



Project supported by the PHA



# FREE WORKPLACE HEALTH & WELLBEING SUPPORT SERVICE



**NEWRY**  
Tel: (028) 3025 6482

**BELFAST**  
Tel: (028) 9002 0044

**DUBLIN**  
Tel: 01862 5092



E-mail: [workplacehealth@healthmattersni.com](mailto:workplacehealth@healthmattersni.com) Online: [www.healthmattersni.com](http://www.healthmattersni.com)

# Could your workplace benefit from our FREE Health & Wellbeing Support Service?

Due to an exciting new government funded initiative (supported by the Public Health Agency) Health Matters (Health & Safety) Ltd can provide your business with a free health & wellbeing support service for 1 year.

The service aims to mentor and support businesses through a structured 4 stage process with the ultimate aim of improving the health & wellbeing of the workforce.



## What free services are available?

- ✓ Mentoring and support from an experienced Workplace Health & Wellbeing Coordinator
- ✓ A health & wellbeing survey which identifies employee health & wellbeing needs
- ✓ An automated report detailing current workplace health & wellbeing needs for employers and personal health profiles for employees
- ✓ Provision of resources such as action plan templates, guides, questionnaires and literature
- ✓ A number of Health & wellbeing talks/services delivered by our specialist coordinators for your staff
- ✓ Health Champion training for an individual or two within your business to act as health ambassadors.
- ✓ Award ceremony in recognition of workplace health & wellbeing success

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## What benefits can you expect from a successful programme...

- ✓ Improved employee morale
- ✓ Increased productivity
- ✓ Reduction in staff turnover
- ✓ Reduction in illness-related absence
- ✓ Increased quality of products and services
- ✓ Improved corporate social responsibility
- ✓ Improved public image (This can also be used as an excellent PR opportunity)

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# What can you expect from us?

## Stage 1

- The provision of a designated Health and Wellbeing Coordinator to support your business over a one year period.
- Assistance with identifying a suitable 'Health Champion' who will implement and lead the workplace strategy internally.

## Stage 2

- Assistance with the preparation of an internal workplace health & wellbeing action plan.
- Regular telephone or on-line support with 'face to face' meetings every 3 months for a period of one year.
- Assistance to help identify current employee health & wellbeing interests and needs.
- Access to a health, safety & wellbeing online portal to provide ongoing support.

## Stage 3

- Assistance with the preparation of a report outlining employee health & wellbeing needs.
- Assistance with the development and implementation of a 3 year action plan.
- Provision of 'Health Champion' training for a nominated individual.
- Provision of resources, ongoing support, advice (based on priority needs), 2 x free health promotion training, programmes & events in your workplace.

## Stage 4

- Assistance with the evaluation of all health & wellbeing initiatives implemented.
- Support and guidance to assist your organisation to agree on future action plans.



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# What you as a business must contribute?

## Stage 1

- You must be fully committed to improving the health & wellbeing of your workforce.
- You must provide written communication of your intention to commit.
- You must identify a person(s) to fulfill the role of 'Health Champion' who will implement and drive the workplace strategy internally. (Under the guidance and with the assistance of Health Matters)

## Stage 2

- You must be committed to agreeing and communicating a health & wellbeing improvement action plan.
- You must be willing to allocate time internally to the identification of the health & wellbeing needs of the workplace. This will involve time spent both with Health Safety & Wellbeing Coordinator and working independently.

## Stage 3

- You must be willing to allocate time internally for the preparation and execution of a health & wellbeing focused action plan. This will involve time spent both with Health Safety & Wellbeing Coordinator and working independently.
- You must as a business be committed to promoting health & wellbeing within the workplace. This will involve supporting the delivery of health promotion training, programmes and events. (Many of which are FREE)

## Stage 4

- You must be willing to allocate time internally to continue to promote and maintain health & wellbeing within the workplace after the 1 year period.



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HEALTH & SAFETY LTD

# So are you ready to commit to improving Health & Wellbeing in your workplace?

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If so, please complete the attached form outlining your intention to commit and send this to us using the email below;

**[workplacehealth@healthmattersni.com](mailto:workplacehealth@healthmattersni.com)**

**It is important to note**, funding is limited and businesses will be enrolled on a **'first come, first served'** basis.

## **Demand is expected to be huge so don't delay and commit now!**

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**HEALTH & SAFETY TRAINING / CONSULTANCY**



# Register of Intent

## Company Details

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Company Name: \_\_\_\_\_

Key Contact(s) and position(s): \_\_\_\_\_

Email address(s): \_\_\_\_\_

Contact telephone number(s): \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Number of employees on site: \_\_\_\_\_

Business HQ Address (if different from above): \_\_\_\_\_

Is your business in a rural or urban location?  Rural  Urban

Potential Health Champion Name: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

## Signature of intent from business leader

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I \_\_\_\_\_ (name)

\_\_\_\_\_ (position)

\_\_\_\_\_ (company name)

commit to improving workplace health and wellbeing.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Please email a scanned copy to [workplacehealth@healthmattersni.com](mailto:workplacehealth@healthmattersni.com) or post to **11 Monaghan Court, Monaghan Court, Newry, BT35 6BH.**)

## Initial meeting with Health Matters Health, Safety & Wellbeing Coordinator

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Proposed initial meeting with the Health Safety & Wellbeing coordinator (within 2 weeks of signing)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (TBC)

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