



Better Health
at Work Award

Maintaining Excellence Assessment Record: 2022

Organisation Name: Middlesbrough College
Local Authority Area: Middlesbrough
Assessors: Craig Postgate
Assessment Date:



Health Campaigns and Activity Log

Number Health Advocates trained

Date

15

1 January 2021

Healthy Eating and Weight Management

Activity

Number of participants

Date

Cholesterol Tests

19

30 November 2021

Slimming World Representative in College &
Promoted PH Slimming World Referral

Drop in

28 September 2021

Healthy Eating Options at the Cafe outlets

Unmeasured

1 January 2021

Employee Assistance Programme

201

Physical Activity



Activity	Number of participants	Date
Race for Life	154	15 October 2021
National Fitness Day	N/A	22 September 2021
Step-a-thon	71 with a total of 18.8 million steps	1 September 2021
Free Gym Membership	85+ New gym system exact number not available	1 January 2021
Walk around the Dock	Open to all staff not measured	1 January 2021
Weekly Badminton	25	1 January 2021
Employee Assistance Programme	201	1 January 2021

Taking Wellbeing Higher Health Initiatives

Activity	Number of participants	Date
Wellbeing Week		15 October 2021



Flu Vaccinations	261 over 3 days	22 September 2021
Covid Bus	120 Vaccines given	1 September 2021
Employee Assistance Programme	201 Hits	1 January 2021
Essential Management Training	64	1 January 2021
Health and Wellbeing Communication to staff	Bi-monthly	1 January 2021
Supervisor Training	72	

Stop Smoking

Activity	Number of participants	Date
Smoke Free Campus	All Staff	1 January 2021
Employee Assistance Programme	201 Hits	1 January 2021
Plasma Screen Health Campaign across College signposting to the One You Quit Smoking Campaign	Not measured	1 January 2021



Stress and Mental Health

Activity	Number of participants	Date
23 Trained MHFA	N/A	1 January 2021
27 Health and Wellbeing Champions	N/A	1 January 2021
Counselling Services	72 calls, 13 referrals, 48 sessions delivered	1 January 2021
Employee Assistance Programme	201 Hits	



Maintaining Excellence Award

Assessment process

Employers reaching this level will no longer be automatically fully assessed. You are now on the Maintaining Excellence Framework and need to complete a yearly report to evidence that your health and wellbeing activity is being sustained at 'Excellence' level.

If you are selected for full assessment (5% of participants) your completed evidence and narrative must be provided to your local award co-ordinator at least two weeks prior to the date of the assessment visit.

The assessment window opens on 1st June and closes on 30th November. It is helpful to book your assessment as soon as possible to give you a date to work to.

For full assessment at ME, you should aim to submit a maximum 25 pieces of evidence, with 5-10 items per main campaign and 1-2 for smaller supporting activities.

For light touch submissions a maximum of 10 pieces of evidence will suffice.

Please provide all details requested below, including a narrative report (1500 words max, excluding case study) outlining your activity regarding the following elements:

Additional Elements	How does your organisation comply?
The organisation should address any new elements added or amended to the previous Award levels as a result of the	



annual Criteria Review process.	
<p>Demonstrate how your organisation assesses and mitigates infection control issues, (flu, covid, norovirus etc.)</p> <p>eg. specific risk assessments, procedures and training, awareness-raising and provision of PPE/sanitation.</p>	<p>The business has delivered on site flu vaccinations to staff for several years now, we have traditionally ordered 120 vaccinations but in 2020 we administered 200 vaccinations and in 2021, 261 staff received vaccines.</p> <p>There have been several promotions of the benefits of the flu vaccination and the covid vaccination schemes using the NHS information on:</p> <ul style="list-style-type: none"> • Principal's bi-weekly business bulletins, role modeling that she has booked to receive the vaccine herself. • College e-newsletter produced as and when required but at least once a month, sent to all users. • Promoted on the Staff Portal. • Promoted by the Health and Wellbeing Champions. <p>Staff have been given paid leave to attend their COVID vaccinations and boosters. Absence relating to Covid has been mitigated and paid in full to ensure staff do not attend College whilst ill due to concerns about pay.</p> <p>The College has stringently followed and policed the Government guidance with regards to social distancing, mask wearing, hand sanitising and cleaning protocols. Cleaners have been employed to regularly clean touch points. Staff and student have unlimited access to handwashing facilities, anti-bacterial wipes to clean down areas as they use them, and hand sanitiser.</p> <p>Staff are made aware of the guidance through regular communication and COVID safety training has been implemented. There is COVID guidance available on the College portal. There is a link</p>



to the home testing kits for staff and students and we also have an onsite testing facility for those needing assistance or advice.

The College set up a College Testing site to ensure students could return to College in September. The testing site was manned by 35 staff and ran 33000 tests on site with a similar number being managed in off site testing too, an enormous effort has been made by the College to keep staff and students safe.

Member of Staff's Statement:

I feel that I am more anxious than other people generally (I still don't go out much), but as a member of staff having to work onsite I have felt fairly comfortable, knowing that recommendations have been implemented and are enforced by colleagues who share responsibility to do this. Where 2m distancing is not possible, clear screens have been made available. Hybrid meetings continue, with online access being available. Hand sanitiser and cleaning supplies are available.

Link to Covid guidance on the College Website:

[Coronavirus Information | Student Services | Middlesbrough College \(mbro.ac.uk\)](#)

The Covid safe video is regularly updated to reflect the continuing changes and is used for induction.

With regards to norovirus staff and students are advised to stay away from College in line with the NHS guidelines of 48 hours after S&D stops, extra cleaning of toilets, doors and touch points is in place in line with the Covid requirements and staff and students have unlimited access to hand sanitisers and washing facilities.



Supporting evidence:
COVID 19 Risk Assessment 29.11.21.BHAWA.xlsx

Has the organisation raised awareness of/accessed any training on gambling and its potential impacts on financial and mental wellbeing?

<https://unitetheunion.org/media/2514/unit-gambling-in-the-workplace-charter.pdf>

<https://www.gamcare.org.uk/>

The College has not specifically carried out a gambling awareness campaign in 2021.

The free training with GamCam was promoted to the Health and Wellbeing Champions and they were asked to share that information with their departments.

GamCare run gambling-related harms programmes across the country that the College was able to access due to being part of the BHAWA, the training looked at:

- Understanding what problem gambling is
- Identifying risk factors that can lead to problem gambling and what impacts it can have on people
- Identifying warning signs and indicators of problem gambling
- Safe space to ask questions about problem gambling and referring people for support.

It was highlighted to those with Student facing roles that GamCare can offer treatment and support to anyone 18+ impacted by Gambling related harm and that there is a Youth Treatment programme can work with anyone between the age of 11-18.

The College has invested in an Employee Assistance Programme through Health Assured that is



available 24/7 to all staff members, they can access support via an App / website / telephone support line. Staff can refer themselves for counselling support without going through the College. 13 staff have self-referred this year. Health Assured offer advice and guidance on a multitude of topics including addiction, dealing with debt and legal services.

Supporting evidence:

Demonstrate how you have linked the benefits of physical activity with other health topics, specifically MSK disorders, backpain and mental health.

eg. introduction and examples of reasonable adjustments for staff with long-term conditions.

The College is in the fortunate position of being able to offer free on-site gym membership, access to a trim trail and it is positioned by the Dock which staff are encouraged to take time away from their desks and walk at lunchtime or use for walking meetings. The benefits of activity, getting outside and connecting with nature are regularly promoted through the staff newsletter and role modelled by the College Principal in her business updates.

There are several on going activities that staff can access as well as the gym and outside space, including the sports hall and astro-turf where staff football is available free of charge and badminton is also available. The gym has specific equipment that is aimed at supporting people to strengthen themselves to undertake every day activities. Gym staff provided online fitness sessions for staff during the lockdown period. The Stretchwell programme provided by Craig Postgate from PH has also been promoted to the staff.

The College has a physio treatment clinic that is run by the lecturing staff and students training to become physiotherapists. The College supports staff attending this clinic as well as providing Occupational Health support whenever necessary. Staff needs are assessed and the College provides ergonomic chairs and sit/standing desks if required. The College supports staff with any necessary reasonable adjustments either through the Access to Work scheme or by making small adjustments to support them such as issuing parking bays that are close to the building. Using



	<p>Teams as a method of communication if there are mobility issues in getting round our large site. Timetabling staff so they are located in the same classroom so they are not having to move frequently around the building with equipment.</p> <p>The College has also run a step-a-thon this year and last year. In 2021 71 staff were involved in this challenge walking over 18 million steps. This campaign links to the benefits of moving on physical and mental health.</p> <p>The College runs an annual Race for Life, this year 154 staff and students took part again linking movement to the health benefits.</p> <p>Supporting evidence: Stepathon Poster.pdf</p>
Strategic and Operational health and wellbeing Activity	How does your organisation comply?
a) Demonstrate progress against Strategy/ Action Plan	<p>People Strategy</p> <p>The People Strategy has been set to be implemented in the period 2020-2025, it is structured around six key themes, which supports the delivery of the overall strategic priorities and will further embed the College's values and behaviours. The six key themes are:</p> <ul style="list-style-type: none"> • Talent Planning and acquisition



- Workforce Development and Talent Management
- Management and Communication
- Employee Benefits, reward and recognition
- Health and Wellbeing
- Improvements to systems and processes.

Health and Wellbeing:

We will create a collaborative working environment where health and wellbeing are actively promoted and where staff feel engaged and valued.

- Place an increased emphasis on healthy living and working
- Achieve the 'Time to Change' Employer Pledge to create an environment where mental health is discussed openly.
- Listen to staff through formal and informal methods and respond to concerns wherever possible and practicable.
- Implement department Health and Wellbeing Champions to develop initiatives and actively promote a more comprehensive health and wellbeing provision.

Key Measures of Success and Impact:

A five year action plan has been developed for each of the key areas, which will utilise the following overarching measures of success and impact by 2025.

- Staff Survey Overall satisfaction >90%
- Overall Sickness Absence Rate <2.4%
- Overall Staff Turnover Rate <10%
- BME % of workforce >7%
- Apprenticeships % >2.3%



September 2021 YTD measures, Academic Year 2021/2022

- Staff Survey Overall satisfaction 93%
- Overall Sickness Absence Rate 1.5%
- Overall Staff Turnover Rate 2.3%
- BME % of workforce 4.5%
- Apprenticeships 1.8%

The People Strategy underpins the importance of Staff Wellbeing to the College, please find the full Strategy attached together with the Action Plan.

The College recognises the link between good management practices and staff wellbeing. In 2021 the College invested in external management training programmes for 64 Line Managers and 72 Supervisors to ensure the skills sets are in place to effectively manage and support staff.

The College launched a Taking Wellbeing Higher initiative in 2021 to provide focus to the health and wellbeing plan. Details outlined in the case study section.

Supporting evidence:

People Strategy Rev 1 Portal.pdf

Progress against 2025 target.docx

The New Team Leader Course.docx

Essential Management Skills.docx



b) Describe your organisation's main workplace health campaigns (minimum of 5) and list in the Campaigns Log

NB. a campaign comprises at least 2-3 individual activities/ elements

The following MUST be included in each campaign description:

- What was done
- how activity was delivered
- how activity has been promoted to staff?
- how activity was adapted/delivered to ensure inclusivity of home or remote workers
- evidence to show employee involvement/engagement
- how staff feedback has been collected on campaigns or corresponding events
- how feedback has been collated and how this has/ will be used to inform subsequent activity

What was done?

Flu and Covid Vaccine Awareness Campaign

261 Flu Vaccinations were administered free of charge to staff.

210 Covid Vaccinations were administered on site.

How was the activity delivered?

The flu vaccinations are booked through Medacs who provide the nurses and advice guidance to staff that are receiving the vaccination. This year they were booked to attend site over three dates to allow as many staff as possible to access the service.

Staff emailed a request for a vaccination slot and then received an email confirming the details of their appointment with the nurse.

A member of the HR team ran the process over the 22 September / 9 November / 23 November.

Staff were encouraged to get their Covid Vaccines, College staff were able to take paid time off work to attend their Covid Vaccination appointments. The College hosted Covid pop up sessions, these were advertised widely, one ran in the College testing centre on the 29 September 2021 with 90 people receiving vaccines. The Covid bus attended the College site too during Freshers Week in September with 120 people being vaccinated. A mixture of staff and students took advantage of the these pop up sessions.

How was the activity has been promoted to staff?

The flu and Covid vaccine benefits were promoted to staff via the staff newsletter and the staff



portal announcement page. The information is also circulated by the Health and Wellbeing Champions. The Principal also included details in her fortnightly business update communication to all staff.

How the activity was adapted / delivered to ensure inclusivity of home or remote workers.

The College staff have been in work since Education came out of lockdown on approximately 15 March 2021 so there are not many staff that are working from home. All staff were given the opportunity of a vaccination and could have attended College just to receive their vaccination. Those that are extremely critically vulnerable would have been offered vaccines via their GP.

Evidence to show employee involvement / engagement.

The flu vaccinations we have administered have grown in the past few three years:

2019 - 120

2020 - 200

2021 - 261

Covid Vaccines 210

How staff feedback has been collected on campaigns or corresponding events.

Staff Feedback 1:

I still haven't received the call from my GP yet to have my flu vaccination so being able to receive it at work enabled me to get it sooner. It was very convenient and very well organised.



The information received from the college on COVID and the Flu vaccination is very informative.

Staff Feedback 2:

Having the flu vaccine on site was so much easier than trying to get in elsewhere for it, I didn't take advantage of it when I first started at the College and was poorly with the flu so I make sure I have it now.

Staff Feedback 3:

The information provided on the newsletter regarding flu vaccination and covid procedures has been really helpful and informative. It was very convenient to receive the flu vaccination during the working day free of charge.

Staff are encouraged to feedback through their line manager, team meetings, health and wellbeing champions, staff survey, Staff Council Representatives and Trade Union Representatives.

How feedback has been collated and how this has / will be used to inform subsequent activity.

The uptake of the Flu Vaccine on site has grown in the past few years. Staff appreciate the fact that they can quickly assess the vaccination on site around their working day and the fact that it is free. From a business point of view, we want to protect as many staff as possible from the flu virus to maintain a consistent service for our students.

The number of staff taking the vaccine continues to grow, the staff uptake will inform the decision as to whether the flu vaccine will continue in 2022.

The College will continue to host pop up Covid Vaccine sessions whenever the opportunity arose.



What was done?

Set up of an on-site Covid Testing Centre

In March 2021, the College set up an on-site COVID Testing Centre in response to the Government's requirement to ensure Schools and Colleges opened safely for students. The College testing team carried out 17,000 on site lateral flow tests and to date have completed over 25,000 home tests, (staff 16,269 and students 9,420).

The College provided home tests for staff and students to conduct two test 3-5 days apart which is still ongoing.

A small on-site test centre is still maintained for those requiring assistance and the College continues to issue home test kits.

How was the activity delivered?

The College set up a testing centre in the College sports hall, staff and students had to have two negative lateral flow tests prior to returning to College for the start of the September 2021 term.

The College's Health & Safety, Estates and leadership teams worked together to set up a testing centre with 20 single testing booths so that staff, students and contractors were able to safely access the College.

The testing booths were constructed on site by the Estates team including two accessible bays in the College sports hall.

Staff and eligible students were trained to conduct the testing.

Everyone was required to consent to testing with results being reported to the NHS and the College



management team. Home testing kits received from the DfE were issued to staff and students with instructions on what to do, including positive results. The health and safety team led on the design and operation of the on-site and home testing to ensure staff were trained on positive case procedures to ensure the risk of transmission was reduced and students got home safely with appropriate advice for their parents.

At the peak of testing in August/September 2021 35 staff manned the testing centre.

Staff and students could be tested in the centre or collect lateral flow tests to take at home. Staff were required to take two lateral flow tests per week and submit their results online via a QR code that gave access to a recording system.

How has the activity been promoted to staff?

Staff received communication with regards to the requirements on School and College staff to test in order for the College to reopen safely via the Principal's bulletin and their line managers. There was regular information given to staff about what to do and how long to isolate for if they received a positive lateral flow test. Staff continued to be paid as normal during isolation periods.

Students were given information on additional support, changes to Covid guidance including masks/social distancing and about hygiene and symptoms. A dedicated College web page was set up with this and any other relevant information on supporting student's education during Covid. This information was available to parents too.

How was the activity adapted/delivered to ensure inclusivity to home or remote workers?

Where staff/students could not pick up home test kits they were sent or dropped off by the College estates team.

Evidence to show employee involvement/engagement.



Staff from across the College volunteered to help in the Covid testing centre and without their assistance we would not have been able to run the test centre. All staff who helped were thanked by the Principal, Zoe Lewis.

Zoe Lewis has also put regular briefing out throughout the pandemic to make sure everyone is fully briefed on the College Covid measures.

How staff feedback has been collected on campaigns or corresponding events.

In Term 3 the College was selected by the Government/NHS track and trace to trial a daily testing system for a limited time. The criteria used was if staff or students have been in contact with a positive case within College, they would be tested with a LFT every day for 10 days. On the second and seventh day they would also take a PCR test in College and then this was sent for lab testing. Daily attendance reports and LFD/PCR results were sent to the Government/NHS track and trace to analyse. Middlesbrough College were praised for their hard work and participation during this trial.

How feedback has been collated and how this has/will be used to inform subsequent activity?

The test results were recorded by testing staff on site and via a QR code to a Teams recording system if staff were testing from home and shared as required with the NHS / DfE.

Following the closure of the mass testing service the College has maintained twice weekly home testing and a small onsite Asymptomatic Testing Site for those who need assistance and to distribute home test kits to staff and students.

The College continues to follow DfE advice and guidance. In early December the College commenced a DfE supported exercise to identify classrooms that may have ventilation issues by measuring CO2 levels. Where increased levels of CO2 are identified improvements to ventilation will be made.



What was done?

Physical Activity – September Step-a-thon

The College staff are encouraged to take advantage of the facilities that they work in and to get active outside of work too. The case study on Taking Wellbeing Higher (under Maintaining Excellence Criteria Section – Case Study) covers a wide range of support, information and activities that staff are encouraged to connect with. Signposting to the benefits of Physical Activity go on throughout the year and through specific campaigns such as the September 2021 Step-a-thon.

How was the activity delivered?

Step-a-thon

Staff were invited to stay healthy and get moving. The Step-a-thon was arranged by Steve Butler from the Live Well Learn Well team. Staff were asked to take part by walking and counting their steps then sending the evidence to Steve via email every Monday by 12pm for the previous week.

The staff were asked to send their data on the 6th, 13th, 20th 27th September and then the final steps count by Friday 1st October. Students and Staff were given an incentive to join with the potential of winning a prize.

How was the activity promoted to staff?

Participation in the September Step-a-thon was advertised across College using poster points, the plasma screens and the staff newsletter.

How was the activity adapted / delivered to ensure inclusivity of home or remote workers?

The activity was independent so all staff could access it either onsite or working from home.



Evidence to show employee involvement?

71 members of staff participated in the Step-a-thon for the whole of September together with the students they walked a total of 18.8 million steps with the winner completing 707,081 steps alone.

How has feedback been collected on campaigns or corresponding events?

A leader-board of all the activity was recorded by Steve Butler.

71 staff members participated.

The top ten staff on the leader board were published:

Matthew Dodgson – 707,801

Dave Wade – 620,694

Julia Rayson – 493581

Elizabeth Green – 476,826

Phillip Gooding – 471,836

Andy Jacomb – 468,911

Julie King – 416,956

Graham Jackson – 412,108

Catherine Crosby 400,956



Steven Pollard – 395,570

Feedback from staff:

Feedback 1

Being part of the college step-a-thon makes you more aware of how many steps you are actually doing, it also gives a little buzz within the college with all who competed.

I really enjoyed being part of this as it gives you a personal goal to reach with your own steps.

Feedback 2

I was made aware of the Step-a-thon challenge by the College's Sports Activity Officer and thought it was a brilliant idea. All I needed was a sports watch and a pair of trainers. I have always found it difficult to make the time for fitness and this gave me the reason to start a new routine. I made sure I did an early morning walk with the dog which seemed to help clear the mind and put me in the right frame for work. I also did extra walks on the beach in Marske and I soon found it helped my wellbeing and also helped to lose a couple of pounds! I've now made an extra hours walk a part of my daily routine as I feel it benefits my well being and fitness levels.

Feedback 3

Taking part in the college Step-a-thon challenge in September was great fun. I was in the middle of training for a marathon, so this gave me an additional incentive to get on my feet throughout the day and get active. Instead of calling or emailing colleagues, I would get up and go see them face to face. Everyone taking part in the challenge was very positive and encouraging which was great to see. I noticed a remarkable improvement in my physical and mental health by adding just a little bit more exercise into my day. Would love to see a similar challenge set up this year and even more people getting involved!



How feedback has been collated and how this has / will be used to inform subsequent activity?

The activity has had a good level of positive engagement, it is the second year we have run a step-a-thon challenge and we will continue to build on this success.

What was done?

Launch of the Employee Assistance Programme

The College made the decision to launch an employee assistance programme to support staff on a 24/7 basis allowing them to self-refer for 6 counselling sessions without having to go through their line manager or the Human Resources department in November 2020.

How was the activity delivered?

Staff can download an App to access instant support and advice on whatever problem they may be facing such as work issues, financial difficulties, legal advice, family issues and bereavement. As well as being able to access health and wellbeing podcasts, articles and action plans. They can also call the helpline or access the services via the website.

How was the activity promoted to staff?

The employee assistance programme is promoted to staff via the staff portal, a permanent box is on the staff portal, it is also promoted via the staff self-service HR portal.

The services that can be accessed via Health Assured are frequently reinforced to staff via email sign off, inclusion in staff training and staff newsletters. Staff are also signposted to the support via their line managers, the health and wellbeing champions and the HR Team.

How was the activity adapted/delivered to ensure inclusivity of home or remote workers?



It is widely promoted to staff that they can access the support and counselling services offered by Health Assured via App / Website or Telephone call. It is therefore accessible to all staff whether they are working on or off site.

Evidence to show staff involvement / engagement?

A total of 79 calls have been logged.

72 of these were counselling calls.

Counselling calls account for 91.1% of all calls. Anxiety was the most common reason, accounting for 27.8% of overall counselling engagement. This was followed by Service Enquiry 22.2% and Bereavement 15.3%. In terms of formal counselling engagement there has been:

- 11 referrals for structured telephone counselling, with a total of 48 sessions being delivered.
- 2 referrals for online counselling, with a total of 7 sessions being delivered.

The online portal has received a total of 201 hits.

How staff feedback has been collected on campaign or corresponding events?

The staff access to the Employee Assistance Programme is reported each quarter so the HR Team can see engagement and potential trends. Feedback from the EAP data has been used in part to inform line management training.

Staff can feedback on services through their line manager, health and wellbeing champion, staff survey, Union Rep or Staff Council Rep.

How feedback has been collated and how this has/will be used to inform subsequent activity?



The College regularly analyses the EAP engagement data and access to counselling services, it is committed to keeping the Employee Assistance Programme in place.

What was done?

Line Manager Training & MHFA Training to support staff

The College understands the importance of the Line Manager in supporting the mental health and wellbeing of its staff and their ability to spot times when a colleague needs greater support. The College has invested in further line manager training in 2021, with an external trainer delivering two-day courses in Essential People Management skills that includes managing and supporting staff that are experiencing poor mental health. The College continues to support staff by training more mental health first aiders and promoting ongoing training to the 27 Health and Wellbeing Champions.

How was the activity delivered?

The College commissioned training for 64 Line Managers and 72 Supervisors to strengthen and improve their management practices in order for them to better support staff.

The training was delivered on site over several two-day face to face training sessions by an external training organisation.

The training covered the following topics:

Recruitment & Selection

The importance of dignity and respect at work



Communication Skills

Unfair Dismissal Framework

Discipline

Grievance

Performance Management

Absence Management

How was the activity promoted to staff?

All staff with line management or supervisory responsibilities were invited to attend the course. MHFA training and Health and Wellbeing Training is shared with staff via email.

How was the activity adapted / delivered to ensure inclusivity of home or remote workers?

N/A



Evidence to show employee engagement / involvement?

64 Line Managers attended management training.

72 Supervisors attended supervisory training.

Participant Feedback 1

The training was informative and related directly to managing people. I found it particularly useful as the training allowed us to discuss actual situations with colleagues and have expert input on what actions we did or planned to take. The trainer was knowledgeable and facilitated discussion well to allow us to explore relevant topics in more detail.

Participant Feedback 2

I enjoyed the course. The content is well organised and focused on practical situations. I particularly liked the bits where we could work as a team and also the fact that I could talk to other course managers and see what are their daily struggles are.

The College has also continued to train Mental Health First Aiders and now has 23 MHFA an increase of 10 from 2020.

13 MHFA 2020

23 MHFA 2021

The College has 27 Health and Wellbeing Champions.



	<p>How staff feedback has been collected on campaign or corresponding events?</p> <p>Staff were encouraged to complete course feedback forms for analysis.</p> <p>How has feedback been collated and how has / will this be used to inform subsequent activity?</p> <p>The data gained from the line management training will be analysed together with HR KPIs including sickness absence and turnover data to measure improvement and to inform further training and mentoring for supervisors and line managers.</p> <p>Supporting evidence: FIKA FLU HEALTH CHECKS ALCOHOL AWARENESS EAP ?.msg</p>
1 year Action Plan	<p>Action plan for 2022 attached.</p> <p>Supporting evidence: 2022 Activity Log.docx</p>



Mentoring/ Promotion	How does your organisation comply?
<p>Provide information regarding any mentoring and/or external promotion of the BHAWA you have undertaken – who? when? details? development opportunities?</p>	<p>The College is always open to mentoring opportunities. Lin Barry presented in one of the 2020 BHAWA webinars and we continue to offer our support via our Public Health contact Craig Postgate and attendance at the BHAWA webinars and meetings.</p> <p>The College endeavours to ensure at least one staff representative (Health and Wellbeing Champion) participates in BHAWA network meetings and cascades information through the staff chain. Colleague Lin Barry has spoken at network meetings, most recently in September 2021, where she requested interest in a stair challenge for over the winter months. This will be picked up as an action in the new year, making use of resources shared by the BHAWA team.</p> <p>Kelly Parkinson, Executive Director HR is a member of the Association of Colleges HR Directors Group and promotes the BHAWA within this network.</p>
<p>Case Study</p>	<p>Taking Wellbeing Higher</p> <p>The Taking Wellbeing Higher Campaign was launched in September 2021.</p> <p>The Taking Wellbeing Higher initiative launched to support staff to look after themselves based on the risk factors around COVID and to brand all the Health and Wellbeing activities that take place at the College under one banner.</p> <p>The message of the campaign is:</p> <p><i>Wellness matters because everything we do and every emotion we feel relates to our wellbeing. Our well-being directly affects our actions and emotions which play a hugely important role in our lives! We want to help you to reduce your stress, reduce your risk of illness and ensure positive</i></p>



vibes at work and at home!

The campaign is focused on supporting people to look after their bodies and at launch was specific on caring for immunity as we moved into the Autumn Term. The purpose of the campaign is to support staff to improve both their physical and mental health and has been branded as Taking your Wellbeing Higher, this reflects the corporate branding of Taking you Higher that is used across the organisation.

The launch communication focused on wellbeing support, activities and information that staff can connect with, some new and some a reminder of what is already available to them.

- Menopause support, 60.1% of the College staff are female and 25% of those are between the ages of 45 and 55.
- Cycle to Work Scheme – a great benefit that helps you get fit and save money.
- Healthy Eating - Promoting new healthy food options in the canteen. The College chocolate covered flapjack is legendary but anything but healthy, the campaign introduced a healthy flapjack option, the salad bar, and a healthy special each day together with daily fresh soups and more vegan alternatives.
- Football, the opportunity for staff to play free of charge every Tuesday 5-6pm at the Astro Pitches. 35 staff have signed up for Football.
- Free Zoom Workouts, the provision of Zoom body blitz glasses before work on a Monday/Wednesday and Friday morning from 7.00 am. The Gymworld Team are also offering advice and guidance on health and wellbeing for staff.
- Badminton, giving staff the opportunity to play every Wednesday 5-6pm in the Sports Hall. 25 staff have attended the badminton sessions.
- Information on the FIKA Mental Fitness App, FIKA offers mental fitness courses for education, workplace and healthcare. The App focuses on 7 Skills of Mental Fitness so that staff can learn science-based techniques to improve their mental fitness. 102 Staff have downloaded the App.
- Promoted the Employee Assistance Programme and the 24/7 support staff can access for a



multitude of issues as well as Counselling services. We have had 201 hits since launch and 13 self-referrals for counselling services.

- Promoted the September Step-a-thon, which 71 staff entered, completing over 18 million steps.
- COVID information, the College shared Q&As on the Covid Vaccine put together by one of our A Level lecturers.
- Health surveillance sessions, nurse drop in on site, flu jab clinic, 261 staff received a flu vaccination on site, COVID drop in vaccination bus and weight management.

Wellbeing information is constantly being communicated to staff through the staff newsletters, the well-being champions and role modelling by the Principal.

The Campaign will continue to promote and deliver wellbeing activities, provide information and support that staff can connect with throughout the academic year. The initiative is underpinned by the College's People Strategy and the investment in line management and supervisory training that has taken place in 2021.

Assessor's comments / recommendations

Middlesbrough College should be praised for their ongoing commitment to the health and wellbeing of both staff and students, led by Lin and Carol, seeing the impact right across the organisation has been a joy to see. They have continued to support both of these populations during the difficult past 12 months, utilising various activities to engage with everyone.

Some new Health Advocates were trained this year which is positive in engaging with their plans moving forward. The Health Advocate team continue to source a variety of ideas for activities and campaigns to support the health and wellbeing needs of their employees. Supporting people to become (or maintain) physically active is hard enough in non-COVID times, but it has been especially difficult over the past year but all efforts were noted and are much appreciated. I am



pleased to have received their completed Maintaining Excellence assessment application. It has been a tough year for Carol, Lin and their team but they have adapted to the needs of their employees of the organisation during spells of working from home, abiding to Covid related rules and health and safety needs across the whole workplace. In the future they will have to look at different ways they can provide different support services and activities within their wider campaigns so staff feel fully supported in every way.

Middlesbrough College has a people strategy in place which have 6 key themes, Health and wellbeing being one of them and will be implemented up to 2025. This is great news as they will be able to see key measures of success and impact. They have an action plan in place but will see changes to that as they progress through 2022.

There has been plenty of variation in their work and have covered key areas of health and wellbeing. It was nice to see mental health wellbeing been a main priority of this workplace, training a good number of staff in mental health first aiders to support as many employees over this very hard period of time. Activities and campaigns disseminated this year has added value to their whole portfolio. Campaigns have been multi-faceted and delivered via a range of media, including a staff intranet, notice boards, social media, events, training, posters and pledges. Campaign log is detailed and well completed with participations numbers provided. The case study was fantastic to read, a collective response to covid which had a multiple offer of many different activities and offers.

Evidence of mentoring displayed in the portfolio with a range of networking/mentoring activities undertaken. It was great to see they have been involved in many different networking events, doing presentations when asked and are promoting Better Health at work Awards across other similar organisations.

My recommendations for next year are:

-Upload information on to the portal as you progress through the year, don't leave to last minute.



- Evidence representation across the organisation and how you are networking with all departments.
- More health advocates trained - A larger and wider network of trained Health Advocates is needed.
- A new health needs assessment may be of some benefit for future plans.
- Supply more supporting evidence in particular around feedback on all you activities.

It has been a pleasure being the main assessor for Middlesbrough College this year and meet Carol and Lin. Based on the evidence provided, I am happy to recommend that they achieve the Maintaining Excellence once again. A massive thank you to Carol, Lin and their team, congratulations and well done to all involved!



Appendix 1: Supplementary information

Health Advocates Information

Name	Job Title	Email / Telephone
Carol King	HRBP	ca.king@mbro.ac.uk / 01642333583
Lin Barry		L.Barry@mbro.ac.uk
Benjamin Hawking		b.hawking@mbro.ac.uk
Emma Symmonds		e.symmonds@mbro.ac.uk
Pam Camara		p.camara@mbro.ac.uk
Leanne Taylor		L.Taylor2@mbro.ac.uk
Julia Rayson		JC.Rayson@mbro.ac.uk
Fiona Kempton		FE.Kempton@mbro.ac.uk
Claire Thomas		CE.Thomas@mbro.ac.uk

Health Needs Analysis statistics

	Total number staff employed	Number completing survey
Health Needs analysis		
Employer survey	987	582

Accident statistics



	From	To	Total no of employees	No of accidents	No of RIDDOR reportable accidents
Baseline data (12 months prior to assessment date)	01/01/2020	31/12/2021	1087	5	0
Baseline data as at assessment date	01/01/2021	31/12/2021	1037	20	0

Sickness absence/accident statistics

	From	To	Total no of employees	Full time equivalent employees	Total days sick per full time equivalent employee
Baseline data (12 months prior to assessment date)	01/01/2020	31/12/2021	1087	634.5	7.35
Baseline data as at assessment date	01/01/2021	31/12/2021	1037	675.3	6.08

