

## Valuing older workers

### Health, safety and wellbeing checklist

Issue	Actioned
<b>Planning to support and retain older workers</b>	
Is there a commitment to and through a Charter for older workers?	
Are staffing and trade union representatives being engaged on the older worker agenda and what they would like to see in place?	
Is there a clear understanding of staff data and demographics e.g. age, skills, role and geographic placement of staff – to help inform support?	
Is staff data e.g. staff surveys available to provide an insight into current levels of engagement and satisfaction?	
Is data from sickness absence records, early retirement and cases relating to the health, safety and wellbeing of staff being reviewed and considered?	
Has national data and the findings of the NHS Working Longer group been reviewed and considered?	
Has the NHS Worker Longer checklist been undertaken to establish where the organisation is in terms of supporting older workers?	
<b>Planning long and rewarding careers</b>	
Are older workers provided with opportunities for continued professional development? (for example: learning and development is discussed and planned, training courses are made available with protected time for training)	
Are older workers actively encouraged to develop and progress in their role?	
Are there specific opportunities to develop and enhance digital skills?	
Are staff offered mid-life reviews which are available at different stages of life?	
<b>Health and wellbeing services</b>	
Self-referral provision for staff to occupational health and counselling/employee assistant programme services.	
Are staff and trade union representatives being engaged on the range of health and wellbeing services they would like to see and on how it should be provided?	
Is the availability of services e.g. opening times, how to book an appointment promoted to all staff?	
Do staff working at remote sites or working shifts have means of accessing OH, staff support and counselling/ employee assistance programme (EAP) services?	

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Is it clearly communicated to staff that service(s) are confidential? This builds trust amongst staff and encourage them to access and use the services.	
Do managers throughout the organisation recognise their responsibility to support employees who need or wish to access staff health and well-being services and in promoting the availability of services and self-referral options to staff?	
Are there any 'open days' for OH, staff support and counselling services?	
<b>Chronic disease and long-term health conditions</b>	
Supporting an increasing number of staff with chronic disease and fast-track early intervention such as physiotherapy and counselling services are available to all.	
Are attendance management policies reviewed in partnership with staff side to check whether they meet the recommendations of the NHS staff council's disability guidance? <i>(for NHS employers)</i>	
Do all staff involved in supporting employees with long-term health conditions understand the Equality Act 2010/The Disability Discrimination (Northern Ireland) Order 2006? The level of understanding will vary depending on role.	
Have the case studies on the NHS Employer website been used to support the development of a business case for fast track interventions?	
Is the ' <a href="#">Access to work</a> ' scheme used to support the implementation of adaptations?	
<b>Targeted health and wellbeing strategies</b>	
The promotion of effective health and wellbeing strategies with initiatives targeted at different age groups of staff where data suggests these will be beneficial	
Has any work been undertaken to clearly understand the age profile of the organisation and to identify potential health and wellbeing needs?	
Are there any targeted initiatives using staff survey data for groups of workers (or demographic factors) who report poorer health outcomes?	
Are employees and trade union representatives consulted on the types of health and wellbeing initiatives they would find most beneficial?	
<b>Risk assessments</b>	
Suitable and sufficient risk assessments are carried out which are personalised to the staff member, where necessary, and make adjustments, where necessary, to ensure a safe working environment that takes account of the age demographics of the workforce and any age-related issues to individual staff.	
Are measures to reduce risks based on objective risks and workers' capabilities and not just on their age?	

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Are older workers consulted and involved along with their trade union representatives when considering the risks and relevant control measures to put in place?	
Is data from incidents, ill health and staff surveys used to identify risks to older workers?	
Are risk assessments age-sensitive and do they take into account the hazards that older workers may be more exposed to?	
Where necessary, are individual risk assessments undertaken for older workers experiencing difficulty or with specific health needs or conditions?	
<b>Health and safety culture</b>	
A working environment and culture where staff feel able to identify risks and problems. Staff are actively encouraged and expected to work safely and effectively, utilising equipment and adapted ways of working, where appropriate.	
Is there partnership working between the employer and health and safety representatives to create a positive working environment and good health and safety culture?	
Do staffside/TU reps raise the issue of the health and safety of older workers at the workplace health and safety committee and discuss what actions need to be taken?	
Is there a task and finish group to explore the issue in more detail and identify the hazards and risks to older workers?	
<b>Ergonomic equipment</b>	
Provides appropriate ergonomic equipment to take account of an ageing workforce and the cumulative effects of physical work demands that working longer can have.	
Are workers and their representatives involved in the risk assessment process?	
Are workers consulted on the choice of equipment and on adjustments? They may be able to identify potential issues or concerns and come up with solutions.	
Good workplace design and work organisation benefits workers of all age groups. Are staff and their representatives consulted on the design of the workplace?	
<b>Role redesign and redeployment</b>	
Policies are in place to support workers, where possible, to either move into new roles or redesign their current role or working pattern if age related issues are making their current job difficult.	
Is there a self-referral to OH and investment and training of OH staff?	

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Do all staff involved in supporting employees with long-term conditions have an understanding of the Equalities Act? The level of understanding will vary depending on role.	
Are line managers encouraged to have supportive conversations during appraisal to identify potential problems?	
Is there joined up working between HR, OH, safety rep and employees?	
<b>Flexible working</b>	
Is there an updated flexible working policy in place?	
Are staff informed about flexible working options?	
Are there suitable options for older workers?	
Are managers trained in supporting staff with flexible working requests?	
<b>Getting ready for retirement</b>	
Is there a retirement policy which outlines options available for flexible retirement?	
Is there clear information and guidance for staff on flexible retirement opportunities?	
Are sessions organised for staff to learn more about options with their pension provider? (Taking into account any remote workers/shift times etc.)	
<b>Benchmarking actions</b>	
Monitoring the effectiveness of actions taken in relation to retention and performance management.	
Are mechanisms in place to benchmark and monitor whether actions taken to support and retain older workers are effective?	
It is clear where data will be reported to and monitored?	