity

Active Lifestyle Scheme

leicester.gov.uk/activelifestyle

Athlefit:

englandathletics.org/athlefit

Get Walking Keep Walking

0116 373 7589

NHS Choices:

nhs.uk/fitness

Workplace Challenge

workplacechallenge.org.uk/lrsport

Smoking

NHS Smokefree

nhs.uk/smokefree

Stop Smoking Service

0116 295 4141 or text 07717 420560

Other useful contacts and links

Age UK

ageuk.org.uk/leics

British Heart Foundation:

bhf.org.uk

Cancer Research

cancerresearchuk.org

Change 4 Life:

nhs.uk/change4life

Clinical Commissioning Groups

eastleicestershireandrutlandccg.nhs.uk

leicestercityccg.nhs.uk

westleicestershireccg.nhs.uk

Diabetes UK

diabetes.org.uk

Find a health service

nhs.uk/Service-Search

Health for Kids

healthforkids.co.uk

Leicestershire County Council

leics.gov.uk/public_health

Leicestershire Partnership Trust

leicspart.nhs.uk

Leicester Sexual Health Service

leicestersexualhealth.nhs.uk

Macmillan:

macmillan.org

Money Advice Service

moneyadviceservice.org.uk

NHS Choices:

nhs.uk/livewell

NHS Choices – Summer health

nhs.uk/summerhealth

NHS Choices – Winter health

nhs.uk/winterhealth

NHS Cancer Screening

cancerscreening.nhs.uk

Silver Star (diabetes)

silverstaruk.org

Trade (LGBT)

tradesexualhealth.com

University Hospitals of Leicester

leicestershospitals.nhs.uk

Our
Healthy
Workplace

[Interface.lcc.local/ohw](https://interface.lcc.local/ohw)