

2010

Health and Wellbeing Newsletter
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Bastows
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Health & Wellbeing UPDATES

October is an exciting month for us all at Bastows as we have our assessment days for the Investors in People award on site and at Head Office.

liP is a prestigious award that recognises not just what we do, but how we do it; it's an acknowledgement of our values and investment in ourselves and the business. It's a nod to the efforts made in training and development by every member of our Family.

We are confident that the hard work put in will earn us this award, and to be really keen we've also applied for assessment for the new liP Health & Wellbeing award; if we are successful, we will be among the first recipients of this award nationwide, and the first contractor in our market to attain it.

Thanks to everyone- you've all worked so hard to make this happen, and it's only through team effort that we've built the systems and confidence in our Family so that we are strong contenders for both awards.

We'll keep you informed as soon as we have more news...

In other news, we'll be running the Health & Wellbeing survey again in January and hope you'll see the changes as we take on board your ideas and suggestions. We hope you'll love seeing this programme grow and develop.

Remember you can contact our independent health & wellbeing partner, Steve McGrane, at any time by email at

wellbeing@btinternet.com

Top tips for a safe and healthy Hallowe'en

The best way to celebrate Halloween is safely! If you plan to go trick or treating, please follow these guidelines and enjoy yourself while respecting other people's privacy.

Trick or treaters...

- 1) Always ensure that there is adequate adult supervision -- **never** trick or treat alone. Adults -- make a regular headcount of trick or treaters.
- 2) Plan a local route and stick to it. Walk on the pavement and only cross the road at well lit, safe places. Do not go into poorly lit areas. Young children should hold an adult's hand near roads.
- 3) Always carry a torch so that you can be seen in the dark.
- 4) Take care with your costume- costumes should be large enough so that warm clothes can be worn underneath. Do not run while wearing a costume. Shoes should be comfortable and fit well, even if they don't match the costume.
- 5) Avoid wearing masks while walking from house to house. If masks or hoods obstruct a child's vision, use face paints instead. If an adult is in costume, do not drive while wearing a mask or hood. Do not carry weapons or other props -- this will intimidate householders and passersby.
- 6) Only visit houses with Halloween decorations such as a carved pumpkin in the window -- not everyone will welcome trick or treaters, so please respect their views.
- 7) Do not enter homes of strangers -- only accept treats in the doorway and thank the householder for the treat.



The six safety tips for householders...

- 1) Put a Halloween decoration in your window if you are happy for trick or treaters to visit you.
- 2) Leave on an external light to enable trick or treaters to approach your door without accident.
- 3) Take care when lighting pumpkins -- ensure that curtains and other flammable materials are tied back.
- 4) Keep any treats near your front door for security -- and don't invite any trick or treaters into your home unless you know them.
- 5) Do not give homemade or unwrapped treats in case of allergies.

HAVE FUN AND STAY

***** SAFE *****

Health and Wellbeing Breakfast Club

The Health and Wellbeing Breakfast Club will meet next on TUESDAY 2 NOVEMBER at 8am in IL CORRIERE Cafe just along from from our welfare facility in Elizabeth Street. We'll discuss the programme and share ideas on how we move this forward; if you'd like to join us, please email niki@bastows.co.uk for an agenda and details.



Winter fitness

Now the winter days are with us, please remember to take extra precautions if running before or after work.

Try not to run alone.

Reflective clothing is a must so that you are visible to traffic and other pedestrians, and make sure you keep to **well-lit routes**, avoiding short cuts across parks or commons after dark.

Ensure that someone knows where you are going and how long you'll be so they don't worry!

Carry identification with you when running

Limit your distractions; don't use an iPod or MP3 player

Stick to familiar paths and trust your instincts; if you feel unsafe, don't go down there!

Being truly beautiful

The legendary Audrey Hepburn was asked for her beauty secrets, and this was her reply...

For attractive lips, speak words of kindness.

For lovely eyes, seek out the good in people

For a slim figure, share your food with the hungry.

For beautiful hair, let a child run his/her fingers through it once a day.

For poise, walk with the knowledge that you never walk alone. People, even more than things, have to be restored, renewed, revived, reclaimed, and redeemed; never throw out anyone.

Remember, if you ever need a helping hand, you will find one at the end of each of your arms.

As you grow older, you will discover that you have two hands; one for helping yourself, and the other for helping others.

Audrey Hepburn was a tireless campaigner for UNICEF for many years, and received the United States' highest civilian award, the Presidential Medal of Freedom, in December 1992. Even when ill with cancer, she continued her work for UNICEF, travelling to Somalia, Kenya, the United Kingdom, Switzerland, France and the United States.

WHAT IS WELLBEING?

Wellbeing refers to positive and sustainable characteristics which enable individuals and organisations to thrive and flourish.

There is **Physical wellbeing**; not just the absence of disease, illness or infirmity, but a sense of being healthy, energised, happy and having a good balance in all areas of your life.

Emotional wellbeing can be harder to assess; problems due to missing 'basics' in peoples' lives tend to develop over time, and so can be easily missed. Then, when a problem arises - be it anxiety, depression, addiction or some other nasty - they can't work out why.

In each newsletter, we'll look at different areas that affect emotional wellbeing. This month, it's...

The need to give and receive attention.

Without regular quality contact with other people, mental condition, emotional state and behaviour can suffer quite drastically. This is often particularly obvious in elderly people who have become isolated. After days alone, their first contact may be their GP, who sees them for 10 minutes.

They are highly likely during this short period to appear 'strange' as their thwarted need for attention asserts itself in an outpouring of communication. If the GP takes this as representative of the patient's general mental condition, they may prescribe drugs, where really a few hours of being listened to would suffice.

You may also have noticed this in other attendees at meetings who command the speaker's attention all the time, asking seemingly daft questions and not really listening to the answers!

NEXT MONTH: COMMUNITY AND CONTRIBUTION

MANAGING CHANGE

The reality of change

How we perceive change will determine how it affects us. If we fear change, then when it happens it is likely to worry or upset us. But if we see change as offering us a different set of options, then it can become exciting and new. Perceiving change in this way allows us to accept it, assess what is within our control and begin to positively manage the new situation.

Change is inevitable – a natural part of life. Whether we make changes ourselves or it arrives unexpectedly, we can learn from it on every occasion.

What is change?

Change can be viewed as an opportunity or a challenge – either way it provides us with the chance to see new ways of being or doing things. But sometimes change can feel threatening because it forces us to face unknown situations or accept unfamiliar outcomes.

Planning for change

Some change, by its very nature, is unpredictable. However, many aspects of change can be anticipated, such as increased financial demands at Christmas, children leaving home or deciding to change your job. By learning to properly prepare in advance, we reduce the impact of change and affirm to ourselves that we have control over our own decisions.

Managing change

Positive thinking

A lot of what we dislike about change is based on fear of the unknown – and fear breeds worry. But we can learn to choose between fear, worry and acceptance, helping us to face the reality of each new situation. It's easy to be negative sometimes, to retreat into a cycle of blaming others or avoiding responsibility. By remaining positive we can consider what is in our control, assess all the options and make rational choices or take appropriate decisions.

Changes at work

Change is part of working life as organisations evolve to remain competitive.

Changes to our job roles and responsibilities, work demands, work relationships and career developments can be sometimes unsettling. Often we like things to stay the way they are because it gives us a sense of structure, control and continuity. But when change happens at work we need to adapt, be flexible and to accept it as normal.

Physical health

Maintaining physical health is an important part of dealing with new challenges. Looking after ourselves with a balanced diet, regular exercise, adequate sleep and an appropriate work/life balance makes a significant contribution towards a positive outlook.

Coping with change

Shock and numbness is the aftermath of the loss or change, where we feel numb to what's happened.

Denial happens as we fail to accept the situation or the consequences of the situation.

Anger and hostility occurs when we emotionally express the affect the change or loss has on us.

Uncertainty or depression affects us as we question the change or loss and we may experience depression.

Bargaining emerges as we start to take on board what has happened.

Acceptance enables us to come to terms with the change, accept the changes and live our lives again.

Talking things through

When life and work changes bewilder us it is easy for our feelings to get out of proportion. Sometimes the right course of action is to express your feelings to a friend or family member, to get their perspective. But sometimes it is more useful to speak to an independent professional about your worries.

As always, we would recommend that you speak to your GP or other healthcare professional if you are experiencing any health or wellbeing problems or concerns.

The Bastows Health and Wellbeing programme has been designed to support, enable and empower our Family

- *to offer support when needed to help our Family members in times of crisis, anxiety or ill-health*
- *to enable us all to work towards the prevention of ill-health, and to take responsibility for our own health and wellbeing, in the knowledge that Bastows will listen, care and empathise with genuine need*
- *and to empower us all, so we each have a voice in how Bastows health and wellbeing programme develops and is shaped in future*

SUPPORTING - ENABLING - EMPOWERING

Bastows are a responsible, caring company, but ultimately the responsibility for health and wellbeing rests with us all as individuals; without personal reflection, change and investment in ourselves, we cannot reap the benefits of any programme.



Your ideas, thoughts and suggestions are crucial to the success of the programme- get involved and have a say!