

# Health and work resources for line managers

This guidance offers a range of links that employers would find useful in support of employees with work related health issues.

## **National Institute for Health Care and Excellence (NICE)**

Guidance for managing long-term (or recurring short- or long-term) sickness absence and incapacity

<http://guidance.nice.org.uk/PH19>

Produced: 2009

## **NICE**

Guidance for promoting mental wellbeing at work

<http://www.nice.org.uk/nicemedia/live/12331/45893/45893.pdf>

Produced: 2009

## **NHS**

Guidance and advice for line managers on supporting employees with long term conditions. Also signposts to further sources of information on specific long term conditions including mental health

[http://www.nhs.uk/Livewell/workplacehealth/Documents/ChronicConds\\_LineManagers\\_Factsheet\\_A4.pdf](http://www.nhs.uk/Livewell/workplacehealth/Documents/ChronicConds_LineManagers_Factsheet_A4.pdf)

## **NHS Employers**

Resources and links to guides for line managers to support their staff's health and well-being

<http://www.nhsemployers.org/HealthyWorkplaces/Keeping-staff-well/Pages/Resourcesforlinemanagers.aspx>

## **Ambulance Service Association and NHS Employers**

Guidance for employers to manage diabetes in the workplace

[http://www.anhops.com/docs/84\\_8\\_DIABETES\\_-\\_Final\\_Version2006.pdf](http://www.anhops.com/docs/84_8_DIABETES_-_Final_Version2006.pdf)

Produced: 2006

## **Mindful Employer**

Line manager resource to support employees with mental health conditions

<http://www.ncl.ac.uk/hr/assets/documents/mindful-employer-line-managers-resource-pg.pdf>

Produced: 2011

## **Royal College of Psychiatrists**

Information and links to resources for employers who are looking to support their employees at work so that they remain productive and healthy.

<http://www.rcpsych.ac.uk/usefulresources/workandmentalhealth/employer.asp>  
[X](#)

## **Scottish Centre for Healthy Working Lives (Other partners include Scottish Government and JCP)**

Resources for employers, employees and healthcare professionals on supporting health and wellbeing in the workplace and of supporting return to work

<http://www.healthyworkinglives.com/>

## **Charities**

### **Centre for Mental Health (with DH, DWP, HSE. HWWB)**

Guidance for managing and supporting people with mental health problems in the workplace

[http://www.centreformentalhealth.org.uk/pdfs/review\\_panel/shiftreviewpanel\\_shift\\_lmr.pdf](http://www.centreformentalhealth.org.uk/pdfs/review_panel/shiftreviewpanel_shift_lmr.pdf)

Produced: 2007

### **Arthritis Care**

Online information for employers to support employees with arthritis

<http://www.arthritiscare.org.uk/LivingwithArthritis/Workingwitharthritis/Employeesinformation>

### **BOHRF (including contributions from CIPD, NHS Employers and others)**

Guidance for managing employees' return to work following long term sickness absence

[http://www.bohrf.org.uk/downloads/Managing\\_Rehabilitation-Guidance.pdf](http://www.bohrf.org.uk/downloads/Managing_Rehabilitation-Guidance.pdf)

Produced: 2010

## **Macmillan Cancer Support**

A range of toolkits, guidance and courses for managers to support employees with cancer

<http://www.macmillan.org.uk/Cancerinformation/Livingwithandaftercancer/Workandcancer/Supportformanagers/ManagersandEmployers.aspx>

## **MS Society**

Includes information/tools for employers to help maximise the potential of employees with MS

<http://www.mssociety.org.uk/ms-resources/work-and-ms>

Produced: 2010

## **Action for M.E.**

Employers guide on M.E. and its impact on work

<http://www.actionforme.org.uk/Resources/Action%20for%20ME/Documents/get-informed/employers-guide-to-me-booklet.pdf>

Produced: 2013

## **MIND**

Resources to help managers improve mental wellbeing in their workplace

[http://www.mind.org.uk/work/taking\\_care\\_of\\_your\\_staff/useful\\_information](http://www.mind.org.uk/work/taking_care_of_your_staff/useful_information)

## **Crohns and Colitis**

Information for employers/managers about IBD, and how to support people with Ulcerative Colitis or Crohn's Disease to work successfully and to fulfil their potential

<http://www.crohnsandcolitis.org.uk/downloads/factsheets/employers.pdf>

Produced: 2011

## **Directed by the MS Society and joint funded by DWP**

Online information for employers on helping people with long-term health conditions remain in work

<http://www.yourworkhealth.com/>

June 2013

## **Scottish Association for Mental Health (SAMH)**

Resource for employers about adjustments in the workplace

[http://www.samh.org.uk/media/296324/ras\\_2012\\_pink.pdf](http://www.samh.org.uk/media/296324/ras_2012_pink.pdf)

## **Employer organisations**

### **CIPD**

Guidance for managing behaviour and stress at work

[http://www.cipd.co.uk/binaries/stress\\_at\\_work\\_updated\\_guidance\\_for\\_line\\_managers.pdf](http://www.cipd.co.uk/binaries/stress_at_work_updated_guidance_for_line_managers.pdf)

Produced: 2009

### **CIPD (with HSE)**

Online tool for managers to manage positively and prevent stress in their staff.

<http://preventingstress.cipd.co.uk/>

Produced: 2012

### **CIPD (with MIND)**

Tools for managers to support mental health at work

[http://www.mind.org.uk/assets/0001/6314/Managing\\_and\\_supporting\\_MH\\_at\\_work.pdf](http://www.mind.org.uk/assets/0001/6314/Managing_and_supporting_MH_at_work.pdf)

Produced: 2011

### **CIPD (with EHRC)**

Guidance for employers on how to manage and support employees experiencing domestic abuse

[http://www.equalityhumanrights.com/uploaded\\_files/Wales/domesticabuseguide.pdf](http://www.equalityhumanrights.com/uploaded_files/Wales/domesticabuseguide.pdf)

Produced: 2013

### **BITC**

Toolkit includes research, case studies and suggested actions which employers can take to facilitate emotional resilience in the workplace

<http://www.bitc.org.uk/our-resources/report/emotional-resilience>

# Government

## HSE

Management Standards tools to prevent and manage common health problems and stress at work

<http://www.hse.gov.uk/stress/standards/downloads.htm>

## HSE in partnership with CIPD & ACAS

Absence Management toolkit for managers

<http://www.hse.gov.uk/sicknessabsence/toolkit.htm>

Produced: 2006

## HSE

Guidance for employers on tackling alcohol and drugs abuse at work

<http://www.hse.gov.uk/alcoholdrugs/>

Produced: 1996/1998

## Health, Work and and Well-being (cross government initiative)

Includes tools and information for employers on the links between health and work

<http://www.dwp.gov.uk/health-work-and-well-being/>

## Occupational Health Advicelines

Advice for managers in SMEs on managing health issues in the workplace.

<http://www.dwp.gov.uk/health-work-and-well-being/our-work/oh-adviceline/>

## Health for Work website

Online advice which can be accessed by managers in all organisations for managing health issues in the workplace.

<http://www.health4work.nhs.uk/>

## DWP

Fit note guidance for employers/managers to reduce impact of sickness absence

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/183291/fitnote-employers-linemanagers-guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/183291/fitnote-employers-linemanagers-guidance.pdf)

Produced: 2013

## **DWP**

Guidance on 'Access to work ' to support employees with disabilities, long-term health conditions or mental health conditions.

<http://www.dwp.gov.uk/docs/employer-guide-atw.pdf>

Produced: 2013

## **Department of Health (DH)**

Encouraging organisations to take voluntary action in 'health at work' to improve their employees' health.

<https://responsibilitydeal.dh.gov.uk/wp-content/uploads/2013/02/HatW-Flyer-Final.pdf>

Produced: 2010

## **DH**

Advice for managers on how to make adjustments for people with mental health conditions

<https://responsibilitydeal.dh.gov.uk/wp-content/uploads/2012/09/Advice-for-employers-on-workplace-adjustments-for-mental-health-conditions.pdf>

## **Welsh Government**

Guidance for managing alcohol and substance misuse in the workplace (developed through the former HWWB Challenge Fund)

<http://new.wales.gov.uk/topics/health/improvement/work/resources/workplaceguide/?lang=en>

## **Welsh Government**

Welsh Government's workplace health programme; to improve health at work, reduce the impact of ill-health, and encourage early intervention to rehabilitate people who have become ill or injured

[www.healthyworkingwales.com](http://www.healthyworkingwales.com)

# Other

## **ACAS**

Information and advice to promote positive links between health and work - and also people management practices

<http://www.acas.org.uk/media/pdf/3/t/Health-work-and-wellbeing-accessible-version.pdf>

Produced: 2012

## **Gordon Waddell and Kim Burton**

Leaflet for use by professionals and managers to help with the return to work process - endorsed by private and public sectors

[http://www.tsoshop.co.uk/gempdf/Work\\_and\\_Health\\_Leaflet\\_1.pdf](http://www.tsoshop.co.uk/gempdf/Work_and_Health_Leaflet_1.pdf)

Produced: 2007

## **National Association for Colitis and Crohns disease**

Information for employers/managers on how to make minimal changes for people with Inflammatory Bowel Disease to work successfully and fulfil their potential

<http://www.nacc.org.uk/downloads/factsheets/employers.pdf>

Produced: 2011

## **Institute of Work, Health and Organisations (University of Nottingham).**

Guidance document for employers on managing diabetes at work

[http://www.touchbriefings.com/pdf/886/lth041\\_r\\_munir.pdf](http://www.touchbriefings.com/pdf/886/lth041_r_munir.pdf)

Produced: 2004

## **Institution of Occupational Safety and Health (IOSH)**

Guidance on promoting employees' health and wellbeing and reducing sickness absence

[http://www.iosh.co.uk/books\\_and\\_resources/guidance\\_and\\_tools.aspx](http://www.iosh.co.uk/books_and_resources/guidance_and_tools.aspx)

## **IOSH**

Toolkit to help manage occupational health problems - includes information, guidance, factsheets, case studies, training materials, presentations

[http://www.iosh.co.uk/information\\_and\\_resources/our\\_oh\\_toolkit.aspx](http://www.iosh.co.uk/information_and_resources/our_oh_toolkit.aspx)

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## **Age Action Alliance**

Toolkit to help employers/managers effectively address the health and productive contribution of an ageing workforce

<http://ageactionalliance.org/theme/healthy-workplaces/>

Produced: 2013

## **New Economy (and other European partners)**

Mental Health and Employment toolkits to help reduce health inequalities

<http://neweconomymanchester.com/downloads/1732-25-Toolkit-Employers-pdf>

Produced: 2012

## **Time to Change**

Resources for making workplaces mentally healthy and supporting employees with mental ill-health

<http://www.time-to-change.org.uk/your-organisation/support-employers>