



**SUBJECT:** The Rovers Return or The Great Escape?

**RECIPIENTS:** All Council Services

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**Psychological health in the workplace** has been a hot topic during the past year, with employees across all industries being affected in different ways, regardless of whether they are office-based or required to work from home.

**Currently at LCC** the Corporate Leadership Team message is that employees who are currently working from home should continue to do so, with the exception of those teams where access to office accommodation has been agreed.

Over time, however, we may all find that a blended approach – i.e. a mix of home working and office working – is suitable for both manager and employee going forward, as outlined in the Smarter Working Vision, i.e. "*Work is what you do, not where you do it.*" It may be helpful for employees and their line managers to consider what this new way of working could look like, to ensure employees don't feel overwhelmed further down the line.

**Good lines of communication** between employee and line manager are crucial, to ensure that any concerns can be addressed in a timely fashion. The 10 top tips below may be useful discussion points during 1-2-1s and catch-ups:

1. **Embrace flexible and remote working where possible.** For example, a staggered return or part-time remote working may help individuals (who are required to work in an office) to ease back with minimal stress.
2. **Your office space** may look different/have changed since March 2020 – familiarise yourself with any new layout, including fire evacuation routes, and ensure your mandatory Fire Safety Awareness training on L2L is up to date.
3. **The Health & Safety board** is your friend when you're working from an office location. Use it to find out key information about the site, including fire evacuation information.
4. **Face coverings and social distancing** – make sure you comply with all relevant controls and site rules while working from an LCC office.
5. **The comprehensive [LCC Health and Wellbeing offer](#)** is freely available to all staff and includes



advice and support, access to counselling and employee assistance, so make sure you know what resources are available to you, and use them if and whenever you need to.

6. **Establish clear career goals during regular 1-2-1s and appraisals.** Individuals who can visualise opportunities will benefit from higher morale and be happier in their role.
7. **Build in breaks:** maintain good work-life balance by taking regular breaks and booking holidays (even if travel opportunities are limited) to avoid exhaustion.
8. **Keep moving:** [Dr James Levie MD PhD said](#): "Sitting is more dangerous than smoking. We are sitting ourselves to death." Do make sure you [complete a DSE assessment on SHINE](#) and resolve any identified issues. Even with the perfect chair, the perfect desk and the perfect sitting position, we all need to move and change position regularly throughout the day to reduce static load on our spines and support our mental health. Advice and guidance can be found on the [G13 Display Screen Equipment policy page](#).
9. **Team building:** team bonding – including virtual buddy meet-ups via MS Teams - can enable us to mutually support each other regardless of where we spend our working hours. If you are worrying or need support, don't stay silent! Reach out to your line manager (remember that they can't read your mind) to make them aware of any concerns you may have.
10. **Fire training:** LCC's Fire Safety Awareness training on Lincs2Learn is mandatory for all staff to complete every year, so make sure yours is up to date, wherever you work. If you're a Fire Marshal, make sure you refresh your training/certification every 3 years via the elearning module on [Lincs2Learn](#).

If you require further assistance or clarification on the subject please contact  
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