

MANAGING THE HEALTH & PRODUCTIVITY OF AN AGEING WORKFORCE AN EMPLOYER RESOURCE: SOLUTIONS TO EMPLOYER QUESTIONS



Our society is ageing: by 2020 a third of our workforce will be aged over 50. To remain productive and competitive employers will need to make the most of their skills and experience. Many employers of all sizes and sectors already report the business benefits of employing and retaining older workers as part of a multi-generational workforce – maintaining productivity while bringing on their younger workers.

The fact is most older workers in jobs today are as productive as younger workers and take less sick leave. But for some, the onset of health problems or caring responsibilities can lead to them struggling to remain in employment.

Employers and managers with the right information and access to expert advice, can have a significant impact on maintaining longer healthier working lives and helping workers with health and caring pressures remain productive in the workplace.



- This pack includes simple tools and checklists, and sources of expert advice to help any employer and manager effectively address the health and productive contribution of an ageing workforce. It draws together employer tools from business expert organisations such as Acas, HSE and CIPD, that can increase employer and manager confidence in discussing health and caring issues with their employees and tackling the issues for the good of the business and the workforce.
- It provides immediate practical solutions to help employers get on top of the impact of age, health and caring on their business and how to enhance employee well-being to improve skills retention, performance and productivity.

Just select the issue you need help with or work through the tools to start developing a healthy and productive ageing workforce today.

<p style="text-align: center;">Ageing Workforce</p> <p><u>How can I ensure employees of all ages feel included and no one is disadvantaged because of their age?</u></p> <p><u>How do I manage the impact of an ageing workforce on my business?</u></p>	<p style="text-align: center;">Good Health & Well-Being</p> <p><u>How do I assess the health of my workforce and the impact on my business?</u></p> <p><u>How do I safeguard and promote the health and well-being of my workforce?</u></p> <p><u>How can I get expert advice on promoting the health and well-being of employees?</u></p>	<p style="text-align: center;">Health & Safety</p> <p><u>How do I identify and tackle health and safety risks?</u></p> <p><u>How do I identify and tackle health risks in shift-work?</u></p> <p><u>How can I get free advice on health and safety risk management?</u></p> <p><u>How can I build health & safety management within my business?</u></p>
<p style="text-align: center;">Buying Specialist Support & Health Cover</p> <p><u>How do I assess my options for an in-house approach or buying-in specialist support?</u></p>	<p style="text-align: center;">Sickness Absence</p> <p><u>How do I manage short term sickness and find out if there is an underlying problem?</u></p> <p><u>How do I manage long term sickness?</u></p> <p><u>How can I meet the key legal requirements of managing absence?</u></p> <p><u>How do I help an employee return to work from long term sickness?</u></p>	<p style="text-align: center;">Health Problems</p> <p><u>How do I identify and manage employees with mental health problems (including stress, anxiety, and depression)?</u></p> <p><u>How can I get free expert advice on handling employee health problems?</u></p> <p><u>How can I get free expert advice on supporting my employee with mental ill health?</u></p> <p><u>How can I get free expert advice on supporting my employee with cancer?</u></p>

Carers & Work	Work Adaptations	Further Support
<p><u>How do I identify and help employees who may be struggling to combine work and caring responsibilities?</u></p> <p><u>How do I support employees with caring responsibilities for someone who is ill, frail or disabled?</u></p> <p><u>How do I meet employee rights to take leave for caring – including emergency leave?</u></p> <p><u>How can I get expert advice on helping carers in my workforce stay in employment?</u></p>	<p><u>How can I make adaptations to help employees with long-term health conditions remain in work?</u></p> <p><u>How can I make workplace adjustments to help employees with mental health conditions?</u></p>	<p><u>Acas - employer advice on employment legislation and guidance</u></p> <p><u>Age Positive - DWP's employer guide and case studies on employing older workers.</u></p> <p><u>CIPD - Managing a healthy ageing workforce</u></p> <p><u>BCC & CIPD - Flexible Working: Good business How small firms are doing it</u></p> <p><u>Employers for Carers - a membership forum and service to help employers retain and support the 1 in 7 employees in the workforce caring for a family member.</u></p>
	<p style="text-align: center;">Flexible Working</p> <p><u>How do I handle requests for flexible working?</u></p> <p><u>How can I adopt flexible working to fit my business and my workers?</u></p> <p><u>How do I plan or review a shift rota?</u></p> <p><u>How can different shift systems fit my business and help my workers?</u></p> <p><u>How can I get help with the cost of workplace support or adaptations to help retain employees with a disability or mental health problems?</u></p>	<p><u>Public Health Responsibility Deal - organisations signing up to this make a public commitment to take action voluntarily on public health, including health at work.</u></p> <p><u>CSV Employee Volunteering - working with employers, large and small, to set up volunteering projects that benefit employers, employees and the community as a whole.</u></p> <p><u>CSV Volunteering in Retirement: Volunteering can help individuals stay active longer</u></p> <p><u>Employee retirement planning - It's important that older employees, fully consider all the implications before taking the leap, preferably planning well ahead. The Money Advice Service can help.</u></p>

Useful contact details:

Occupational Health Advice Services for Small Businesses:

Health for Work England 0800 0778844 www.health4work.nhs.uk

Healthy Working Lives Scotland 0800 0192211 www.healthyworkinglives.com

Health at Work Wales 0800 1070900 www.healthyworkingwales.com

Mind Adviceline:

Tel: 0300123 3393 www.mind.org.uk

Macmillan Helpline:

Tel: 0808 808 0000 www.macmillan.org.uk

Access to Work Contact Centres:

London: Tel: 020 8426 3110

Glasgow: Tel: 0141 950 5327

Cardiff: Tel: 02920 423 291

Community Service Volunteers (CSV):

Tel: 020 7643 1427