



BARNLSLEY
Metropolitan Borough Council



EnterprisingBarnsley™

**Restarting your
workplace**

The following slides will provide some helpful hints, tips and links to further support for business owners and managers to secure the wellbeing of your staff and increase productivity as you manage the return to work of home and furloughed workers.

We have included some links to further support and further information to help you get back up and running as quickly as possible.



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Why?

For many staff the impact of lockdown may include:

- depression and anxiety
- MSK issues
- poor diet
- poor sleep
- increased alcohol intake
- financial concerns
- feeling isolated
- fear and panic of returning to work
- loss of some skills / rusty doing some tasks

Points to consider:

What are the business processes you need to be up and running first?

- Its highly likely that social distancing measures will be required for sometime which will require risk management approaches to be undertaken prior to return to work get these in place quickly so you can plan around them.
- You may want to seek the views of customers, suppliers and other stakeholder groups as well as those within the organisation in terms of your approach.
- Be clear on what tasks need to be completed in order of priority and who you need to do them.
- To achieve your priorities will you need to redeploy staff to tasks not previously part of their job description?
- Can any relevant documentation checks be conducted remotely before a return to work?
- If you are changing business processes building in time for training as part of a phased return could minimise down time.
- If new job practices need to be allocated how do you/your managers establish which are the most appropriate staff that can be redeployed?

Points to consider:

Staffing:

- If new job practices need to be allocated how do the managers establish which are the most appropriate staff that can be redeployed?
- Consider whether you are giving your staff the option to take on a new role – can they refuse? What will you do if that happens?
- Are there any contract issues that need to be worked through before a return to work?
- Creating an induction process back into your return to work plan could support a managed return to productivity quickly.
- You may also need to consider your current health and wellbeing strategies and whether they need adapting.
- Staff are likely to be a bit rusty on some elements of their job, building time in for them to refresh skills/access some training could get things moving quicker.
- For any wellbeing concerns identified signpost staff to the appropriate support service or to the occupational health provider.

Points to consider:

Consistent, regular communication will make a difference:

- Agreeing a consistent set of messages to be communicated to your staff in terms of returning to 'business as usual in advance of getting back up and running.
- Do your managers have the skills to communicate the change to your staff? Are you all clear on their role in this process? Where can they get help and support?
- Increasing your Keep In Touch meetings/ One to One's to keep track of wellbeing concerns, listening to your staff will ensure your productivity remains consistent.
- Encouraging your staff to discuss mental health issues with their manager/team and recognise that 'its ok not be ok'.
- Considering questions that may encourage employees to 'open up', people struggle with change keeping dialogue going with your team will reduce this.
- Take the time to 'celebrate' and 'reward' success - people need to feel good about their achievements, however big or small they are.

Support:

Some questions you could include in your return to work discussion:

- How did you find it furlough working, did you miss the company of colleagues did you manage to find a structure to your day?
- What are your thoughts on home working, did you manage to find a good structure to your day, did you miss the company of colleagues?
- How are you feeling about returning to work?
- What do you think went well during lockdown that you feel you would like the opportunity to continue with? e.g. the flexibility of home working
- Is everything ok with you and your family?
- Did you do anything different whilst you were off work?
- Has the time away from work impacted on anything that is worrying you?
- Do you feel any adjustments need to be made to your work?
- Is there anything that you feel you need help within terms of additional support?

Support:

Support for Mental Health Support

Barnsley:

- **Humankind** A Public Health Commissioned provider service for low or mild mental health problems telephone 01226 704090
- **Improving Access to Psychological Therapies(IAPT)** A NHS Service for depression and anxiety disorders
- **Recovery College** A NHS Service offering educational courses and workshops to people accessing Trust Mental Health Services and their families and carers
- **Mind** Barnsley and Rotherham Mind is a charity offering a variety of mental health services

Support:

Support for Mental Health Support

- **Able Futures** - Delivers the Access to work Mental Health Support Service on behalf of the Department for Work and Pension. Call Able Futures free on 0800 321 3137 from 8am to 10.30pm, Monday to Friday or [apply online](#).
- **Every Mind Matters** - Created by Public Health England gives tips and advice on how to manage mental health developed by experts approved by the NHS
- **Mental health in the workplace** - Developed by ACAS details the law and the duty of care of employers in relation to mental health and how employers can promote positive mental health at work
- **Managing staff experiencing mental ill health** - Developed by ACAS details the managers role in supporting employees with mental health and how they can spot the signs
- **Dealing with stress in the workplace** - Developed by ACAS and details the steps employers should take to reduce work related stress
- **Five ways to mental wellbeing** - Evidence suggests that a small improvement in wellbeing can help to decrease some mental health problems and help people to flourish. This document, produced by the New Economics Foundation (NEF) on behalf of Foresight, sets out 5 actions to improve personal wellbeing.
- **Workplace Anxiety & Work-Related Anxiety** - Developed by ACAS details what causes workplace anxiety and what steps employees can take

Support:

Domestic Abuse

- **Independent Domestic Abuse Services (IDAS)** on 03000 110 110 or visit [idas.org.uk](https://www.idas.org.uk) to find out how you can safely plan, receive advice or access services.

Bereavement Support

- **Listening Ear**- Someone to talk to. Support for those bereaved during the Coronavirus Pandemic. A service for anyone who has lost a loved one and who needs support, advice or guidance. Telephone 0800 048 5224 for meaningful support, advice and guidance
- Barnsley Bereavement Support Service, tel: 01226 200565

Coping with debt

- **Money Advice Service** (0800 138 7777)
- **National Debtline** (0808 808 4000)
- **Step Change Debt Charity** (0800 138 1111)
- **Citizens Advice** (03444 111444)

Homelessness

- **Housing Advice line** tel: 773870, or freephone 0808 196 3530

Smoking

- **Barnsley Stop Smoking Service** tel:0330 660 1166 (from mobiles) and 0800 612 0011 (from landlines)

Support:

Alcohol

- Recovery Steps - 01226 779066
- Barnsley Substance Misuse Team- 01226 705980
UK National Helpline Tel - 0845 769 7555 Email - help@alcoholics-anonymous.org.uk

Drugs

- Talk to someone confidentially – Barnsley Substance Misuse Team -01226 705980
- Barnsley Beacon - 01226 814012
- Barnsley Churches Drug Project - 01226 321877
- DISC - Recovery Steps Barnsley - 01226 779066 - Self referrals accepted
- Release - 020 7324 2989 – drugs, the law and human rights
- Talk to FRANK – 0300 123 6600 (24 hours) Email: frank@talktofrank.com

Sexual Health

- Brook - The sexual health charity for young people under 25 offering confidential advice. Helpline: 0808 802 1234, Mon-Fri 11am-3pm or via the link below.
- [Brook website](#)
- Sexual Health Line Free - confidential information and advice on sexual health. Helpline: 0300 123 7123
- Terrence Higgins Trust - Information, support and advice on HIV and sexual health. Helpline: 0808 802 1221, Mon-Fri 10am-8pm
- [Terrence Higgins Trust](#)
- Worth Talking About Advice on contraception, sexual health and relationships. Helpline: 0300 123 29 30, Mon-Fri, 2pm-8pm Sat-Sun 2pm-4pm.



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Thank you

For further information please contact:

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