



# Health Promotion Strategy 2010-13



In partnership with



## 1. Introduction

This document is the Scottish Qualifications Authority's (SQA) Health Promotion strategy for the period May 2010 to May 2013. It details our commitment to the development, promotion and evaluation of health and lifestyle options to all our staff.

The Health Promotion strategy is a key element of our broader corporate social responsibility (CSR) strategy and forms a substantial element of the *Our Workplace* pillar of that strategy. Health Promotion strategy direction and delivery is led by our Make a Change (MAC) Group, consisting of staff volunteers and will report to the SQA's CSR Steering Committee chaired by the Director of Human Resources.

## 2. Background

SQA is an executive non-departmental public body sponsored by the Scottish Government Learning Directorate. It is the national body in Scotland responsible for the development, accreditation, assessment and certification of qualifications other than degrees. Annually 350,000 students achieve SQA qualifications across a range of qualifications including National Qualifications, Higher National Qualifications and Scottish Vocational Qualifications. The SQA's annual operating budget is approximately £68m.

We operate across two principal sites and have a field team of staff who support our customers on a geographical basis:

Location	Staff number
Dalkeith, Ironmills Road	229
Glasgow, Robertson Street	481
Newtongrange	4
Field Team (home-based)	29

The SQA was established in April 1997 following the merger of the Scottish Examinations Board and the Scottish Vocational Education Council. Our current site locations are related to the previous operating bases of our predecessor bodies.

The MAC Groups were established on both sites in 2002 to help promote health and lifestyle choices in the workplace. The groups consist of staff volunteers at different grades from across all business areas of the SQA. MAC is led by the Head of Corporate Affairs and supported by the Chief Executive and Directors. In 2010/2011, the MAC Group will be chaired by the Internal Communications Officer.

Dalkeith MAC Group achieved the SHAW Bronze Award in February 2004 and the Silver Award in August 2005. Glasgow MAC achieved Bronze in October 2005 and Silver in December 2006.

The Dalkeith and Glasgow MAC Groups operated independently at their formation, often coming together to promote major health issues/events. The groups amalgamated in September 2005 and successfully achieved a joint

submission SHAW Gold Award in April 2007. MAC now operates as a single group co-ordinating and promoting health and lifestyle options across all SQA sites. The group meets monthly by video conference and maintains a presence in the workplace via notice boards and a dedicated intranet site on the SQA's main electronic portal – MAC Online. The staff newsletter *Inform*, published fortnightly electronically, also carries regular MAC updates and promotions.

The MAC Group achieved the Healthy Working Lives Gold Award in April 2010.

A wide range of health topics has been promoted since the creation of MAC. Key policies have been written and implemented and a number of major health awareness events have been delivered. These have included:

- Healthy eating weeks
- Healthy eating policy
- Men's and Women's health fairs
- Smoking cessation support groups
- Alcohol and drug awareness policy and training
- Healthy heart week
- Cancer awareness events – breast/prostate/bowel
- Staff health needs questionnaire
- BUPA health checks and annual on-site mini health checks
- Dental health events
- Mental health week
- Promotion of physical activity policy
- Sport Relief Miles
- Provision of facilities for on-site exercise
- Inter-site exercise bike challenge
- Free on-site exercise classes – Hooping, Pilates, Samba-fit, Salsa-cise, T'ai Chi and Yoga
- Subsidised on-site massage therapy
- On-site chiropodist
- Cycle to Work scheme
- SQA Sports Day
- Environment Day

MAC also joins together occasionally with the SQA Informal Committees – who raise funds for SQA charities – to promote health and lifestyle issues. Charities that have benefited to date are:

- Yorkhill Children's Foundation
- MS Scotland
- Cancer Research Scotland
- Marie Curie Cancer Care Scotland
- Chest, Heart and Stroke Scotland
- Stillbirth and Neonatal Death Society
- Children's Hospice Association Scotland
- Edinburgh Sick Kids

### 3. A commitment to staff health and wellbeing

SQA's overarching Corporate Social Responsibility strategy called *Giving Something Back* specifically recognises the need to maintain, promote and support good staff health. The *Our Workplace* section of the CSR strategy gives a detailed commitment to support the MAC Group and its strategic aims.

Areas where staff engagement in health and lifestyle choices/issues will be encouraged are:

- Through the activities of the MAC Group we will promote health awareness, organise specific health topic events and encourage/facilitate increased physical activity.
- Through the Occupational Health Advisor we will provide support to individuals and our managers and make available opportunities for all staff to be given annual health checks on the premises.
- Through the Organisational Development Team we will provide induction, briefings and training for staff and managers on our policies applicable to health, wellbeing and lifestyle choices.
- Through the Facilities Management team we will ensure a safe and pleasant working environment and champion environmental and sustainability policies.

Resources, both financial and human, will be provided to support the commitment to staff health and wellbeing. The MAC Group receives an annual budget for its work and line managers are encouraged to allow staff appropriate time to participate in the MAC Group and the resultant campaigns and events.

#### **4. SQA Corporate Direction 2010/13**

##### **○ Vision and Values**

SQA's vision is to be recognised nationally and internationally as a leader in qualifications and assessment, and the mission is to work in partnership to provide high quality recognised and relevant qualifications and assessment.

##### **○ Values**

Five values define the way SQA staff will work with each other, customers and partners in delivering services to Scotland's learners.

- Quality
- Integrity
- Innovation
- Partnership
- Service

##### **○ 2010/13 Strategic Goals**

- Develop, deliver and maintain a portfolio of qualifications and services to support the needs and aspirations of Scotland and its people
- Be regarded as a leader in assessment and quality enhancement of learning in Scotland and recognised worldwide
- Ensure SQA activities support the Scottish Government's agenda to maximise the benefits to Scotland of international engagement
- Enhance the role of qualifications and services in recognising the skills of individuals across the education and training system
- Subject to demand and statutory requirements accredit and assure quality of qualifications delivered in Scotland, other than those conferred by Higher Education Institutions
- Ensure high quality, continually improving, efficient and responsive service delivery
- Continue to develop and establish SQA as a leading public body
- Develop a business model that maximises funding and efficiency to allow SQA to meet its statutory obligations in the changing economic and public sector environment

## 5. Health Promotion Strategy – Aims

The principle aims of the health promotion strategy are to:

- enable staff to make informed choices relating to their, and their family's health
- provide an environment that minimises the potential for work-related stress
- support staff and line managers through provision of an Occupational Health Advisor
- provide and facilitate exercise-related activities and appropriate therapies
- support SQA's objectives to be an employer of choice and leading public body
- Maintain the Healthy Working Lives Gold Award in 2010-13.

## 6. Health Strategy Objectives 2010/13

In order to meet our strategic health promotion aims, we will work towards the following operational objectives:

- Staff were consulted via *Inform*, our internal e-newsletter, to identify key topics to form the promotion and awareness raising activities for 2010/11
- Develop specific and targeted health promotion campaigns to meet the needs identified from staff suggestions
- Review and update our policies and statements of intent during 2010/11 related to:
  - smoking policy
  - alcohol and drugs misuse policy
  - mental health policy
  - promotion of physical activity statement of intent
  - promoting healthy eating statement of intent
  - environment statement of intent
- Provide a wide range of health information leaflets in hard copy in staff breakout areas and electronically on MAC Online
- Hold health promotion events on each site at least once every three months. Where possible, promotions will be linked to national campaigns to maximise impact and use of resources
- Provide opportunities for all staff to have in-house mini health checks by trained health professionals covering weight, BMI, blood pressure, cholesterol and advice on diet and exercise

- Through our CSR strategy, work closely with our local communities to promote and engage staff to take part in *Hands Up*, our employer assisted volunteering scheme
- Provide support to SQA Informal Committees in fundraising efforts for local charities. In 2010/11 our charities are Yorkhill Children's Foundation in Glasgow and Edinburgh Sick Kids.
- In our three year health promotion action plan, we will promote the following themes at least once in the 2010/13 period
  - alcohol/drugs
  - smoking
  - healthy eating
  - physical activity
  - sexual health/AIDS
  - mental health/stress
  - oral/dental health

## **7. Implementation of the Health Strategy**

Implementation will be carried forward by the MAC Group. This is a group of staff volunteers who give their time to support the work of the group. Each member of the group acts as a 'Champion' for designated activities thus spreading the work among members. Champions can call on the support of other staff (MAC Associates) to help them deliver activities/promotions.

The MAC Group is championed by the Head of Corporate Affairs who takes the lead in implementing the Health Strategy with support from HR and Facilities business areas. The Group is chaired by the Internal Communications Officer. The group meets monthly by video conferencing, with minutes being posted on MAC Online for all staff to read.

## **8. Monitoring and evaluation**

Every event during the life of this strategy will be subject to Impact Analysis that will be both quantitative and qualitative. MAC 'Champions' will lead the analysis for their specific events and present feedback to the MAC Group at its monthly meetings.

The action plan will be monitored at the monthly meetings of the MAC Group. Feedback as appropriate will be incorporated into the action plan.

## **9. Resources**

The MAC Group membership changes from time to time depending on volunteers' work commitments. Recruitment campaigns to involve new members are frequently undertaken in the staff newsletter *Inform*. Volunteers come from all business functions and sites of SQA.

We support the release of staff from normal business duties to be MAC members and actively encourage involvement with such corporate activity. Staff can be acknowledged for their contribution to MAC through the annual performance management review system.

We do encourage our managers to permit staff to attend health related activities within core working hours, e.g. mini health checks.

SQA provide a budget to the MAC Group (£18k in 2010/11) to allow the provision of free exercise classes and subsidised therapies e.g. massage. A salary sacrifice scheme has been introduced to allow staff to purchase bicycles to cycle to work.

The benefits from this financial investment are:

- staff have the opportunity to participate in stress-relieving activities before, during and after the working day (T'ai Chi, Yoga, Massage)
- increased physical activity (Pilates, Salsa-cise, 5-a-side football and half the cost of entry fees to marathons/half marathons)
- a range of health issues regularly brought to the fore by staff with information/support provided
- the benefits of informed health choices for staff and their families
- improved employee attendance rate.

## 10. Action Plan

Our Action Plan for 2010/12 is attached as **Appendix 1**.

Occupational Health and Safety and Environmental issues are driven forward at both strategic and operational level by the SQA's Health, Safety and Environmental Committee. Effective links between this Committee and the MAC Group are in place. The Chair of the Health, Safety and Environmental Committee is a member of the MAC Group. This ensures effective synergies between both groups are in place.

The Health, Safety and Environmental Committee and MAC Group collaborated on the development, introduction and promotion of the SQA Cycle scheme given its environmental and health impacts. This has resulted in SQA being awarded *Cycle Friendly Employer* status in October 2009 and being used as a case study of good practice. SQA is currently working with the Carbon Trust to implement projects which will reduce our business CO<sub>2</sub> emissions – one of the first public bodies in Scotland to undertake this activity.

## **11. Health Policies**

These are attached as **Appendix 2.**

## **12. Statements of Intent**

These are attached as **Appendix 3.**

## **13. Current MAC Activities**

These are attached as **Appendix 4**



## MAKE A CHANGE GROUP

### ACTION PLAN — APRIL 2010 – MARCH 2011

#### Information Campaigns

Date	Month/ Year	Event	Details	Comments	MAC Champion	Impact analysis?	Portfolio info produced
	May	Cycle to Work Scheme	New scheme opened following success of 2009 scheme. Target 8 staff to sign up.		Bill Wright	Yes	Yes
13-19	June	Diabetes Week		Backed up by: - info on MAC Online.	Katie Christie		
14	June	World Blood Donor Day		Backed up by: - info on MAC Online.	Katie Christie		
16-23	June	Scottish National Depression Week		Backed up by: - info on MAC Online. - Inform	Katie Christie		
21-27	June	Recycle Now Week		Lung Cancer Awareness Month	Bill Wright		
2	July	Take Care in the Sun	Hold prior to holiday periods. Promote skin cancer awareness No condoms to be issued in 2010	Backed up by: - info on MAC On-line - Wallpaper - posters	Amanda Laing	Yes	

<b>Date</b>	<b>Month/ Year</b>	<b>Event</b>	<b>Details</b>	<b>Comments</b>	<b>MAC Champion</b>	<b>Impact analysis?</b>	<b>Portfolio info produced</b>
	August	All staff Sports Day in Dalkeith.	Family friendly, organisational-wide event for staff in Ironmills Park	Backed up by: Comprehensive PR campaign incorporating: - wallpaper - posters - Inform articles - info on MAC Online	Hilary Cuthbertson	Yes	
3-17	Sept	National Organic Fortnight		Backed up by: - info on MAC On-line. - Inform	Heather Cornwall		
6-13	Sept	International Suicide Prevention Awareness Week		Backed up by: - info on MAC On-line. - leaflets - posters - Inform	Amanda Laing	Yes	
13-19	Sept	Know Your Numbers (National Blood Pressure Testing Awareness Week)		Backed up by: - info on MAC On-line. - leaflets - posters - Inform	John Gavin		
24	Sept	Worlds Biggest Coffee Morning		Backed up by: - info on MAC On-line. - leaflets - posters - Inform	Helen Probart		
	Oct	Breast Cancer Awareness Month	Wear it Pink Day for staff	Backed up by: - event - leaflets - posters - Inform	Amanda Laing /Sarah Harris	Yes	

<b>Date</b>	<b>Month/ Year</b>	<b>Event</b>	<b>Details</b>	<b>Comments</b>	<b>MAC Champion</b>	<b>Impact analysis?</b>	<b>Portfolio info produced</b>
1	Oct	Jeans for Genes		Backed up by: - info on MAC On-line. - leaflets - posters - Inform	Sarah Harris		
1	Oct	World Smile Day		Backed up by: - info on MAC On-line. -Inform	Karen Ferguson		
4-10	Oct	Alcohol Awareness Week		Backed up by: - info on MAC On-line. -Inform	Katie Christie		
10	Oct	World Mental Health Day		Backed up by: - info on MAC On-line. - leaflets - posters - Inform	Amanda Laing	Yes	
12	Oct	World Arthritis Day		Backed up by: - info on MAC On-line. - leaflets - posters - Inform	Hilary Cuthbertson		
16	Oct	World Food Day		Backed up by: - info on MAC On-line. - leaflets - posters - Inform	Heather Cornwall		
18- 24	Oct	Energy Saving Week		Backed up by: - info on MAC On-line - leaflets	Bill Wright		

Date	Month/ Year	Event	Details	Comments	MAC Champion	Impact analysis?	Portfolio info produced
				- posters - Inform			
	Nov	Lung Cancer Awareness Month		Backed up by: - info on MAC On-line. - leaflets - posters - Inform - wallpaper	John Gavin		
3	Nov	National Stress Awareness Day		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper - Inform	Amanda Laing		
10	Fruity Friday	Free fruit on both sites	Exotic fruit at this event	Backed up by: - info on MAC On-line.	Agnes Bond Bill Wright		
14	Nov	World Diabetes Day		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper - Inform	Helen Probart		
15- 19	Nov	National Anti-bullying Week		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper	Amanda Laing		

Date	Month/ Year	Event	Details	Comments	MAC Champion	Impact analysis?	Portfolio info produced
				- Inform			
22- 28	Nov	Road Safety Week		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper - Inform	Sarah Harris		
	Dec	MAC Group Recipe Book		Backed up by: - posters - Inform - MAC Online	All		
1	Dec	World AIDS Day		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper - event - Inform	Katie Christie	Yes	
<b>2011</b>							
21- 27	Jan	Healthy Weight Week		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper TBC - Inform	Laura Skinner		

<b>Date</b>	<b>Month/ Year</b>	<b>Event</b>	<b>Details</b>	<b>Comments</b>	<b>MAC Champion</b>	<b>Impact analysis?</b>	<b>Portfolio info produced</b>
	Jan	Cervical Cancer Awareness Week		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper TBC - Inform	Karen Ferguson		
24-30	Jan	Be Loud! Be Clear! Beating Bowel Cancer		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper TBC - Inform	Hilary Cuthbertson		
24-28	Jan	Food Allergy and Intolerance Week		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper TBC - Inform	Heather Cornwall		
4	Feb	World Cancer Day		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper TBC - Inform	John Gavin		
14-18	Feb	Contraceptive Awareness Week		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper TBC - Inform	Sharon McKeen		

<b>Date</b>	<b>Month/ Year</b>	<b>Event</b>	<b>Details</b>	<b>Comments</b>	<b>MAC Champion</b>	<b>Impact analysis?</b>	<b>Portfolio info produced</b>
	Feb	Safer Internet Day		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper TBC - Inform	Sarah Harris		
15	Feb	International Childhood Cancer Day		Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper TBC - Inform	Laura Skinner		
	Feb	Fairtrade Fortnight	In co-operation with QA Fair Trade Group	Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper TBC - Inform	Karen Ferguson		
25	Feb	Health Event		To be held in Glasgow with complementary event in Dalkeith Backed up by: - info on MAC On-line. - leaflets - posters - wallpaper TBC - Inform	All – co- ordinated by Katie Christie and MAC sub group	Yes	
11	Fruity Friday	Free fruit on both sites		Backed up by: - info on MAC On-line	Agnes Bond Bill Wright		

<b>Date</b>	<b>Month/ Year</b>	<b>Event</b>	<b>Details</b>	<b>Comments</b>	<b>MAC Champion</b>	<b>Impact analysis?</b>	<b>Portfolio info produced</b>
	March	Prostate Cancer Awareness Month		Backed up by: - info on MAC On-line	Heather Cornwall		
6-12	March	World Glaucoma Week		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	John Gavin		
9	March	No Smoking Day		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	Sharon McKeen		
22	March	Earth Day		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	Amanda Laing		
23-29	March	Mental Health Action Week		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	Amanda Laing		

<b>Date</b>	<b>Month/ Year</b>	<b>Event</b>	<b>Details</b>	<b>Comments</b>	<b>MAC Champion</b>	<b>Impact analysis?</b>	<b>Portfolio info produced</b>
	April	Bowel Cancer Awareness Month		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	Helen Probart		
	April	National Autism Awareness Month		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	Sarah Harris		
7	April	World Health Day		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	Laura Skinner		
3-9	May	Sun Awareness Week		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	Karen Ferguson		
3	May	World Asthma Day		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	Sharon McKeen		

<b>Date</b>	<b>Month/ Year</b>	<b>Event</b>	<b>Details</b>	<b>Comments</b>	<b>MAC Champion</b>	<b>Impact analysis?</b>	<b>Portfolio info produced</b>
10-16	May	National Breastfeeding Awareness Day		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	Heather Cornwall		
	June	Everyman Male Cancer Month		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	John Gavin		
	June	Cervical Screening Awareness Week		Backed up by: - info on MAC On-line - leaflets - posters - wallpaper TBC - Inform	Helen Probart		
	Weekly	Free exercise classes	Regular weekly classes in Hooping, Pilates, Salsa-cise, Samba-fit, T'ai Chi and Yoga	100% subsidised			
	Weekly	Subsidised massage therapies	Bookable appointments at MAC Online	£2 per session subsidy from MAC Group	Hilary Cuthbertson		
	Ongoing	Mini health checks	Appointments available on MAC Online. Includes blood pressure, weight and cholesterol checks		Lynn Owen		

Date	Month/Year	Event	Details	Comments	MAC Champion	Impact analysis?	Portfolio info produced
	Weekly	5-aside football team	Play weekly at lunchtime. Up to 30 male staff participate	(check level of support MAC is providing)	Alan Hussey		
	Ongoing	Organised events for runners and walkers	MAC meet 50% of entrance fee		Hilary Cuthbertson		
Monthly	Chiropody	Monthly visit to each site by chiropodist	£16 per 30 minute appointment. No MAC subsidy		Hilary Cuthbertson/ Helen Probart		
Ongoing	MAC Online	Information featured online to link with national health promotion campaigns			Katie Christie		

### 3. Research and Policy Development Activities

Month/Year	Activity	Details	Comments	MAC Champion	Impact analysis?	Portfolio info produced
April-May-10	Feedback from staff on key health promotion activities from MAC in 2010/11	Feedback will allow events and information dissemination to be planned		Katie Christie/ Neil MacGowan	Yes	
Jan-11	Review smoking, drugs, alcohol and mental health and well-being policies	Annual review		Katie Christie		
May-10	Review Statement of Intent for healthy eating, environment and physical activity	Annual review		Katie Christie		

Sept-10	Roll out of corporate volunteering opportunities	Part of SQA's CSR strategy	Aim for 50 staff participation in year 1	Neil MacGowan		
May-10	Mental health training for managers	Roll out of new training courses and Online training resource		John Gavin		
March-11	Update Health Promotion Strategy			Katie Christie		
Oct-10	Produce 2011/12 MAC draft budget	Ensure budget will maintain current activity levels		Hilary Cuthbertson		

## **Health Policies**

- 1. Smoking at Work**
- 2. Mental Health and Wellbeing**
- 3. Alcohol and Drug Misuse**

## ***Scottish Qualifications Authority***

Policy name: Smoking at Work

Policy author: Neil MacGowan

Policy owner: Helen Dunham

Business area owner: HR/OD

Policy effective from: 01/03/2010

Policy review date: 01/03/2012

New/revised policy: Revised

# Smoking at Work Policy

<b>Policy</b>	This document details our policy on smoking in the workplace and the support available to our staff members who smoke to allow them to access cessation guidance and support.
<b>Why do we need this policy?</b>	To clearly specify SQA policy in relation to smoking in the workplace under the terms of the Smoking, Health and Social Care (Scotland) Act 2005, and the support available to help staff stop smoking. By reviewing this policy we are helping the MAC group move from the Gold SHAW Award to the Gold Healthy Working Lives Award.
<b>Which parts of SQA are affected?</b>	All SQA staff, including contractors and agency staff, and external visitors.
<b>What support is available to help SQA implement this policy?</b>	Support and advice on this policy are available from Human Resources.
<b>Partnership</b>	This policy and its procedure have has been developed in partnership with SQA's recognised Trade Unions and in accordance with the <i>Partnership Agreement — Forward Together</i> .

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## **1 Introduction**

SQA is committed to promoting healthy lifestyle choices and options to all staff. It is estimated that the cost of smoking-related absence in Scotland, including total productivity losses, is approximately £400m each year. This document details our policy on smoking in the workplace and the support that is available to members of our staff who smoke to allow them to access cessation guidance and support.

## **2 Legal position**

The *Smoking, Health and Social Care (Scotland) Act 2005* banned smoking in public places to protect people from the health risks of passive smoking.

This means that, by law, offices, pubs, restaurants and other workplaces in Scotland have been smoke-free environments since 26 March 2006. Staff, customers and visitors are not allowed to smoke in the enclosed areas of their premises. In addition, within workplaces, employers have a duty under section 2(1) of the *Health and Safety at Work Act 1974* and the *Health and Safety of Pregnant Workers Directive (92/85/EEC)* to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.

## **3 SQA's policy**

### **3.1 Smoking on SQA-owned or leased premises**

To comply with legislation, smoking is not permitted in any part of SQA's office premises and SQA fleet vehicles.

### **3.2 Non-compliance**

Staff members who do not comply with this legislation will be subject to the published disciplinary procedures.

### **3.3 Smoking areas**

Smoking is permitted in designated external smoking areas only. Staff members are required to use the receptacles provided for cigarette butts, matches, empty packets etc, and to ensure they do not litter in smoking areas.

### **3.4 Visitors and contractors**

All visitors and contractors are subject to the same smoking restrictions as staff. Our visitor guides and contractors guidelines specifically detail our smoking policy. Visitors and contractors who do not comply with legislation will be banned from future access to SQA premises, and may be reported to the appropriate authorities, including the Police.

### **3.5 Smoke breaks**

Members of staff are entitled to 20 minutes of paid break time per day, excluding lunch breaks. This can be taken in the form of two 10-minute breaks — those who smoke may use this time to smoke.

### **3.6 External premises**

SQA staff will not be placed in danger of passive smoking. The majority of external premises that staff will visit in Scotland and the UK should be covered by anti-smoking legislation. Where staff members consider they are being asked to work in a non-smoke-free environment, the matter should be referred to the Health and Safety Officer for a risk assessment.

## **4 Support and assistance**

Staff members who wish to cut down or stop smoking altogether can seek advice from the Occupational Health Advisor, or seek assistance from the Employee Assistance Programme. Subject to agreement between the Occupational Health Advisor, Head of Service and line manager, staff may be permitted reasonable time off work and without loss of salary, to take part in approved smoking cessation classes/activities. Such provision will be subject to rigorous monitoring and evaluation to measure its success.

There are smoking cessation services throughout Scotland. Details are available from [www.canstopsmoking.com](http://www.canstopsmoking.com) or *Smokeline* on 0800 848 484. These services provide details of local pharmacies taking part in the national pharmacy scheme. The MAC Group will provide information on smoking cessation on its information portal. Smoking cessation leaflets will also feature on the MAC information outlets across main SQA sites.

## **5 Implementation**

Responsibility for implementing this policy and supporting staff rests with Directors and Heads of Service in co-operation with their senior managers.

## **SCOTTISH QUALIFICATIONS AUTHORITY**

<b>POLICY NAME</b>	MENTAL HEALTH AND WELLBEING
<b>POLICY AUTHOR</b>	NEIL MACGOWAN
<b>POLICY OWNER</b>	HELEN DUNHAM
<b>BUSINESS AREA OWNER</b>	HR
<b>POLICY EFFECTIVE FROM</b>	1 MARCH 2010
<b>POLICY REVIEW DATE</b>	1 MARCH 2011
<b>NEW/REVISED POLICY</b>	REVISED

### **REASON FOR REVISION OF POLICY**

To clearly specify SQA's aims and objectives for the management and support of mental health. To outline the role of Managers and the support available to staff.

### **PARTNERSHIP**

This policy and associated procedures have been developed in partnership with SQA's recognised Trade Unions and in accordance with the Partnership Agreement – *Forward Together*.

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## **Mental Health and Wellbeing Policy**

### **1 Definition**

The World Health Organisation defines mental health as a state of wellbeing in which every individual realises their own potential, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to their community. Health is a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity.

### **2 SQA Commitment**

SQA is committed to addressing the issue of mental health and wellbeing in the workplace, acknowledging that the working environment, as well as personal issues, can be influential. The policy is applicable to all employees and has been agreed through our formal partnership agreement with recognised staff Trade Unions. The contents will be promoted and monitored.

SQA is committed to promoting a culture of positive mental health and wellbeing for all employees by providing a working environment which promotes the wellbeing, mental and physical health of staff. Those who have, or have had, symptoms of mental health will be treated responsibly and in an understanding and supportive manner. Through the SQA *Make A Change* (MAC) Group awareness of mental health issues will be raised amongst employees. Through improving the health of employees this will directly impact on the long-term future for employees suffering from mental health problems.

### **3 Legal Responsibilities**

SQA is bound by the terms of legislation and takes seriously its legal obligations to provide employees with a safe workplace. We comply with the terms of the Health and Safety at Work Act 1974 and have a general duty of care to ensure the health and safety of all our staff as far as is reasonably practical. The Management of Health and Safety at Work Regulations 1999 and the Disability Discrimination Act 1995 are also applicable.

### **4 Policy Aims**

- To maximise the physical and psychological health and wellbeing of all staff.
- To encourage the creation of a working environment in which staff and managers are proactive in the identification of opportunities to enhance staff wellbeing.
- To promote a healthy and safe environment which fosters a culture of trust, co-operation and mutual respect and within which all staff treat each other with dignity.
- To develop a culture that is supportive and non-judgmental of people with mental health problems.
- To provide timely, effective and appropriate assistance for staff in managing stress in themselves and in others. Specifically, to encourage better individual recognition and management of personal health issues. This is particularly important for issues of mental wellbeing where 'stress' can be a response to a number of factors.
- To reduce and, if possible, control risks to mental health in relation to work.
- To recognise that the best interests of SQA can be met when a balance between the aspirations, ambitions and demands of SQA and those of staff are achieved.
- To recognise that action to prevent mental health issues is far more effective than dealing with it after it has arisen.

## **5 Education and Training**

To deal positively with mental ill health in the workplace, we will continue to offer health education to all staff, including information on health policies at staff induction events and Health and Safety training days.

The MAC Group will maintain awareness of mental health conditions through promotional activities and up to date information on the online MAC communication portal.

## **6 Recruitment and Selection**

We aim to remove barriers to employment for prospective employees with a history of mental health problems and are willing to make reasonable adjustments for applicants with a mental health problem.

Consequently, when drawing up the job description and person specification care

Should be taken to enable adjustments to be made to accommodate people with a mental health problem. For example, steps should be taken to distinguish between essential and desirable requirements for the job and focus on what is to be achieved rather than how.

As someone with a mental health problem may not have attended an interview for some time, consideration should be given to:

- permitting the applicant to be accompanied and/or to have additional time to undertake a test of ability.
- appreciating perceived 'deficiencies' due to their mental health problem, such as gaps in their employment history.
- providing the appropriate environment to try and ensure the applicant is able to demonstrate fully their ability to do the job.

This should be read in conjunction with the Recruitment and Selection Policy and Guidelines.

## **7 Management of Employees with Mental Health Problems**

As part of Risk Assessment, the Occupational Health Advisor can assist in identifying potentially stressful situations within the workplace as well as assisting in the identification of individuals who may be demonstrating signs and symptoms of mental health problems. The Advisor can also provide support and counselling, where appropriate, and onward referral to other services where applicable.

Staff members can also refer themselves to the Employee Assistance Programme used by the SQA to provide a confidential counselling and support service for all employees. It operates a 24 hour, 365 day a year telephone counselling service as well as face-to-face counselling (for general information about this service, please refer to your HR Business Partner).

For Occupational Health referrals, staff suffering from mental health problems should be referred promptly and also know how to self-refer. Managers can refer formally or, where appropriate, encourage self-referral. Managers should ensure staff confidentiality at all times. Where a manager is unsure of what type of referral would be most appropriate or would like further advice on how to proceed, contact should be made directly with the Occupational Health Advisor to discuss this further. For management referrals, managers should discuss with the employee the reason for referral prior to the referral being made.

## **8 Facilitating and Managing the Return to Work**

Mental ill health may potentially result in a marked reduction in the performance and effectiveness of sufferers as well as having a potentially detrimental effect on family and social life. Early identification of mental health problems is crucial to the outcome and subsequent return to work of any affected staff member.

It is important to ensure that line managers do not behave in ways that result in individuals being made to feel guilty about the impact on work of any mental health problem from which they may be suffering. Line managers should where possible encourage staff to seek the help and support they may urgently need.

It is recognised that an individual with mental health issues may have a reduced ability to deal with pressure. Therefore, in all circumstances, controlling unnecessary and harmful levels of work pressures will be beneficial to both the employee and SQA.

- The manager should maintain regular contact with the member of staff to maintain communication and provide support; there should be no pressure to return to work prematurely.
- The Occupational Health Advisor is available to advise on return to work, taking into account any work related causative factors. Advice to managers might include returning the employee on a 'phased in' basis, flexible work schedules, altered duties or reduced workload for a temporary period of time.
- The manager should continue to be alert for any future recurrence of problems and encourage self-referral to the Occupational Health Advisor for further advice and support.

Support and advice is available to all staff from the Human Resources Department.

## **9 Confidentiality**

In the case of management referrals to the Occupational Health Advisor, sufficient information is fed back to the referring manager to allow them to manage the situation. No clinical or personal details are ever divulged unless specifically relevant and only then with the consent of the employee concerned

In the case of self referrals, the relevant manager need only be informed if there is a requirement for time away from the department. This is with the agreement of the employee concerned. The manager may also be informed if, following careful consideration, the employee is considered to be a risk to themselves or others. Otherwise, self-referrals are completely confidential.

## **10 Other relevant policies**

Other SQA policies and procedures, relevant to the management of mental health issues are Recruitment and Selection, Attendance Management, Anti-Bullying and Harassment, Equal Opportunities in Employment, and Grievance Procedure.

## **11 Responsibilities:**

**Directors and Heads of Service** are responsible for ensuring that:

- Work related stress, which is likely to lead to ill health, is eliminated or at least reduced from the working environment as far as reasonably possible through the risk assessment process and subsequent introduction of further control measures;
- An organisational culture is developed where mental ill health is not seen as a sign of weakness or incompetence and where seeking help in relation to managing mental health issues and managing negative stress is seen as a sign of strength and good practice;
- Advice and information is provided for managers on their duty of care to staff;

**Line managers** are responsible for:

- Involving individual staff and staff teams in seeking solutions;
- Encouraging a workplace culture where mental and physical well-being are regarded as equally important;
- Undertaking risk assessment within their area of responsibility, taking subsequent action to further reduce or eliminate the risks employees are exposed to.
- Ensuring, as far as is reasonably practicable that the physical work environments for staff are safe and do not expose them to risk that may give rise to stress at work
- Considering the implications for staff of any changes to working practices, work location, new policies or procedures, and the need for appropriate support and training;
- Making sure that all new staff receive appropriate induction to and training for their job, including reference to support services for example, Occupational Health Advisor, Human Resources (HR) and the Employee Assistance programme;

- Providing clear job descriptions (outlining lines of responsibilities, accountability and reporting), individual supervision and clear objectives with review.
- Resolving work related issues at an individual level and at team level as appropriate, involving others outside the team as necessary;
- Keeping in touch with any staff who are on prolonged absence and agreeing with the individual, Occupational Health Advisor and HR how to support their return to work.

**Human Resources** is responsible for:

- Making sure that organisational policies, procedures and codes of conduct (professional and general) are adhered to;
- Facilitating discussions within areas of conflict;
- Monitoring staff conduct, attendance, and turnover;
- Advocating clarity of roles and responsibilities, advising on job description and organisational structure;
- Promoting positive cultural change within the workforce.

**The Trade Unions** are responsible for:

- Encouraging their members to speak up as soon as they feel their working environment is beginning to affect their health;
- Using the guidance laid out in the Safety Representatives and Safety Committees Regulations and Management of Health and Safety at Work Regulations to tackle work related stress;
- Assisting with the resolution of work related issues at an individual level and within the partnership forum as appropriate, involving others outside the team as appropriate;
- Encouraging a workplace culture where mental and physical wellbeing are regarded as equally important.

**Occupational Health Advisor** is responsible for:

- Advising managers and staff on causes of workplace stress and the risk assessment process;
- Providing support for staff at all levels who may be experiencing the negative effects of stress or other mental health problems.
- Monitoring work related stress and mental ill health through analysis of sickness absence referrals both in relation to self and management referrals and providing appropriate feedback to the organisation.

**All Staff** are responsible for:

- Talking to their manager if there is a problem, or accessing the Occupational Health Advisor, HR or their trade union;
- Supporting their colleagues if they are experiencing work related stress or other mental health problems;
- Seeking support or counselling from Occupational Health Advisor and/ or the Employee Assistance Programme [EAP] where appropriate.
- Recognising that mental ill health is not a weakness.

## **12 Workplace Stress and its Effects**

- Stress may be defined as the adverse reaction people have to excessive pressure or other types of demand placed on them. What triggers stress and the capacity to deal with stress varies from person to person. Individuals react in different ways to similar situations. Work-related stress occurs where people perceive they cannot cope with what is being asked of them at work. No-one is immune to work-related stress.
- Stress is not an illness but, if experienced for a prolonged period, can result in psychological illness such as anxiety or depression. Physical symptoms include headaches and, if particularly severe, stress is thought to contribute to physical illnesses such as high blood pressure or heart disease and susceptibility to frequent minor illness. Developing coping strategies such as taking exercise and finding ways of relaxing can help combat the effects of stress. People experiencing stress often adapt negative coping strategies such as drinking too much alcohol and caffeine, missing meals and smoking, all of which can compound the problem.

- At an organisational level, mental health issues can result in deterioration of morale, performance and staff turnover. Sickness absence due to stress can cause a 'domino effect' where increased workload due to sickness absence of a colleague can, in turn, lead to increased workload pressures and stress in other members of the team.

Staff experiencing work related stress should seek appropriate support detailed in this policy.

### **13 Sources of Support**

- Employee Assistance Programme – 0800 389 7851
- Occupational Health Advisor – 0845 213 5587
- Human Resource Department
- MAC Group Online Information Portal – access to external websites and support organisations
- Trade Union representatives for Unite and Unison
- [www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)
- [www.seemescotland.org](http://www.seemescotland.org)
- [www.breathingspacescotland.co.uk](http://www.breathingspacescotland.co.uk)
- [www.samaritans.org](http://www.samaritans.org)

### **14 Monitoring and Review of Policy**

- This will be achieved by regularly reviewing overtime worked by staff, time back, monitoring absence, accident and staff turnover, carrying out exit interviews and monitoring staff conduct.
- The MAC Group will undertake impact analysis of all promotional activities it undertakes and refine its activities in the light of feedback.
- This policy will be reviewed annually by the Partnership Group.

## ***Scottish Qualifications Authority***

Policy name:	Alcohol and Drugs Misuse
Policy author:	Neil MacGowan
Policy owner:	Helen Dunham
Business area owner:	HR/OD
Policy effective from:	01/03/2010
Policy review date:	01/03/2012
New/revised policy:	Revised

# Alcohol and Drugs Misuse Policy

<b>Policy</b>	Our policy aims to help create a climate which encourages staff with an alcohol or drug problem to voluntarily seek help and not to conceal, deny or cover up the problem. The policy also provides a fair system under which managers may refer staff members for help with alcohol or drug-related performance issues.
<b>Why do we need this policy?</b>	To clearly specify SQA policy in relation to supporting staff with drug and alcohol issues and the action required by managers. By reviewing this policy we are helping the MAC group move from Gold SHAW Award to the Gold Healthy Working Lives Award.
<b>Which parts of SQA are affected?</b>	All SQA permanent staff.
<b>What support is available to help SQA implement this policy?</b>	Support and advice on this policy are available from the HR business area.
<b>Partnership</b>	This policy and associated procedures have been developed in partnership with SQA's recognised Trade Unions and in accordance with the <i>Partnership Agreement — Forward Together</i> .

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## **1 Introduction**

SQA is committed to promoting healthy lifestyle choices and options to all staff. Alcohol and drug misuse is a widespread problem in society, and this policy details our approach to dealing with alcohol and drug-related issues compassionately, fairly and consistently.

We accept that an alcohol or drug problem could be an illness requiring treatment. Our policy aims to help create a climate that encourages staff with an alcohol or drug problem to voluntarily seek help and not to conceal, deny or cover up the problem. The policy also provides a fair system under which managers may refer staff members for help with alcohol or drug-related performance issues.

Alcohol and drug problems are defined for this policy as: the intermittent or continual use of alcohol/drugs which causes detriment to staff, health, social functioning or work performance and which affects efficiency, productivity, safety, attendance, timekeeping or conduct in the workplace.

‘Drugs’ are defined for this policy as those controlled under the Misuse of Drugs Act 1971, which divides drugs into three categories, and can include prescribed medications, over-the-counter medications and recreational drugs.

The *Health and Safety at Work Act 1974* requires all employers to have a duty to ensure the health, safety and welfare of their employees. Employers are liable to prosecution where they knowingly allow employees under the influence of alcohol or drugs to continue working — putting not only the employee at risk but potentially other employees as well.

Consumption of alcohol on SQA premises is not normally permitted during working hours. Exceptions to this would be approved functions, eg a retirement event. In all such cases the approval of the Head of Human Resources (HR) is required.

## **2 Policy aims**

The aims of this policy are:

- ◆ to alert employees to the risks associated with alcohol and drug abuse via a programme of health education
- ◆ to promote a positive attitude throughout SQA towards problems associated with alcohol
- ◆ to state our position on alcohol and drug abuse clearly
- ◆ to ensure that the law in relation to drugs (Misuse of Drugs Act 1971) is adhered to by staff members during working hours
- ◆ to offer support and assistance to staff members who suspect or know that they have an alcohol and drug abuse problem so that they can voluntarily seek help, either from recognised external agencies or our Occupational Health Advisor (OHA)

## **3 Responsibilities**

### **3.1 Employees**

All SQA staff members have a responsibility to look after their own health and attend work in a fit state to carry out their duties.

Staff members have a responsibility to advise their doctor or pharmacist of the nature of their job, and to seek advice on the side effects of any prescribed or purchased medication which may affect their work performance. Staff members should inform their manager and/or OHA of any effect this medication is likely to have on their work performance.

Staff members have an obligation to inform their line manager where a problem is identified with use and/or abuse of alcohol and/or drugs, and employees should not cover up or collude with colleagues.

Where an employee believes they have or are developing an alcohol or drug-related problem, they must approach their line manager/HR/OHA and should keep their managers informed of their progress.

### **3.2 Managers**

Managers have a specific responsibility to ensure that they and their team are familiar with this policy. Managerial briefings on this policy will be provided at regular intervals. This may involve arranging appropriate training.

Where work performance and/or patterns are causing concern, and a manager suspects that the employee's problem may be alcohol/drug-related, the manager should seek advice from their HR Business Partner and/or OHA.

Managers have a responsibility to treat all employees fairly and consistently, and to respect confidentiality.

## **4 Procedure**

SQA recognises that alcohol/drug-related problems are primarily issues of health and that, therefore, people with these problems require help and treatment to resolve them. SQA will provide confidential counselling, through the Employee Assistance Programme (EAP) and the support of the OHA, for any employee with an alcohol or drug-related problem.

### **4.1 Voluntary/Self-referral**

Employees are encouraged to make this the normal route for dealing with alcohol/drug-related problems by seeking help at an early stage, either via the OHA, the current Employee Assistance Programme provider or through an external agency of the employee's choosing.

If the employee approaches the OHA they will be referred to their own GP and/or appropriate external agencies. Employees may be allowed reasonable time off to attend counselling during working hours by prior arrangement/agreement with their line manager.

Where possible, confidentiality will be assured. However, in the case where such an employee may compromise the safety of others (eg a driver) it will be the responsibility of the OHA to ask the manager that the employee does not carry out such duties until further notice. If necessary, the employee will take sick leave to undergo any treatment required. Such absence will be treated as sick leave within the normal guidelines for sick pay.

On resumption of duties or return to work following a period of treatment, the employee will be able to return to the same job unless the manager in consultation with the HR Business Partner and OHA decides that the effects of the employee's alcohol/drug abuse problem renders them unfit or unsuitable for this. Please refer to the Absence Management Policy for redeployment guidance on the grounds of capability should this apply.

#### **4.2 Direct referral by SQA — non-disciplinary**

Where a manager suspects that problems related to an employee's performance and/or attendance may be alcohol/drug-related, and no disciplinary proceedings are happening, the manager will discuss their concerns with the employee offering the opportunity to meet with the OHA.

#### **4.3 Direct referral by SQA — disciplinary action**

Where an alcohol/drug abuse problem is revealed during the course of disciplinary action for other matters (eg attendance) this needs to be taken into account in determining whether any formal disciplinary action will be taken. In this instance referral to the OHA will be through the HR business area.

Disciplinary action will not be suspended merely because the employee has a suspected alcohol/drug abuse problem.

Where the employee accepts the offer of referral, the OHA will arrange for the necessary specialist support. This support will then report back to the OHA indicating the outcome of the initial assessment of the individual and what is required from the individual and SQA in order to facilitate the individual's recovery.

We will endeavour to support individuals regardless of the type of referral. Employees should keep SQA informed of their progress in keeping with any periods of review set.

### **5 *Review of policy***

The operation and effectiveness of the policy will be reviewed by the Head of HR in consultation with recognised unions on a regular basis and any changes will be implemented with immediate effect.

## **6 Sources of advice or information**

SQA Occupational Health Advisor  
0845 213 5587

Employee Assistance Programme Helpline  
Tel: 0800 587 5670

Alcoholics Anonymous  
Tel: 08457 697555  
[www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

Alcohol Focus Scotland  
Tel: 0141-572 6700  
[www.alcohol-focus-scotland.org.uk](http://www.alcohol-focus-scotland.org.uk)

Choose Life  
[www.chooselife.net/Mainlinks/Drugs\\_And\\_Alcohol.asp](http://www.chooselife.net/Mainlinks/Drugs_And_Alcohol.asp)

National Drugs Helpline  
Tel. 0800 776600  
[www.talktofrank.com](http://www.talktofrank.com)

Know the Score  
Tel. 0800 587 5879  
[www.knowthescore.info](http://www.knowthescore.info)

The MAC Group will provide general information on alcohol and drug abuse on its Information Portal, and regularly promotes alcohol and drug awareness issues at its information events.



## **STATEMENT OF INTENT TO PROMOTE HEALTHY EATING**

### **Introduction**

SQA provides a staff restaurant facility at its Glasgow and Dalkeith offices where the catering is contracted out. The contract holder from April 2006 is Albacore Catering. Both restaurants have achieved the Healthy Living Award.

### **Aims**

We will:

- promote healthy eating through ensuring our catering contractor offers healthy options and clearly indicates these options on the daily menus. Healthy living choices on the menus will be clearly indicated by the green apple logo.
- place a great deal of emphasis on the provision of healthy food. Any new catering contractor shall operate to a standard that will result in the achievement of the Healthy Living Award, or a similar standard, within the first six months.
- require the contractor to promote healthy eating and encourage both a reduction in salt, sugar and fat, and an increase in foods high in dietary fibre. Decaffeinated beverages shall be available on request. Genetically modified food shall not be served.
- continue to promote healthy eating through education and information events and special promotions such as 'Fruity Friday' when free fruit is provided to all staff

A handwritten signature in black ink, appearing to read 'Janet Brown', written in a cursive style.

**Dr Janet Brown**  
**Chief Executive**  
**May 2010**



## **STATEMENT OF INTENT FOR THE PROMOTION OF PHYSICAL ACTIVITY**

### **Introduction**

It is now widely recognised that physical inactivity is a serious risk to health. The risk of coronary heart disease as a result of inactivity is roughly equivalent to the risk from smoking, having high blood pressure or high cholesterol. Inactive people have twice the risk of suffering from coronary heart disease compared to their active colleagues.

At least 70% of the UK population fails to do enough physical activity to benefit their health. In addition to protecting an individual from coronary heart disease, being moderately active on a regular basis can:

- significantly improve mental health by helping to control or reduce stress and anxiety
- offer protection against obesity, osteoporosis, diabetes and some forms of cancer.

Physical activity includes participation in sport or formal exercise but also includes activities such as walking, dancing, heavy housework or gardening.

SQA wishes to offer the choice of an active lifestyle to all its staff.

### **Aim**

We will:

- adopt an organisation-wide approach to promoting the many benefits of a physically active lifestyle for all staff. The intention is to encourage employees to participate regularly in moderate physical activity, through actively promoting the many and varied activities that contribute to the improvement of physical and mental wellbeing.
- continue to promote physical activity programmes through the identified channels of communication within the SQA.

### **Objectives**

As a result of promoting physical activity within the organisation we seek to:

- raise awareness of the health-related benefits of physical activity and the health risks of physical inactivity
- inform employees about the types and amount of physical activity necessary to benefit health
- provide opportunities for participation in physical activity in the workplace.

## SQA actions

To achieve these objectives we will

- provide educational leaflets and information on health-related activities via MAC Online.
- liaise with local health promotion authorities in order to access information resources and expertise
- provide staff seminars on the benefits of activity and the risks of inactivity
- advertise, both electronically on MAC Online and on the designated MAC notice boards, opportunities for staff to participate in physical activity
- hold physical activity promotional events
- subsidise staff participation in physical activities both on and off-site.  
*See Appendix A*
- provide on-site facilities and classes as opportunities for physical activity
- continue to support the MAC Champions who help promote physical activity
- continue to support charity events involving physical activity

subsidise staff taking part in organised walking and running events

- continue to advocate taking the stairs rather than using the lift where there is a choice
- provide exercise equipment both on-site and for employees to use in the local park (Dalkeith)
- provide flexible working hours to allow participation in physical activity before, during or after the working day
- Provide bikes via the Cycle to Work scheme
- Provide 'pool' bikes for staff to borrow
- provide showers on-site
- provide cycle racks on-site
- provide interest-free loans for public transport
- ensure that staff health and participation in physical activity are taken into consideration when assessing new working practices prior to implementation
- ensure that new working practices conform to statutory health and safety legislation
- ensure that new working practices do not act as a barrier to participation in physical activity

## **Review and monitoring**

This Statement of Intent will be reviewed annually.

All new employees will be made aware of this Statement of Intent and its provision via Induction Training. The Statement of Intent will be available to all staff on MAC Online.

A handwritten signature in black ink, appearing to read 'Janet Brown', with a stylized flourish at the end.

**Dr Janet Brown**  
**Chief Executive**  
**May 2010**

**Subsidy of in-house and external exercise classes/activities 2009/10**

SQA will subsidise in-house exercise classes and activities in order to give all staff the opportunity to take part in health-related activities in the workplace.

In financial year 2010-2011, the subsidy is 100%.

The classes and activities which currently fall into this category are Hula Hooping, Pilates, Salsa-cise, Body Conditioning, T'ai Chi, Yoga and 5-aside football.

A purchase order will be set up and the instructor will submit regular invoices for payment.

SQA will also subsidise in-house therapeutic massage sessions.

In financial year 2010-2011, the subsidy is £2 per session.

A purchase order will be set up and the therapist will invoice for payment based on the number of completed bookings.

SQA will also subsidise half the cost of entry fees to physical activity events such as the Edinburgh Relay Marathon, Women's 10k, Great Scottish Walk etc, where this encourages staff to increase their level of activity. The MAC Group will consider any such requests on an individual basis. These will normally be handled via expense claims on confirmation of payment of entry fee.

All subsidies will be paid from the MAC funding allocated from the Corporate Social Responsibility budget.

Subsidies will be as follows:

<b>Class/activity</b>	<b>Cost of activity</b>	<b>Subsidy</b>
Hula Hooping	Dalkeith: £50 per 45 min class Maximum class size 15 Glasgow: £60 per 45 min class Maximum class size 8	100%
Pilates*	Glasgow: £30 per 1 hour class Maximum class size 15	100%
Salsa-cise*	Glasgow: £50 per 1 hour class Maximum class size 18	100%
Body conditioning class*	Glasgow: £50 per 1 hour class Maximum class size 18	100%
T'ai Chi*	Dalkeith: £40 per half hour class Maximum class size 10	100%
Yoga*	Glasgow: £35 per 90 min class Maximum class size 15	100%
<b>Class/activity</b>	<b>Cost of activity</b>	<b>Subsidy</b>
Therapeutic massage (not sports injury remedial massage)	Dalkeith: £15 per half-hour session Glasgow: £12 per half hour session	£2 per completed appointment
Shiatsu Massage	Glasgow: £13 per half hour session	£2 per completed appointment
Five aside football	£765 per year	100%

\* viability of provision of these classes will be reviewed from time to time



## STATEMENT OF INTENT — THE ENVIRONMENT

### Introduction

A main pillar of our Corporate Social Responsibility strategy is *The Environment*. We take seriously our corporate responsibility, to sustain natural resources and avoid wasting these valuable resources. We have an ambitious organisational target to reduce our CO<sub>2</sub> emissions over the next five years and are working in partnership with the Carbon Trust in meeting our objectives. We have a detailed Travel Plan that promotes alternative choices for staff and customer travel and have a Cycle to Work scheme that provides staff with bikes via a salary sacrifice scheme. We are one of the first Scottish public sector organisations to sign up to the Prince's Trust May Day Challenge to publish our environmental targets.

### Aim

We will work with our partners – Scottish Government, Carbon Trust and Scottish Business in the Community - to meet the objectives of reducing environmental impact on the planet and of achieving the target of 3% CO<sub>2</sub> emission reductions by 2014.

### Objectives

We will:

- minimise waste by reduction, reuse, repair and recycling methods
- conserve water and other resources
- purchase products and services with regard to their environmental and sustainable impact
- manage energy efficiently and use renewable energy where possible
- reduce the need to travel between sites and on business
- encourage the use of public transport, cycling and shared vehicles for commuting and all necessary business travel
- promote environmental options and choices to staff via MAC Online and events

A handwritten signature in black ink, appearing to read 'Janet Brown', written in a cursive style.

**Dr Janet Brown**  
**Chief Executive**  
**May 2010**

## MAC Glasgow – Free Health and Lifestyle Classes!

MAC provides the following classes free of charge to staff. Places can be booked at MAC On-line. Classes are led by fully qualified instructors. Classes are held in a meeting room on the 3<sup>rd</sup> floor.

### Hula Hooping

A great workout for all the body. Our instructor, Fiona Blair, trained as a massage therapist in 1990 and also has qualifications in exercise to music and salsa club dance. In 2007, she trained in hula hoop fitness and dance.

Day	–	Wednesday
Time	–	12:30pm – 1.15pm
SQA Contact	–	Lynne Malcolm, Ext 5452
Information	–	Hoops provided

### Salsa-cise

Exercise to the Latin rhythms of salsa. The class is run by Natalie Fulton from Eterna Fitness

Day	–	Tuesday
Time	–	12.30pm – 1.30pm
SQA Contact	–	Alyson Craig, Ext 5435
Information	–	Medium impact class. No need for a partner

### Body Conditioning Class

Dance-based fitness class. The class is run by Natalie Fulton from Eterna Fitness

Day	–	Thursday
Time	–	12.30pm – 13.30pm
SQA Contact	–	Linn van der Zanden, Ext 5402
Information	–	Medium impact class. No need for a partner

## **Pilates**

Pilates is a uniquely precise and intelligent approach to exercise and body-conditioning, which gives you a leaner, suppler, more toned body and a calmer, more relaxed mind.

Newcomers are welcome at any time. You can do all the exercises at different levels, so you just do the level you can cope with, and improve as you go.

Classes normally run by Kirstie of SJ Fitness [www.sjfitness.com](http://www.sjfitness.com)

Day	–	Monday
Time	–	12.30pm – 1.30pm
SQA Contact	–	Cathy Barwick, Ext 5180
Information	–	Mats provided

## **Yoga**

Yoga is for everyone, regardless of age, ability or level of fitness. When practiced over time, yoga can bring many long-term benefits. By taking yoga classes, you will improve your physical and mental wellbeing through the practice of asana (postures) and pranayama (breath control). You will become more flexible, less stressed, improve your energy levels and sleep more peacefully. After only a few classes, you will notice improvements in your posture.

The classes are run by Kay Henderson who is a qualified yoga teacher. For more details about Kay and the practice of yoga, go to <http://www.malayoga.co.uk>

Relax, stretch and improve your flexibility

Day	–	Tuesday
Time	–	5.15pm – 6.45pm
SQA Contact	–	Fiona Wilson, Ext 5136
Information	–	Mats provided

## **MAC Glasgow — Treatments and therapies**

MAC provides a subsidy to the following treatments and therapies delivered by fully trained and experienced professionals. Places can be booked at MAC Online. You can book a double session if required. Payment should be made direct to the therapist in all cases. Sessions are conducted in the First Aid room on the 5<sup>th</sup> floor.

### **Chiropody**

Help rid your tootsies of bunions, verrucae, corns, cracked and painful heels, athlete's foot and in-growing toenails.

Day	–	Friday (monthly)
Session length	–	30 minutes
Cost	–	£16
Therapist	–	Gordon McMaster
SQA Contact	–	Hilary Cuthbertson, Ext 5997

### **Massage Therapy**

You choose from Indian head massage, which includes back, neck, shoulders, arms, head and face; reflexology, done on the bare feet, normal seated clothed massage, which is a mixture of a variety of massage techniques.

Massage releases tension and increases blood flow to your muscles, which releases waste products and toxins from the tissues to be processed by your body. This can have a dehydrating effect so please ensure you drink plenty of water following your session.

Wearing loose clothing means you will have the most comfortable massage session. Some clients prefer to change into a T-shirt. Please remove jewellery, earrings, etc. If rings cannot be removed, that's ok.

If you are attending for a first session, a confidential consultation will be carried out. This ensures the massage is suitable and safe for you, helps to build a picture of your overall health and is a requisite for insurance.

Day	–	Thursday
Session length	–	30 minutes (you can book an hour if required)
Cost	–	£10 (£20)
Therapist	–	Tom Higgins, <a href="http://www.fitfitfit.co.uk">www.fitfitfit.co.uk</a>
SQA Contact	–	Hilary Cuthbertson, Ext 5997

## Shiatsu Massage

Shiatsu uses hand pressure and manipulative techniques to adjust the body's physical structure and its natural inner energies, to help ward off illness and maintain good health. During a session you will lie fully clothed on a padded mat or futon. It's a good idea to wear **comfortable, loose-fitting clothes**. Shiatsu is a non-intrusive form of healing and you should find it comfortable, relaxing and even invigorating.

Shiatsu can be beneficial for back pain, stress, headaches, whiplash injuries, neck stiffness, joint pain and reduced mobility and many sports injuries, amongst other ailments. For more information, please see <http://www.shiatusociety.org>.

Day	–	Monday/Tuesday (monthly)
Session length	–	30 minutes
Cost	–	£11 (£22)
Therapist	–	Linda Henderson
SQA Contact	–	Sarah McLaughlan, Ext 5552

## **MAC Dalkeith – Free Health and Lifestyle Classes!**

MAC provides the following classes free of charge to staff. Places can be booked at MAC Online. Classes are led by fully qualified instructors.

### **Hula Hooping/Mambo**

So much more than hula-hooping; a great workout for all the body, incorporating hooping warm-up and mambo steps

Day	–	Thursday
Time	–	12.00pm – 12.45pm
SQA Contact	–	Margaret Auldjo, Ext 6703
Information	–	Hoops provided

### **T'ai Chi**

Relax, de-stress and energise – no better way to start your working day!

Day	–	Thursday
Time	–	8.00am – 8.30am
SQA Contact	–	George Griffiths, Ext 6937

## **MAC Dalkeith — Treatments and therapies**

MAC provides a subsidy to the following treatments and therapies delivered by fully trained and experienced professionals. Places can be booked at MAC Online. Payment should be made direct to the therapist in all cases. You can book a double session if required.

### **Chiropody**

Help rid your tootsies of bunions, verrucae, corns, cracked and painful heels, athlete's foot and in-growing toenails.

Day	–	Thursday (monthly)
Session length	–	30 minutes
Cost	–	£16
Therapist	–	Gordon McMaster
SQA Contact	–	Helen Probart, Ext 6804

### **Massage Therapy**

Massage at Work is available fortnightly at SQA, Dalkeith

To get the most out of the session, you should book your appointment for either before you have eaten lunch, or at least an hour after you have eaten. Wearing loose clothing means you will have the most comfortable massage session. Some clients prefer to change into a T-shirt. Please remove jewellery, earrings, etc. If rings cannot be removed, that's ok.

Massage releases tension and increases blood flow to your muscles, which releases waste products and toxins from the tissues to be processed by your body. This can have a dehydrating effect so please ensure you drink plenty of water following your session.

If you are attending for a first session, a confidential consultation will be carried out. This ensures the massage is suitable and safe for you, helps to build a picture of your overall health and is a requisite for insurance.

Day	–	Wednesday or Thursday (fortnightly)
Session length	–	30 minutes
Cost	–	£13
Therapist	–	David Kenyon
SQA Contact	–	Heather Cornwall, Ext 6935