



Guidance for Health Promotion & Improvement and Healthy Ireland staff with an assigned role for Staff Health and Wellbeing

Developed by HSE Healthy Ireland Health & Wellbeing

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Supporting Staff Personal Health and Wellbeing in the HSE

The HSE is committed to providing a supportive environment that protects and promotes the physical, mental and social wellbeing of its workforce. This includes implementation of policies which promote positive health behaviours and wellbeing; providing facilities conducive to healthy lifestyles while at work or getting to and from work; and actively promoting a culture of valuing staff wellbeing.

The [Health Services Healthy Ireland Implementation Plan 2023-2027](#) identifies 'supporting staff personal health and wellbeing' as one of its four strategic priority areas, acknowledging that to delivery on this plan there is a key dependency on having a healthy workforce. There are five key actions and eight measures of success included for the focus on staff personal health and the delivery of the Government's [Healthy Ireland at Work: A National Framework for Healthy Workplaces in Ireland 2021-2025](#) and the forthcoming HSE Healthy Workplace Framework.



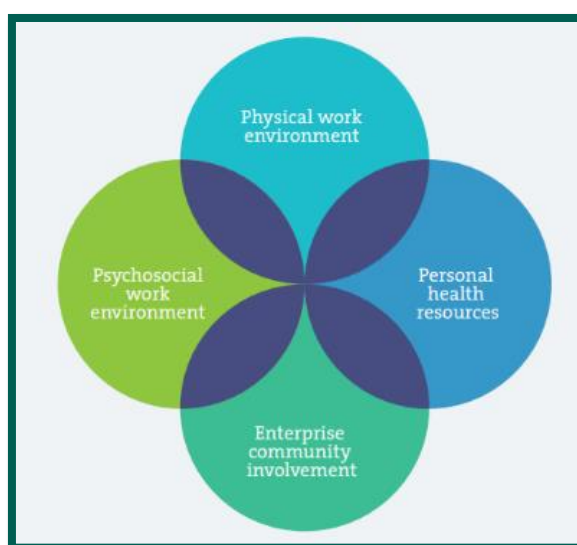
'Supporting staff personal health and wellbeing' is one of the four strategic priority areas of the Health Services Healthy Ireland Implementation Plan.

Healthy Workplaces

The term 'Staff Health and Wellbeing' is broad, covering a variety of health, safety and wellbeing aspects that contribute to a healthy workplace.

The World Health Organization (WHO) presents these considerations as **four integrated avenues/pillars** and recommends that aspects within all four pillars are addressed based on identified needs:

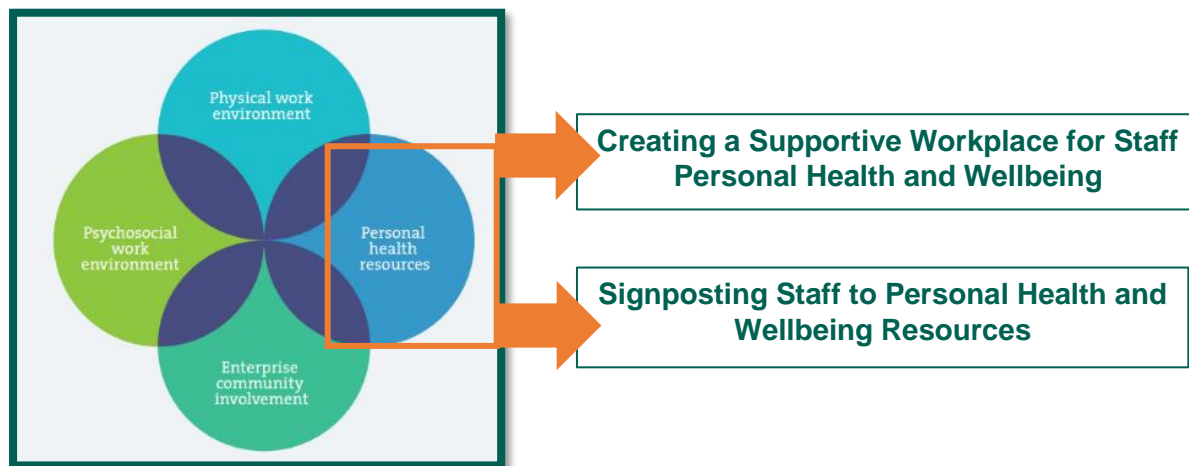
- **Physical Work Environment:** e.g. building structure, chemicals, noise, ergonomics
- **Psychosocial Work Environment:** e.g. culture, values and beliefs, HR policies, work demands/workloads, work-life balance
- **Enterprise and Community Involvement:** working with local communities to support health
- **Personal Health Resources:** opportunities and resources to support staff efforts to improve and maintain healthy lifestyle practices



World Health Organization's Avenues of Influence for a Healthy Workplace

Personal Health Resources: The Focus of this Guide

While all areas of the work environment impact on Staff Health and Wellbeing, the focus of Health and Wellbeing/Health Promotion & Improvement Staff and Healthy Ireland Project Managers is on supporting personal health by creating healthy environments that help staff to adopt healthy behaviours. This can be achieved by creating supportive workplaces and signposting staff to health and wellbeing resources.



The resources, programmes and initiatives outlined in this guidance are focused on the evidence-based lifestyle behaviours that can help to reduce the risk of developing chronic diseases – being physically active, eating healthily, not smoking, avoiding harmful use of alcohol, and looking after our mental and sexual health & wellbeing.

Overarching Key Actions

- ✓ Share and signpost HSE managers to the 'Taking Action to Promote and Support Healthy Behaviours and Healthy Workplaces' guide and checklist to support the personal health and wellbeing of their staff (when available).
- ✓ Work with managers and colleagues on the operation of local Staff Health and Wellbeing Committee(s).
- ✓ Link in with dedicated Health Promotion & Improvement Staff across the various priority wellbeing areas (e.g. Tobacco/Mental Health and Wellbeing) to ensure that all available initiatives, resources and supports are communicated and implemented to staff.
- ✓ Avail of opportunities to showcase and promote health and wellbeing resources at appropriate staff events and meetings organised by managers and colleagues in your workplace.
- ✓ In CHOs and HGs, support the planning, implementation and data capture of initiatives for the annual Funding Incentive for Staff Health and Wellbeing.
- ✓ Support applications for potential funding opportunities for projects and initiatives relating to staff health and wellbeing.
- ✓ Refer to the [Trusted Sources of Health and Wellbeing Information](#) booklet as a guide to reliable sources of information that are endorsed and those that should be avoided.
- ✓ Work with colleagues for the development of an annual Staff Health and Wellbeing Action Plan.



OVERALL LIFESTYLE BEHAVIOURS: Key Actions

- ✓ Utilise and promote availability of the staff wellbeing resources. A summary brochure [Resources and initiatives for adopting healthy behaviours](#) has been developed, which outlines key resources.
- ✓ Promote and encourage staff to order the [Know Your Numbers](#) wallet card, available from healthpromotion.ie
- ✓ Signpost staff to the webinars [and podcasts](#) available on the HSE Health and Wellbeing [YouTube](#) channel.
- ✓ Provide information on the availability of Lifestyle Assessment Checks in your workplace (this service is available at the discretion of local line managers).
- ✓ Participate and coordinate promotion of HSE Health and Wellbeing and Healthy Ireland campaigns in workplaces.
- ✓ Raise awareness, support and champion adherence to the Department of Health's [Healthy Meeting Guidelines](#).
- ✓ Raise awareness of the self-management information available for staff living with a long term health condition (hse.ie/selfmanagementsupport) and free 6-week 'Living Well' group programme (hse.ie/LivingWell).

Available to download/order from healthpromotion.ie

(Refer to the [How to order resources from www.healthpromotion.ie](#) guidance)

- [Resources and initiatives for adopting healthy behaviours](#) brochure
- [Know Your Numbers](#) wallet card



PHYSICAL ACTIVITY: Key Actions

- ✓ Encourage participation and share feedback received on the HSE online [exercise programmes](#), including [Pilates](#); [Yoga](#); [Strength and Conditioning](#).
- ✓ Coordinate and encourage participation in the [Steps to Health Challenge](#) (and other HSE step challenges), aiming to achieve increased targets each year.
- ✓ Arrange signage displays via posters or digital screens to promote physical activity at work to staff e.g. to take the stairs.
- ✓ Promote and encourage utilisation of existing walking routes in and around the workplace. The Irish Heart Foundation's [Slí@Work](#) programme can provide guidance and support in developing walking routes and signage.
- ✓ Engage and follow up with local HR and Employee Relations Departments to facilitate the [Cycle to Work Scheme](#).
- ✓ Work with estates to coordinate the availability of bike racks, bike shelters and staff showers, and communicate the availability of existing cycling facilities to staff.
- ✓ Promote and encourage participation in the [Smarter Travel Workplaces Programme](#), where applicable.

Available to download/order from healthpromotion.ie

(Refer to the [How to order resources from www.healthpromotion.ie](#) guidance)

- [Get Active Your Way](#) leaflet
- [Get Active: Go Walking](#) leaflet



HEALTHY EATING: Key Actions

- ✓ Promote awareness and utilisation of the healthy eating information available on the [HSE website](#). The Irish Heart Foundation's [Well@Home](#) and [Nutrition Tips for Shift Workers](#) leaflets are also useful sources of information for relevant staff ([irishheart.ie](#)).
- ✓ Arrange signage displays via posters or digital screens to promote the healthy eating guidelines to staff e.g. Food Pyramid [posters](#).
- ✓ Advocate, support and champion the [HSE Vending Policy](#).
- ✓ Report to (or bring to the attention of) the person who has responsibility for the vending services contract in your building if you have concerns/queries regarding compliance. This may be a facilities or catering manager, or a General Manager with this responsibility.
- ✓ Engage with catering or facilities manager to encourage your workplace to take part in the [Happy Heart Healthy Eating Awards](#) (if not already participating). Catering and facility managers can access a suite of short training online training modules for catering services on [HSeLanD](#).

WEIGHT MANAGEMENT: Key Actions

- ✓ Create awareness of resources available to support living well with overweight and obesity, including [Talking about weight: A guide to developing healthy habits](#) booklet and **safefood**'s free 12-week online [Healthy Weight for You](#) programme.

Available to download/order from [healthpromotion.ie](#):

(Refer to the [How to order resources from www.healthpromotion.ie](#) guidance)

- [Healthy Food for Life](#) leaflet and [posters](#)
- [101 Square Meals](#) recipe book
- [Talking about weight: A guide to developing healthy habits](#) booklet



SMOKING: Key Actions

- ✓ Advocate, support and champion the [Tobacco Free Campus Policy](#), which prohibits cigarette and e-cigarette use within all HSE campuses and workplaces, and report any compliance issues you observe to your line manager.
- ✓ Bring the attention of staff to campaigns which encourage them to quit smoking. Dates of note include: National No Smoking Day (Ash Wednesday); World No Tobacco Day (May 31st); and Quit months (January, March, October).
- ✓ Signpost staff to the supports and resources available at [quit.ie](#).
- ✓ Raise awareness and coordinate the [free nicotine replacement therapy](#) (NRT) service to staff.
- ✓ Complete the online 'Tobacco Free Campus' training on [HSeLanD](#) and encourage staff to do same.
- ✓ Encourage, support and coordinate applications for the 'Tobacco Free Ireland Programme Quality Improvement Bursary', when in place.
- ✓ Work with Tobacco Free Health Promotion and Improvement Officers to arrange signage displays via posters or digital screens to promote smoking cessation and supports to staff. A suite of digital assets can be accessed by contacting tfi@hse.ie.

Available to download/order from healthpromotion.ie:
(Refer to the [How to order resources from www.healthpromotion.ie](http://www.healthpromotion.ie) guidance)

- [You can QUIT: We can help](#) leaflet
- [Growing up Smoke Free](#) leaflet
- Posters, e.g. [QUIT.ie signposting](#)
- [Quit Wallet Card](#)
- [Tobacco Free Campus Wallet Card](#)



ALCOHOL: Key Actions

- ✓ Signpost staff to the askaboutalcohol.ie website, which provides resources including a directory of local supports and counselling services.
- ✓ Promote and encourage use of the [Self Assessment Tool](#) and [Drinks Calculator](#) (available at askaboutalcohol.ie).
- ✓ Arrange signage displays via posters or digital screens with [alcohol awareness](#) messaging for staff.
- ✓ Inform staff of the Integrated Alcohol Services (IAS), which are specialist alcohol treatment services operating in community settings in Cork/Kerry and the Midwest. The IAS team deliver psychosocial interventions and family support to individuals experiencing alcohol use disorder or alcohol dependence.

Available to download/order from healthpromotion.ie:
(Refer to the [How to order resources from www.healthpromotion.ie](http://www.healthpromotion.ie) guidance)

- [Alcohol – A Quick Question](#) leaflet
- [Men and Alcohol](#) leaflet
- [Women and Alcohol](#) leaflet
- [Your Family and Alcohol](#) leaflet
- [Pregnancy and Alcohol](#) leaflet
- [Getting Older and Alcohol](#) leaflet
- [Alcohol Awareness](#) posters



MENTAL HEALTH AND WELLBEING: Key Actions

- ✓ Encourage participation and share feedback received on the [Minding Your Wellbeing](#) programme, delivered as a video series and face-to-face training.
- ✓ Encourage participation and share any feedback received on the [Stress Control](#) programme.
- ✓ Encourage participation and share any feedback received on the Balancing Stress programme (when available).
- ✓ Raise awareness and signpost to the [Sleep problems - Tips and self-help](#) information available.
- ✓ Encourage, support and coordinate the establishment of workplace choirs using the [How to set up a Choir for HSE Staff Health and Wellbeing](#) guidance document.
- ✓ Encourage, support and coordinate the establishment of social clubs that create connectivity through shared interests such as music, drama, dancing, walking or reading.

- ✓ Create awareness of available resources that showcase the benefits of creativity and the arts on health and wellbeing e.g. [The Art of Being Healthy and Well](#) symposium and [Creative Health and Wellbeing](#) resources.
- ✓ Work with facilities and estates for the availability of dedicated quiet and outdoor spaces (e.g. quiet room, garden/green area, picnic tables) and promote the availability of existing spaces to staff.

Available to download/order from healthpromotion.ie:

(Refer to the [How to order resources from www.healthpromotion.ie](#) guidance)

- [Minding Your Wellbeing](#) support booklet
- [Looking After Your Mental Health for LGBTI+ People](#) leaflet
- [Looking After Your Mental Health in Later Life](#) leaflet
- [Looking After Your Mental Health When You Have Financial Difficulties](#) leaflet
- [Mental Health in Pregnancy](#) leaflet



SEXUAL WELLBEING: Key Actions

- ✓ Signpost staff to the information, resources and services available at sexualwellbeing.ie for individuals, parents and professionals which includes topics such as [Free Home Sexually Transmitted Infection Testing](#); [My Options](#) unplanned pregnancy support; [Free Contraceptive Scheme](#); and the [National Condom Distribution Service](#).

Available to download/order from healthpromotion.ie:

(Refer to the [How to order resources from www.healthpromotion.ie](#) guidance)

- [What You Need To Know About Contraception](#) leaflet
- [Your Guide to Sexually Transmitted Infections \(STIs\)](#) leaflet
- [A Guide to HIV](#)

Useful Links

- ✓ www.hse.ie/healthyireland
- ✓ www.hse.ie/healthandwellbeing
- ✓ www.healthpromotion.ie
- ✓ www.quit.ie
- ✓ www.askaboutalcohol.ie
- ✓ www.sexualwellbeing.ie
- ✓ www.hse.ie/selfmanagementsupport
- ✓ www.hse.ie/LivingWell
- ✓ www.irishheart.ie
- ✓ www.healthyworkplace.ie

For the latest updates

- ✓ Visit the [HSE Health and Wellbeing website](#)
- ✓ Follow us on X [@HsehealthW](#)
- ✓ [Sign up](#) to receive the HSE Health and Wellbeing [Ezine](#)
- ✓ Subscribe to the HSE Health and Wellbeing [YouTube](#) channel for a wide range of webinars and podcasts.
- ✓ Contact: healthyireland@hse.ie; 01-6352318