

Senior Staff Brief

December 2014

Winter Wonderland and the Weather



The Festive Season is nearly upon us, but that also means we may experience wintry weather which may cause travel disruption. To ensure services are delivered and organisations continue to function, our advice is that both employers and employees should be as flexible as possible. Staff should make every effort to attend work, which may involve using different temporary modes of transport if necessary.

Staff should only avoid travelling if it is unsafe to do so. If staff are unable to work at alternative locations, including their own home, unpaid leave; flexi time; TOIL; or annual leave can be used.

Staff should make sure they are equipped for any commuting and business journeys in vehicles, as winter weather requires specific preparation to assist in avoiding breakdowns. Road organisations have once again issued the following advice to ensure people stay safe on the roads throughout the winter months:

- i Get up 10 minutes earlier to prepare your car;
- i If the car is idle over a long period, turn the engine over regularly to give the battery a chance to revive;
- i Check windscreen wipers are working;
- i Ensure screen wash is topped up;
- i Check oil and coolant levels are correct;
- i Ensure there is enough fuel;
- i Clear snow from the roof of the car before driving;
- i Use air conditioning for faster demisting, and to reduce condensation on cold windows;
- i Make sure tyre pressures are correct. When temperatures drop this affects the pressure in tyres;
- i Tyres should have at least 3mm of tread for the winter and no less than 2mm; and
- i Turn the heater fan down and switch the heated rear window off once windows are clear.

As the wintry weather can cause disruption on the roads with traffic jams, it is recommended that you keep a blanket, water, snacks, ice scraper/de-icer and screen wash in your car in case of emergencies.

Please remember when driving in the snow, the stopping distance is 10 times longer.

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Health & Safety

EVH members health & safety

FREE Advice :

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Drink Drive Limit

It has been heavily publicised recently that from 5th December 2014 a reduced legal alcohol limit for drivers will be in force in Scotland. Scotland's blood alcohol limit will reduce to 50mg in every 100ml of blood. This will bring Scotland in line with most other European countries, but will mean Scotland has a lower limit than the rest of



Great Britain. It is suggested that the new lower alcohol limit will help to reduce accidents and deaths on Scotland's roads. It is estimated that 1 in 10 deaths on roads in this country, involve a driver over the limit.

The consequences of being caught over the limit may include a

combination of the following:

- i A criminal record of 20 years.
- i Automatic 12 month driving ban and loss of license.
- i A fine of up to £5000.
- i The risk of a prison sentence.

i The risk of losing your vehicle.

We have recently updated our Alcohol and Substance Misuse Model Policy, and we have also issued an Information Note on Alcohol and Occupational Driving. Both are available to download from our website. You can also find lots of useful information to share with staff on: www.dontriskit.info

H&S on our Website

Hopefully many of you will have had time to look around our new website. If you have, you will have noticed how different the site is and how much more content we have on it for Health and Safety. We have tried to make materials as accessible as possible for members. However, we are still working to improve the section. If you have

any comments and/or feedback on what material would be useful, please let us know.



Health & Safety

H&S for Governing Bodies

Due to high demand, we are now running a third Health & Safety for Governing Body session. This third and final session will take place on Wednesday 25th February 2015 from 10am until 12pm, taking place in Betty's Room at the EVH Office in Glasgow. The session will be held by Professor Roger Willey and will cover:

- i The legal requirements of H&S Management
 - i How H&S should be managed
 - i The EVH System
 - i The role of Committee/ Directors/Managers and Staff
 - i The role of H&S Administrator
 - i Overview of Asbestos and Legionella
- To book, please do this via www.evh.org.uk





Three steps to engage your staff



Clare Thomson from Brentfield Consultancy wrote a brief article on three steps to engage staff which has inspired this article. She based it on Gallup's Q12 concept of engagement questionnaire. The recent Gallup survey carried out in 142 countries showed that only 13% of employees worldwide are engaged with their work. The bulk (63%) are not engaged, and 24% are actively disengaged— "indicating they are unhappy at work and liable to spread negativity".



What interventions can managers make to help engage staff?



Assess whether you have the tools/processes to increase engagement. These can include: regular recognition from line managers; clarity of roles; understanding perform-

ance expectations; tools to do the job; and development conversations with staff.

Providing Autonomy to allow staff to make decisions within their remit. This is an important engaging factor as it gives people a sense of purpose, importance and helps reduce boredom. Make sure you give people as much autonomy as possible within their roles. Be careful to ensure the right balance is in place of not having too little or too much. Your customers will reap the benefits too, as this usually means most issues are resolved by one person, quickly and efficiently.

Getting to know your staff will help managers to



understand their staff, know their skills and what makes them tick. This will help utilise their talents and avoid setting them up for failure. People tend to achieve better results when they do what they are good at. It also helps individual recognition, which can have a bigger impact. Also, people can be far more responsive when they feel their manager is interested in them as a person. Higher levels of engagement results in loyalty and make employees advocates for your organisation.

The Final SSB!

After many many years our Senior Staff Brief will be coming to an end in its current format.

To utilise the capabilities of our new website and move with the times, we will be populating our news section on www.evh.org.uk

This section will be populated with relevant news from across the different EVH departments, including information previously contained in our SSB.

We know that many of you take time to read our SSB and like the existing format. However, it is time to change and by following us on Twitter, @evhstuff, you will be notified of any new news articles we have published. We hope you will prefer our new way of communicating and follow us @EVHstuff



Induction



Every organisation big or small needs a well thought out induction programme for new staff. New people are more likely to stay with an organisation if inductions are planned well.

It should go without saying that the line manager should be available throughout the first day to help ease first day nerves and anxieties.

When starting a new organisation, it can feel disorganised. To help get the employment relationship off to a good start the following may help:

Introductions - Don't just introduce the new staff member by name. Make sure colleagues know the job title, the main responsibilities of the role, and where the position fits into the current structure of your organisation.

Prepare your team - Involve your team in the induction process. By spreading out the training duties amongst colleagues, this will allow the new staff member to spend one to one time with colleague's to gain a good understanding of the different job roles and functions. This will also enable working relations to be formed. Make sure your team is aware of days and times when new staff will be shadowing them. This will ensure they are fully prepared and help the new staff

member get the best from the shadowing opportunity.

Have a Plan - Plan a variety of activities, assignments and training tasks for the new staff member. Aim to plan these out over a period of time, e.g. a month, and resist the temptation to cram everything into the first few days. This will allow the staff member to take in and absorb all the information they will be getting hit with.

As a manager understand that it takes a lot of time, training, coaching, understanding and patience for a new staff member to perform fully in their new job role. Following the above will help the new staff member to become familiar with their team, working environment and feel like a valued member of your department.



It's Nearly Holiday Time ...Ho...Ho...Ho!!

December 2014						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
22nd	23rd	24th	25th	26th	27th	28th
Opened	Opened	Closed	Closed	Closed	Closed	Closed
January 2015						
29th	30th	31 st	1st	2nd	3rd	4th
Closed	Closed	Closed	Closed	Closed	Closed	Closed

OPEN
for business™

From Monday 5th
January 2015.

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