



Corporate Health Standard

Action Plan

Name of business/organisation: Prifysgol Aberystwyth/Aberystwyth University

Date completed:

Please add a brief one page synopsis of your business/organisation to include:

How many staff you have:

Aberystwyth University has 2405 employees.

Nature and type of business/organisation;

The establishment of Aberystwyth University is one of the great romantic, indeed heroic, stories of modern Welsh history. It was the work of a small group of patriots, led by Hugh Owen, a London Welshman, who sought from the 1850s onwards to raise enough money by public and private subscription to establish a college of university status in Wales. It was almost an impossible ambition. In 1872, the University was opened in a half-finished hotel building on the sea front in Aberystwyth. There were 26 ill-prepared students and a teaching staff of three.

The first dozen or so years were a desperate hand to mouth struggle for survival. The generosity of a few individual beneficiaries and organised appeals for support from the ordinary people of Wales, kept the University in being, and, perhaps more importantly, deeply rooted it in the affection of the Welsh people. A matter of considerable pride is that the University has made a significant contribution to the education of women, being one of the first institutions to admit female students.

From the 1960s the University relocated from the seafront to the Penglais campus. This finely landscaped site enjoys spectacular views over the town of Aberystwyth and the sea. New buildings, including major arts and science developments, halls of residence, a magnificent Arts Centre and first rate sports facilities are located here. Most recently, major investment from the Welsh Assembly Government has led to the founding of the Institute of Biological, Environmental and Rural Sciences.

Despite continuing expansion both of buildings and of student numbers, Aberystwyth has retained its traditional friendly intimacies, its vigorous student social life, and its high academic standards. We have exceptional commitment and results in both research and teaching and a firm friendship with the town and local community, on which we must build for the future.

In 2007, all the colleges of the University of Wales entered a new phase of existence as independent universities, though strong bonds of co-operation remain, re-affirmed in the St David's Day accord of 2009 between Aberystwyth and the other four leading universities of Wales. Newly independent, Aberystwyth University reflects with pride on the heritage of its past, and faces the future with the confidence.

Management Structure, e.g. Board of Directors, CEO, General Manager, Sections / Teams;

See below

And, anything else you feel may be relevant to the assessment.

An updated organizational chart will be provided

Please utilise your Corporate Health Standard Pack to view the detail required under each area of the criteria. There are also a number of supplementary resources which you may find useful which can be found on the Welsh Government Website:

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

It is recommended that you record obstacles overcome and lessons learnt in your action plan, where appropriate, to show how your health and well-being work has developed.

- **Black/Blue:** In place and printed
- **Red:** To be printed
- **Green: Document needed**

Corporate Health Standard Core Components

1. Organisational Support

• Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date)	Index / Hyperlink
BRONZE	1	A commitment to workplace health at a senior management / board level	On-going	Executive Team (ET) and Human Resources (HR)		<p>AU has always been committed to workplace health and wellbeing (H&W) at several levels. This is shown by the numerous H&W initiatives carried out across the University over the past years and by the work conducted by the ET and the HR department. The aim of AU is to support employees and create a positive working environment which will enhance their work experience and overall H&W</p> <p>In 2012-2013 it was decided to achieve the Bronze Level of the Corporate Health Standard Award by the year 2014. Rebecca Davies, Pro Vice-Chancellor Student and Staff Services is fully supportive of HR decision to reach this award as documented in both the CHS Steering Group and HS&E Committee minutes</p>	<p>1.0 Copies of relevant minutes of meeting (MOM) included in portfolio:</p> <ul style="list-style-type: none"> - Senate - Council - HS&E <p>1.1 We need HS&E Committee MOM 2014</p> <p>1.2 HR Annual Report 2011: http://www.aber.ac.uk/en/media/departmental/humanresources/hrmanagement/governance/HR-Annual-Report-to-Staffing-Committee-</p>

[9-6-11-final.pdf](#)

1.3 HR Strategic plan
2012/2013
<http://www.aber.ac.uk/en/hr/hr-team/directors-office/hr-governance/strategic-plan/>

1.4 Action plan 2012-2013
<http://www.aber.ac.uk/en/media/departamental/humanresources/hrmanagement/governance/action-plan-hr-2012-13final.pdf> **(Page 2)**

1.5 HR Operational Plan 2013-2014:
<http://www.aber.ac.uk/en/hr/hr-team/actionplan/>

1.6 HR action plan 2013-2014:
<http://www.aber.ac.uk/en/media/departamental/humanresources/objectivesoperationplan/HR-Team-Objectives-2013-14.pdf> **(Page 4)**

					<p>1.7 HR 2014-2015 Action Plan: Document attached</p> <p>1.8 Weekly email staff</p> <p>1.9 MOM of the day, a report from the Deputy Director of HR and examples of emails included in portfolio.</p> <p>1.10 MOM included in portfolio</p> <p>1.11 Copy of the HC contract</p> <p>1.12 SES AberNews article on the HC role: http://www.aber.ac.uk/en/sport-exercise/latest-news/newsarchive/title-144758-en.html</p> <p>1.13 Pictures included in portfolio</p> <p>1.14 Examples of email and program of the day included in portfolio</p>
				<p>In March 2014 a group of delegates from AU met with Claire Waters, Principal Practitioner, from Public Health Wales to discuss the CHS framework and workplace related H&W issues</p> <p>In the meanwhile between 2012 and 2013 a Sport, Exercise & Wellness Committee had already been formed within the University In 2013 AU further invested into H&W by appointing a full time (one year contract) Health Champion (HC-graduate trainee) with the aim to promote staff H&W. Pro-vice chancellor John Grattan was the first person to go through a set of tests designed as a basic M.O.T. check on health. The Executive has recently agreed a post of Graduate Trainee for a second year to include health and wellbeing as part of their remit.</p> <p>In November 2013 we attended the "Good Day at Work Conference in London". The Good Day at Work is a supportive and collaborative network of fellow professionals which allows to learn from other</p>	

					<p>organisations' successes while sharing ideas</p> <p>On Wednesday 26th March 2014 we attended the Healthy Working Wales Employer Support Event (alcohol and substance misuse) and Award Ceremony in Swansea. A better insight with regards to CHS approach to H&W was gained.</p> <p>Following a consultation with the Deputy Director of HR Heather Hinkin it was decided to attend the CHS workshop which will be held in Cardiff (July 3rd, 2014). The next step for AU will be to work towards the silver level (assumed that we achieve the bronze first)</p> <p>In 2013 AU joined the UK Healthy Universities Network which encourages a whole University approach to H&W and facilitates national networking</p>	<p>1.15 Registration form/email to the event and programme of the day included in portfolio</p> <p>1.16 Presentation delivered on the day : http://www.healthyworkingwalesevent.co.uk/downloads/Healthy-Working-Wales-Presentation.pdf</p> <p>1.17 Examples of emails, registration and event programme included in portfolio</p> <p>1.18 Networking membership : http://www.healthyuniversities.ac.uk/national-network-meetings.php?s=196&subs=59</p> <p>1.19 Healthy</p>
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					<p>In May 2014 we attended the UK Healthy Universities Network meeting which was held in Cardiff at the Metropolitan University. The workshop theme was: "Health and Wellbeing in Universities: Fostering a strategic Whole System Approach"</p> <p>At the same time (2014) we started to collaborate with Marion Clark from Public Health Wales with regards to joining the Welsh version (scheme to be finalised) of the UK Healthy Universities Network . We have submitted a case study which highlights AU approach to staff H&W.</p>	<p>University Network web page: http://www.healthyuniversities.ac.uk/index.php?s=1</p> <p>1.20 Emails, list of delegates and details of the event included in portfolio</p> <p>1.21 Examples of emails included in portfolio. Case study can be provided on request</p>
	2	A representative health and well-being steering group e.g. human resource manager, occupational health and safety, senior management, employee representatives, unions, work-life balance officers, equalities officer	On-going	HR	<p>Following the first meeting with Claire Water a "H&W steering group" was formed . The group has now been named " The Corporate Health Standard Steering Group". The first meeting was held on the 15th of April 2014. Since then two more meetings took place on the 8th of May and the 2nd of June 2014. A fourth meeting has been scheduled for the 18th of June 2014. Representative of the group include HR staff, head of departments, institute managers,</p>	1.22 Emails and MOM

						<p>HS&E manager, H&W champions, campus services and trade union representatives from all 3 recognised unions.</p> <p>All of the CHS steering group members are also part of the University's intranet Share Point group "Health and Wellbeing". This allows the group to share ideas, post and review various documents including the CHS action plan while progressing actions in a timely manner.</p>	<p>1.23 Evidence included in portfolio. The assessor will also be given electronic access to SharePoint</p>
	3	An action plan to take forward health and well-being activities	On-going	HR		HR has produced action plans	Refer to 1.2, 1.4

2. Communication

Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	A prominently sited and regularly updated health and well-being notice board	On-going	HR, Health Champion (HC), Sports Centre		AU main website has regularly updated electronic bilingual H&W noticeboards	<p>2.0 Staff H&W webpage: http://www.aber.ac.uk/en/supporting-staff/work/healthanddisability/health-wellbeing/</p> <p>2.1 Sports Centre H&W web pages: http://www.aber.ac.uk/en/sportscentre/health/</p>

					<p>AU Communications and Public Affairs Publications produces a newspaper for staff called “Aber News”. Among many, articles on H&W are one of the main features of the newspaper</p> <p>AU main website/page also reserves a space for the publication of news/stories, including those related to H&W</p>	<p>http://www.aber.ac.uk/en/staff/health-wellbeing/</p> <p>2.2 HR Staff support web page: http://www.aber.ac.uk/en/supporting-staff/work/healthandsability/</p> <p>2.3 School of Education and Lifelong Learning web page: http://www.aber.ac.uk/en/sell/pgce/wellbeing/health/</p> <p>2.4 AberNews http://www.aber.ac.uk/en/news/aber-news/</p> <p>H&W articles/stories included in portfolio (evidence provided for articles published from 2010 up to date)</p> <p>2.5 AberNews Archive http://www.aber.ac.uk/en/news/archive/</p> <p>2.6 Evidence of H&W news/stories included in portfolio</p>
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					<p>There are several noticeboards located on different areas of the campus which are updated with H&W information. Currently updated noticeboards:</p> <ul style="list-style-type: none"> - Llandinam Building (2-3 noticeboards) - International English Centre - Cledwyn building (2 noticeboards) - Penbryn staff room - Estate Department - Pumlumon - Pantycelyn - Cwrt Mawr - Blas Gogerddan - Blas Paddarn - Physics - Edward Llwyd - Elystan Morgan - Old College-Finance - Gogerddan - School of Art - HR <p>The list will be updated</p>	<p>2.7 Pictures and examples of emails can be found in portfolio. The assessor will be given a tour</p>
	2	Dissemination of health and well-being information via e-mail	On-going	HR, HC, Sports Centre	<p>AU has in place a weekly e-mail service which is referred as "Weekly Bulletin" and it is used to dissemination H&W information (and others) to staff and students</p>	<p>2.8 Weekly Bulletin Service: http://www.aber.ac.uk/en/bulletin/2014/week/16/</p> <p>2.9 Examples of emails advertising some internal and external H&W activities/events,</p>

						services etc. included in portfolio.	
	3	Staff briefings, e.g. workforce; departmental; and team briefings		HR		<p>Following the first CHS meeting in April 2014 Head of Departments (HoD), Institute Managers (IM) etc. were asked to hold (if this had never been done before) regular H&W briefing sessions at departmental/institute level. We are finding it a little difficult to get on board some of the departments and we are exploring alternative routes to facilitate the occurrence of specific H&W briefing sessions. Some HoD have started to send emails to staff with regards the University's CHS approach to H&W</p> <p>The HR department and the HC have held staff briefing with regards to H&W</p> <p>The Health Champion presented a session at the HR annual away day in April 2014</p> <p>The HR Team holds team briefing sessions on a Wednesday morning for all HR staff. H&W items are a regular feature and progress on the CHS has been disseminated</p>	<p>2.5 MOM to be received and included in portfolio Also refer to MOM (8th of May 2014), point 1.22 of section above</p> <p>Example of email sent by HoD to staff</p> <p>2.6 Examples of consultations, emails and presentations are provided in portfolio</p> <p>Some evidence needed</p>

3. Employee Involvement

Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	Systems must be in place to ensure that employees can receive and provide information	On-going	HR		<p>Aberystwyth University is committed to create the best possible working environment. HR provides online support (see web link in the next column) where employees can obtain and provide information on a variety of issues including H&W.</p> <p>Employees are also encouraged to contact any member of the HR Team who will answer any questions and provide support as needed in this respect</p> <p>Employees can be sign posted to the Employee Assistance Programme (EAP) which is a free confidential service were expert advice, valuable information, specialist counselling and support is provided</p> <p>Refer to point 7.0 for statistics related to the number of people making use of the EAP service</p>	<p>3.0 Employment Information: http://www.aber.ac.uk/en/hr/employment-information/</p> <p>3.1 Supporting Staff HR: http://www.aber.ac.uk/en/supporting-staff/</p> <p>3.2 HR Director incitation message to seek support: http://www.aber.ac.uk/en/supporting-staff/welcome/</p> <p>3.3 Employee Assistance Programme (EAP): http://www.aber.ac.uk/en/hr/employment-information/eap/</p> <p>3.4 Employee-E-brochure-Final: http://www.aber.ac.uk/en/media/departmental/humanresources/employmentinformation/e</p>

					<p>HR and the HC have held staff briefing sessions</p> <p>Two Stress surveys were carried out in 2010 and 2011 – the HSE Stress Survey and Asset Survey conducted by Robertson Cooper</p> <p>We hold awareness days such as stress and no-smoking days. We also encourage participation to national organised events such as Race for Life, etc. These events offer the opportunity for providing and sharing information related to health and well-being</p>	<p>mployeeassistanceprogramme/Welsh-Employee-E-brochure-Final.pdf</p> <p>Please refer to point 2.6</p> <p>3.5 ASSET survey links: http://www.aber.ac.uk/en/media/departments/humanresources/employmentinformation/healthwellbeingpolicy/english/communications---well-being-survey-faqs---english---final.pdf</p> <p>http://www.aber.ac.uk/en/media/departments/news/abernews/AberNewsAug11.pdf (page 11)</p> <p>Refer to section B points 1.2, 2.99G, and 6.17</p>
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4. Policies

Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	A health and safety policy	Policy development	HS&E Director (Phil Maddison)		<p>We have a Health, Safety and Environmental (HS&E) policy statement</p> <p>A full HS&E policy is being developed by the Director of Health, Safety and Environment , Phil Maddison. This will be presented to full Council on 20 June 2014 for approval.</p>	<p>4.0 HS&E policy statement : https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/Aber_HS&E_Policy_Dec2013.pdf</p> <p>4.1 Document needed</p>
	a	A mental health promotion policy (may be part of H&S policy)	None	HR		Policy in place (part of H&W policy)	<p>4.2 Health and Wellbeing Policy: http://www.aber.ac.uk/en/media/departmental/humanresources/employmentinformation/healthwellbeingpolicy/english/Health-and-Wellbeing-PolicyENG-060508-.pdf</p>
	b	A musculoskeletal disorder policy (may be part of H&S policy)	None	HR		Document available on the HR webpage.	<p>4.3 Guidance For Managing Musculoskeletal Disorders: http://www.aber.ac.uk/en/hr/employment-</p>

						information/health-wellbeing/musculoskeletal/	
	2	A bullying and harassment policy	None	HR		Policy in place (part of Dignity & Respect at Work Policy). This policy has been in place for a number of years and is due for review with the trade unions in June 2014. As part of the review, a number of open sessions were held with staff from August to December 2013 to seek their input to improve the policy. This work was recently reported to the Equal Opportunities & Diversity Committee meeting which was held on 8 May 2014	4.4 Dignity & Respect policy: http://www.aber.ac.uk/en/media/departmental/humanresources/employmentinformation/dignityrespectatworkpolicy/Dignity-+-Respect-at-Work-Policy---FINAL.pdf
	3	A smoke-free policy	None	HR		Policy in place	4.5 AU Policy on Smoking: https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/au_policy_on_smoking_bilingual_version_3.pdf
	4	An alcohol and substance misuse policy	Policy approval	HR (Sam Morrison)		Policy developed and considered by Professional Development and Staffing Committee on 22 May 2014. Policy will then be considered by Joint Consultative and Negotiating Committee in June 2014	4.6 Policy will be included in portfolio HR webpage "What are we working on": http://www.aber.ac.uk/en/hr/

5. Policy Development

Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	To have in place systems to inform staff of policy developments and implementation	On-going	Executive Team, HR, HS&E, Unions		<p>HR and HS&E develop policies which are discussed with the Executives, Trade Union representatives and staff can also input before their approval. HR Managers also attend monthly meetings with their departments and update them on policy development and provide training on various policies in place . Aber News and the weekly emails service are also used to announce policy implementation.</p> <p>All policies are also available on University intranet.</p>	<p>5.0 We need to include a flow chart example in portfolio</p> <p>5.1 AberNews http://www.aber.ac.uk/en/media/departments/news/abernews/aber-news-feb-13---final-web.pdf (Page 7 on PDF)</p> <p>5.2 List of policies: http://www.aber.ac.uk/en/hr/employment-information/</p>

6. Health and Safety

Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	Systems to identify health and safety hazards	On-going	Health & Safety (H&S) Officers		<p>AU recognises that the protection of the H&S of its employees, students and others affected by its activities, are an integral part of the University's operation and an important responsibility of management at every level</p> <p>Systems to identify H&S hazards are in place across the University at different levels. For more information please refer to the HS&E Structure and Responsibilities document in the next column</p> <p>Line managers ensure that their employees have sufficient experience, or have received appropriate training, <u>before</u> they undertake any work activity that contains any significant hazards. All staff must read the Health, Safety and Environmental Policy Statement and the Health, Safety & Environmental Management: Structure and Responsibilities.</p>	<p>6.0 HS&E Structure and Responsibilities: http://www.aber.ac.uk/en/media/department/healthsafetyenvironment/aber_structure_and_responsibilities_march_08.pdf</p> <p>6.1 AU Staff Induction Plan (Generic) included in portfolio</p> <p>6.2 Example of the HS&E Induction Report Form included in portfolio or http://www.aber.ac.uk/en/search/?q=Induction+Report+Form&s=aber.ac.uk%2F&l=en (When you click on the above web link then click on: "Health, Safety and Environment"</p>

				Carol Jenkins	<p>All staff must complete the S010 Induction Report copies of this document which must be retained by the employee and the departmental administrator</p> <p>Risk assessment forms and HS&E guidance are available on the University Intranet.</p> <p>Specific Risk Assessment packs and training currently being updated</p> <p>A HS&E committee meets three times per year to discuss and address issues related to AU H&S</p>	<p>Induction Report")</p> <p>6.3 AU procedures and forms: https://www.aber.ac.uk/en/hse/proc-prac/risk-assessment/</p> <p>6.4 Emergency Actions, Injury – General: https://www.aber.ac.uk/en/hse/proc-prac/summary/</p> <p>6.5 Procedures & Practices Risk Assessment : http://www.aber.ac.uk/en/hse/emergency/injury/</p> <p>6.6 Policies: http://www.aber.ac.uk/en/hse/policy/</p> <p>Refer to 1.0</p>
	2	Effective risk controls	As above	As above	As above	As above in box 1

7. Monitoring, Evaluation and Review

Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	Recording of sickness absence data		HR		<p>HR monitor sickness on a regular basis. Line managers inform HR about any staff absence due to sickness on their monthly return. This process is due to change as a result of the new integrated HR/payroll system which came online in February 2014 and for which self-service should be operational by July 2014. Once operational employees will be able to input sickness absence directly into the system.</p> <p>Periodic sickness statistics are presented to a number of forums e.g. Professional Development & Staffing Committee, JCNC and even at Senior Induction events. HoD and Ids also receive reports on short and long term absence in order to manage absence in accordance with the sickness absence policy and procedure.</p> <p>The statistics generated include the following:</p> <ul style="list-style-type: none"> Trends in absence 	7.0 Absence data sheet included in portfolio

					<ul style="list-style-type: none"> • Top causes of absenteeism • Identify areas that have high levels of absence • Absence rates and costs • Average sickness days per department/institute 	
2	Recording of participation levels, e.g. staff attending courses, participation rates in health and well-being activities		<p>Sarah Taylor (Planning)</p> <p>Sports Centre (Rachel Hubbard)</p> <p>Michele Presacane (HC)</p>		<p>Records of participation levels to H&W events</p> <p>Number of staff memberships and/or class/gym/pool sessions attended by staff members</p> <p>HC activities. About 47 health checks have been conducted, 25 people attended the HC talk on H&W, 21 people made use of free massage services, and 6 people attended the hypnotherapy seminar.</p> <p>43 staff members are participating to Aber870 challenge</p> <p>Alcohol Brief Intervention (ABI) training (July 2014)</p>	<p>7.1 Data will be included in portfolio</p> <p>7.2 Data will be included in portfolio</p> <p>7.3 Some examples of emails and one consent forms included in portfolio. More forms could be shown on request.</p> <p>Please refer to section B point 6.17. Assessors will be given access to share point</p> <p>We may be able to include the list of participants who will attend the ABI training session if we manage to book the final assessment in July 2014</p> <p>Please also refer to</p>

								point 7.0 for statistics about people making use of counselling services offered by the Employee Assistance Programme (EAP)
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Corporate Health Standard Specific Health Issues

1. Tobacco

Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	Clearly outline how the organisation complies with the smoke-free legislation	None	HR		Policy in place	Refer to No-Smoking policy in Section A, 4.0 Policies, point 4.4
	2	Make information about health effects of tobacco use and second hand smoke available to staff via leaflets and posters	On-going	HR, HC		BHF (Births Heart Foundation), Ash Wales and Stop Smoking Wales booklets/posters have been distributed/displayed around campus. During awareness days	1.0 Pictures , emails examples, despatch notes, booklet etc. be found in portfolio Refer to 1.1 below
	3	Involvement in No Smoking Day (or similar awareness raising events)	On-going	HS&E, HC		During the National No Smoking Day 13 th March 2013 ASH Wales provided an exhibition in the Hugh Owen library. Sport and Exercise Science Department also provided two postgraduate students who offered lung function and blood pressure tests in the Sports Centre A similar event took place in March 12 th of 2014. A Healthy Advisor from Stop Smoking Wales once again provided an exhibition. Information about health effects of tobacco use	Refer to HS&E MOM (Tuesday 4 th June, 2013), in 1.1 1.1 Photos, advert and emails included in portfolio.

					and second hand smoke was provided to staff	
					Further campaigns will be arranged	
	4	Promotion of smoking cessation services		HR, HS&E, HC	<p>As above. (e.g. during awareness days, cessation services/links provided in booklets etc.)</p> <p>Electronic resources are also available (follow the link on the side)</p>	<p>1.2 Staff Health & Well-being web page: http://www.aber.ac.uk/en/supporting-staff/work/healthandsability/health-wellbeing/</p> <p>1.3 School of Education and Lifelong Learning web page: http://www.aber.ac.uk/en/sell/pqce/wellbeing/health/smoking/</p> <p>1.4 AberNews: http://www.aber.ac.uk/en/news/archive/2014/03/title-147373-en.html</p>

2. Mental Health Promotion

Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	Mental health promotion policy (may be part of health & safety policy) and bullying & harassment policy	None	HR		Policies in place	<p>Mental health policy is part of Health and Well-being policy. Please refer to Section A, point 4.2</p> <p>2.0 Dignity & Respect at Work policy: http://www.aber.ac.uk/en/hr/employment-information/dignity/</p> <p>2.1 Equal Opportunities and Diversity policy: http://www.aber.ac.uk/en/equality/equality-policy/policyarchive/equal-opportunities-diversity-policy/full/</p>
	2	Is compliant with legislation including the Equality Act 2010	None	HR		Following the implementation of the Equality Act in 2010, AU Strategic Equality Plan added the areas of Gender Reassignment, Marriage & Civil Partnership and Pregnancy & Maternity, totalling nine Protected Characteristics (previously strands) of equality (see	<p>2.2 Equality Act: File can be found in portfolio of evidence</p> <p>2.3 Equality Action Plan 2009-2011: http://www.aber.ac.uk/en/media/departmental/humanresources/pdfs/equaloppotunities/Equality_Action_Plan_FINAL.pdf</p>

					<p>strategic plan)</p> <p>Vice Chancellor's Statement (equality and Diversity)</p> <p>Equal Opportunities and Diversity Committee</p> <p>AU was the first University in Wales to sign the Time to Change Wales pledge for ending the stigma and discrimination faced by people with mental health problems.</p>	<p>- Strategic Equality Plan 2012 and Action Plan 2012-2016: http://www.aber.ac.uk/en/media/departmental/humanresources/pdfs/Strategic-Equality-Plan-Final-English-2012.pdf</p> <p>- Equality Impact assessment (EIA) 2010: Document in portfolio</p> <p>- Equality Objectives Strategic Equality Plan: 2012 – 2016: http://www.aber.ac.uk/en/equality/equality-policy/obv/</p> <p>2.4 Statement: http://www.aber.ac.uk/en/equality/vc-statement/</p> <p>- Composition and terms of Reference: http://www.aber.ac.uk/en/equality/committee/</p> <p>2.5 AberNews: http://www.aber.ac.uk/en/news/archive/2013/12/title-143418-en.html</p> <p>2.6 Time to Change</p>
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					<p>AU has always considered equality and diversity as an important matter. In 2008 a report was produced outlining the progress the University had made during the previous year in responding to, and implementing, the Gender Equality Duty which came into effect in April 2007. Moreover 6 Annual Race Equality Report have been presented to Council following adoption of Aberystwyth University's (AU's) Race Equality Policy and Action Plan in 2003 and subsequent updates in 2006. Finally two Disability Equality Scheme Report were also produced after the adoption of AU's Disability Equality Scheme and Action Plan in December 2006</p>	<p>Wales Organisational Pledge (Action Plan) can be found in the portfolio</p> <p>2.7 Gender Equality Report 2008: http://www.aber.ac.uk/en/media/departmental/humanresources/pdfs/equalopportunities/AU-Gender-Equality-Report-2008-Final---ENG.pdf</p> <p>2.8 Race equality report : Document can be found in portfolio (2009)</p> <p>2.9 Disability Equality Report (2008): http://www.aber.ac.uk/en/media/departmental/humanresources/pdfs/equalopportunities/AU-Disability-Equality-Report-2008-ENG-V221208.pdf</p> <p>2.91 Executive Equality and Diversity Report 2013: http://www.aber.ac.uk/en/media/departmental/humanresources/pdfs/Annual-Equalities-Report-2013-FINAL-English.pdf</p> <p>2.92 Annual Equality Report March 2014: http://www.aber.ac.uk/en/</p>
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					<p>media/departmental/humanresources/equalitydiversity/Annual-Equalities-Report-2014.pdf</p> <p>2.93 AberNews article: http://www.aber.ac.uk/en/news/archive/2012/07/title-119082-en.html</p> <p>2.94 The Aber Staff LGB&T Network: http://www.aber.ac.uk/en/supporting-staff/lifestyle/aberglb&tnetwork/</p> <p>2.95 Two Ticks Statement: http://www.aber.ac.uk/en/equality/two-ticks/</p> <p>2.96 Courses: http://www.aber.ac.uk/en/equality/diversitycourse/</p> <p>2.97 Forum: http://www.aber.ac.uk/en/equality/accessibility-forum/</p> <p>2.98 AU Equality and Diversity web page http://www.aber.ac.uk/en/equality/</p>
				<p>AU has been rated among the top 5 gay-friendly Universities in the UK by Stonewall.</p> <p>AU has also set up a network for gay, lesbians etc. aiming to facilitate socialisation and interaction</p> <p>AU has been “Two Ticks”- Positive About Disabled People for 11 years.</p> <p>AU offers bilingual diversity e-learning course for staff, on ‘Diversity in the Workplace’</p> <p>AU has an equality and diversity Accessibility Forum. For more detail please refer to the web-link in the next column</p> <p>Other information with regards to Equality and Diversity can be found on the University intranet by following the web link</p>	

						provided in the next column	
	3	Flexible working practices and family friendly policies in place	None	HR		<p>The University offers a range of family friendly policies including the following:</p> <ul style="list-style-type: none"> - Flexible Working - Maternity Leave - Parental Leave - Adoption Leave - Special leave <p>The University also operates a childcare voucher scheme and hosts two nursery schools on Penglais (main campus) and Gogerddan campus.</p>	<p>2.99 http://www.aber.ac.uk/en/hr/employment-information/flexiblework/ 2.990 http://www.aber.ac.uk/en/hr/employment-information/leave/maternity/ 2.99A http://www.aber.ac.uk/en/hr/employment-information/leave/parental/ 2.99B http://www.aber.ac.uk/en/hr/employment-information/leave/adoption/ 2.99C http://www.aber.ac.uk/en/hr/employment-information/leave/special-leave/ 2.99D Childcare Vouchers Salary Sacrifice Scheme: http://www.aber.ac.uk/en/hr/employment-information/vouchers/</p>
	4	Has a system in place which enables employees to comment on their job demands, job role and training needs	On-going	HR and Centre for the Development of Staff and Academic		The University monitors staff performance, and training needs via the "Staff Development and Performance Review	2.99E Example of SDPR form included in portfolio

				Practice		<p>(SDPR) process</p> <p>SDPR is the process of reviewing staff performance at work and follows on from the probation process. All staffs employed by the University take part. This will be part of Aber People system from 2014.</p> <p>In 2013 the Research Business and Innovation Department developed a supplementary section for early career researchers as part of the SDPR process</p>	<p>2.99F Staff Development & Performance Review: http://www.aber.ac.uk/en/sdpr/ http://www.aber.ac.uk/en/cdsap/ http://www.aber.ac.uk/en/staff/aber-people/</p> <p>Evidence/link to be provided</p>
	5	Uses resources and participates in national campaigns e.g. National Stress Awareness Day	On-going		HC, HR, SC	<p>The University participates to the National Stress Awareness Day. We organised some events in November 2012 and November 2013</p>	<p>2.99G Aber News 2012 http://www.aber.ac.uk/en/news/archive/2012/11/title-123259-en.html</p> <p>2.99H Aber News 2013: http://www.aber.ac.uk/en/news/archive/2013/11/title-142519-en.html</p> <p>2.99I Stress Awareness Day Programme 2012 and 2013: http://www.aber.ac.uk/en/supporting-staff/work/healthanddisability/stress-awareness/</p> <p>2.99J Examples of emails and pictures of the day in</p>

					<p>During the 2014 Stress Awareness Day a presentation was broadcasted on a continuous loop on the University TV/screens</p> <p>Seven-Day Mood-Lifter Plan is available online</p> <p>The University Sports Centre every year organises the Fit and Well Month event (since 2008). Among many, H&W services which target mental health are offered.</p> <p>To mark International Women's Day, Aberystwyth University has hosted a wide variety of events for students, staff and the local community</p>	<p>portfolio. Also refer to page 4 of the Annual Equality Report 2014 which can be found in point 2.91</p> <p>2.99K Presentation included in portfolio</p> <p>2.99L HR web link: http://www.aber.ac.uk/en/media/departmental/humanresources/pdfs/spring-into-happiness-pdf.pdf</p> <p>2.99M Fit and Well program 2014 (page2): http://www.aber.ac.uk/en/media/training/michelevito/pdf/fwweb1.pdf</p> <p>2.99N http://www.aber.ac.uk/en/news/2013/women-day/ http://www.aber.ac.uk/en/news/archive/2013/03/title-127474-en.html http://www.aber.ac.uk/en/news/archive/2014/02/title-146824-en.html</p>
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						<p>http://www.aber.ac.uk/en/widening-participation/community/iwd/</p> <p>http://www.aber.ac.uk/en/psychology/womens-day/</p> <p>http://www.aber.ac.uk/en/psychology/latest-news/news-article/title-145477-en.html</p> <p>http://www.aber.ac.uk/en/media/departamental/psychology/internationalwomensday/IWD---Copy.pdf</p> <p>http://www.aber.ac.uk/en/media/departamental/psychology/internationalwomensday/IWD---Copy.pdf</p> <p>Aberystwyth University has a range of champions and engages with many internal and external networks to help consult, promote and share good practice on a range of equality and diversity areas.</p> <p>2.99O Staff Equality Networks and Champions: http://www.aber.ac.uk/en/supporting-staff/lifestyle/networksandchampions/</p> <p>2.99P Aberystwyth Equality Champions list: http://www.aber.ac.uk/en/supporting-staff/lifestyle/aberequalchampions/</p>
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3. Musculoskeletal Disorders

Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	MSD policy (which may be part of health & safety policy)	Policy approval	HR (Sam Morrison)		Guidance has been developed and is currently being translated	3.0 Please refer to section A, point 4.3
	2	Risk assessment for MSDs	On-going	HS&E, Departmental/Institutes officers		<p>Specific risk assessments are carried out on a regular basis. Further advice can be sought from the University's Occupational Health Adviser.</p> <p>Each department/institute have H&S officers who ensure that all the hazards (including those which could result in musculoskeletal injuries) within departments are subjected to appropriate risk assessment</p>	<p>3.1 HS&E Structure and Responsibilities Management: Refer to section A point 6.0</p> <p>3.2 Institute and Service Department HS&E Handbooks: https://www.aber.ac.uk/en/hse/proc-prac/departmental-handbook/</p> <p>3.3 Manual Handling: https://www.aber.ac.uk/en/hse/proc-prac/manual-handling/</p> <p>3.4 Departmental Safety Contacts (Academics) http://www.aber.ac.uk/en/hse/contacts/dep-safety/academic/</p> <p>3.5 Departmental Safety</p>

					<p>Risk assessment example forms are provided</p> <p>Online (intranet) support material to carry out workplace inspections is available (e.g. risk assessment guidance for workplaces containing visual display units)</p>	<p>contacts (Non-Academic) http://www.aber.ac.uk/en/hse/contacts/dep-safety/non-academic/</p> <p>3.6 Risk assessment forms: https://www.aber.ac.uk/en/hse/proc-prac/risk-assessment/</p> <p>3.7 VDU workstation checklist: https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/vduchecklist.pdf</p>
3	<p>Evidence to show that controls are in place (e.g. specific examples or an improvement plan). Specific examples of where risks have been eliminated are desirable.</p>	On-going	HR, HS&E managers	<p>HR monitors and provides data to the HS&E committee with regards to Staff absenteeism caused by occupational health and safety issues</p> <p>Department/Institute HS&E meeting. Anything that resulted in a Reportable Incident –RIDDOR would be looked at in more detail by this office and reported to the HSE. Example forms are provided. In 2013 x 2 number of incidents or injuries were reported to the HSE.</p> <p>Training session to reduce the likelihood of MSDs are organised within the departments by trained staff.</p> <p>Examples of work carried out between HR, OH and the Sports Centre are programmes to support</p>	<p>3.8 Please refer to section A point 7.0</p> <p>3.9 Incident and Occupational Health Report Form: http://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/procedurespracticesforms/en-incident+occ-health-rep-new3.pdf</p> <p>Evidence to be included</p> <p>3.10 Manual Handling: http://www.aber.ac.uk/en/hse/proc-prac/manual-handling/ Refer to 3.2 and 3.7</p> <p>3.11 Back care exercise classes: http://www.aber.ac.uk/en/spor</p>	

				<p>employees with back conditions. Without this programme 2 members of staff would not have been able to remain in their substantive job.</p> <p>Support material to minimise the risks of musculoskeletal injuries is also available online Online resources on manual handling and visual display units are available</p> <p>HS&E office has a number of items available for loan (e.g. laptop accessories, foot rest etc. see link)</p> <p>Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 requires Protective Personal Equipment to be supplied.</p>	<p>tscentre/staff/rachel-hubbard/http://www.aber.ac.uk/en/sportscentre/classes/mind-body/backcare/</p> <p>Refer to points 3.2 up to 3.7</p> <p>3.12 DSE Library Equipment: https://www.aber.ac.uk/en/hs-e/proc-prac/dse/dse-library/</p> <p>3.13 Personal protective equipment (PPE) at work: https://www.aber.ac.uk/en/hs-e/proc-prac/ppe/</p>
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4. Alcohol and Substance Misuse

Evidence summary:							
Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	<p>Alcohol and Substance Misuse Policy is in place that outlines:</p> <ul style="list-style-type: none"> • <u>expectations to control drinking</u> • <u>how problem drinking will be recognised</u> • <u>how help will be offered</u> • <u>at what point the problem will be treated as a discipline rather than health problem</u> • <u>a supportive approach to those with substance misuse problems</u> • <u>that possession or dealing in drugs is reported to police</u> • <u>duty of care towards any employee presenting under the influence</u> • <u>the support and training available to managers in identifying and dealing with issues of alcohol or substance misuse</u> 	Policy approval	HR		<p>The Draft D&A policy has been discussed with the local trade union representatives and agreed. We have received minor amendments from 1 union regional officer to date. PDSC discussed the policy at its meeting on 22 May and delegated executive authority to the Vice-Chancellor to approve any final amendments. Committee also approved the policy for onward transmission to the JCNC and Council in June 2014.</p>	<p>4.0 Policy will be included in portfolio</p> <p>HR webpage “What are we working on”: http://www.aber.ac.uk/en/hr/</p>

		<ul style="list-style-type: none"> that soft drinks are available at corporate functions 					
	2	Support and training for managers to recognise issues relating to alcohol and substance misuse	To be provided		HR, HC	<p>We contacted Chris Garlic from (Public Health Wales) and Sandra Evans (Health Awareness Officer (Alcohol Harm Reduction, Ceredigion County Council) for delivering training</p> <p>On Wednesday 26th March 2014 we attended the Healthy Working Wales: Employer Support Event (alcohol and substance misuse) . This allowed to link with Christopher Garlick and receive important information with regards to the ABI training.</p> <p>ABI Training will be delivered on the 30th of June 2014. The main point of contact is now Craig Jones (Senior Public Health Practitioner, Public Health Wales)</p>	<p>4.1 Examples of emails</p> <p>4.2 The power point presentation delivered on that day is included in portfolio. Please also refer to section A, Organisational Support, point 1.9</p> <p>4.3 Refer to section A point 1.21 for MOM and section B point 4.1 for examples of email</p> <p>4.4 ABI training poster example</p>

	3	Raising awareness of and sign-posting to national helplines or support groups	On-going		HR	<p>Employees can be sign posted to the Employee Assistance Programme (EAP) which is a free confidential service where expert advice, valuable information, specialist counselling and support is provided</p> <p>The staff H&W page provides a web link to StopSmoking Wales free brief intervention training to stop smoking.</p>	<p>4.5 Please refer to section A, point 3.3 and 3.4</p> <p>4.7 Please refer to section A point 2.0</p>
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5a. Nutrition - Workplaces with Catering Facilities

Evidence summary:

Level		Criteria	Action Required	Responsibility	Timescale	Progress (including date achieved)	Index / Hyperlink
BRONZE	1	Provision of a healthy balanced menu using the Eat well plate	On-going	Campus/Hospitality services and Arts centre		<p>Healthy choices are available on a daily base. See links 5.1</p> <p>Hospitality Services has won 3 awards</p>	<p>5.1 Menu example: http://www.aber.ac.uk/en/hospitality/hospitality-menu/</p> <p>5.2 Awards: http://www.aber.ac.uk/en/hospitality/aboutus/</p>
	2	Selection of healthy ingredients and utilisation of healthier cooking and preparation methods	On-going	Campus/Hospitality services, Arts centre		Hospitality services promotes the use of fresh local and Fairtrade products. Hospitality services is committed to healthy food by reducing the use of artificial additives, salt	5.3 Sustainable and ethical purchasing and food policy statement: http://www.aber.ac.uk/en/hospitality/sustainabilitypolicies/ethicalandsustainability

					and fats in all its foods. As audited by the Food for Life award.	policy2013/ 5.4 Report on Sustainable and ethical purchasing and food policy statement 2012-2013: http://www.aber.ac.uk/en/hospitality/sustainabilitypolicies/report2013sustainableandethicalpolicyreview/
	3	Clearly labelled healthy options are available	On-going	Hospitality services and Arts Centre	<p>Hospitality Services will have the New Healthy Menu to be launched on the 1st June 2014 to have at least 2 options for healthy main courses as well as nutritional information relating to the dishes.</p> <p>In May 2014 we held a meeting with Kate Sands, the Senior Sales Manager for "Autobar" vending machines site around the University campus. Based on the CHS guidelines for vending machines a list of healthy products has been now sent to Kate. She has committed to take action therefore introduce some of the suggested foods and drinks.</p>	<p>Refer to 5.3</p> <p>5.5 Examples of emails and CHS vending machine guidelines included in portfolio</p>
	4	Provision of information about healthy eating	On-going	HR, HC and SC	<p>The H&W webpage for staff offers information about healthy eating and also provides useful web links.</p> <p>Other intranets webpages</p>	<p>5.6 Staff Health and Wellbeing web page: Please refer to section B point 1.3</p> <p>5.7 School of Education</p>

					which can be accessed by staff also provide information related to healthy eating	and Lifelong Learning web page: http://www.aber.ac.uk/en/sell/pgce/wellbeing/health/healthy-eating/ 5.8 AU Sports Centre: http://www.aber.ac.uk/en/sportscentre/health/toptips/howtoloseweight/toptips/	
	5	Participation in national events, for example, 5 a day	On-going	HC, HR, Hospitality Services		During national Stress Awareness Day and the Fit and Well Month healthy eating was promoted. Special offers on fresh made juices and smoothies were available.	5.9 Please refer to section B, point 2.99L 5.10 Please refer to section B, point 2.99I
	6	Healthy alternatives are made available including: <ul style="list-style-type: none"> • fresh fruit • for main meals, at least two portions of vegetables • semi-skimmed milk • drinking water 	On-going	Hospitality services		Fresh fruits, semi-skimmed milk (find out), two vegetarian options and four main mains are all available in the main restaurants. Water is available via water fountains, kitchen/canteens accessibility. Drinking water is also provided for free in some restaurants (e.g. arts centre)	See 5.1 Assessor will be given a tour of the restaurant.
	7	Eating areas are clean and bright	On-going	Hospitality services and Arts Centre		Cleaning occurs on a daily basis, several times.	Assessor will be given a tour.
	8	Suitable facilities for breast feeding mothers	Suitable space to be assigned for breast feeding	HR-Hospitality services and Arts Centre		Departments make arrangements locally via the HR Department. A paragraph has been included in correspondence from the HR department to new or	5.11 Example letter from HR included in portfolio

					<p>Bikes can also be hired from the Sports Centre. Racks for storage are available around campus.</p> <p>AU supports and sponsors the “Aberystwyth Town Cycle Fest” in several ways. Among many one of the aims is to work in partnership with employers, local businesses and alumni too enrich AU staff experience.</p>	<p>Centre): http://www.aber.ac.uk/en/sportscentre/facilities/bikehire/</p> <p>6.4 Health and Safety information on cycling: http://www.aber.ac.uk/en/hse/environment-hub/cycling-home/#d.en.127740</p> <p>6.5 Bike Racks and Showers: http://www.aber.ac.uk/en/hse/environment-hub/cycling-home/bike-racks-and-showers/</p> <p>6.6 Aber Cycle Fest AberNews 2013: http://www.aber.ac.uk/en/news/archive/2013/05/title-135476-en.html</p> <p>6.7 AU News and event about Cycling: http://www.aber.ac.uk/en/hse/environment-hub/cycling-home/news-and-events/</p> <p>Email example on weekly bulletin</p>	
	2	Provides contact details for local leisure centres/sports clubs/fitness classes	On-going	HR and HC		<p>The University Sports Centre contact details can be found on the HR website. Details are also published in</p>	<p>6.8 Please refer to 6.1</p> <p>6.9 Example of advert on Aber News included in</p>

						the News staff paper The sports Centre also offers family and retired members memberships	portfolio. 6.10 Sports Centre staff membership: http://www.aber.ac.uk/en/sportscentre/membership/staff/ Assessor will be given a tour of the facilities
	3	Provides information about local safe routes to cycle or walk to work to encourage active commuting	On-going	H&S Officer		Info are available on AU webpage	6.11 Health and safety (Cycling): http://www.aber.ac.uk/en/hse/environment-hub/cycling-home/cycling-safety/ 6.12 Leisure Routes: http://www.aber.ac.uk/en/hse/environment-hub/cycling-home/leisure-routes/ 6.13 Campus Walk map: http://www.aber.ac.uk/en/media/13997-Walking-Leaflet-%282%29.pdf 6.14 Refer to 6.0
	4	Use signage and other innovative means to encourage physical activity during the working day e.g. using stairs instead of lifts, lunchtime fitness classes	On-Going	HR, HC, SC		HC website tip of the week Noticeboards around campus are filled in with H&W information AU has held (and still does)	6.15 Staff Webpage Tip of the week): Please refer to section B, point 1.3 The investigators will be given a tour. 6.16 Walk the World :

					<p>several events which promote PA during working days (and not only). In 2011 and 2012 free pedometers were offered to staff members who took part to the “Walk the World” activity.</p> <p>Another example is provided by the charity event named “Aber870” which promotes PA among staff while at the same time raising money for the Welsh Air Ambulance. On the 23rd of May representatives of the University including the Pro-Vice Chancellor Dr Rhodri Llwyd Morgan had a photo shoot with the intent of promoting the event</p> <p>We also encourage and promote participation to national initiatives such as Race for Life, Movember etc.</p>	<p>http://www.aber.ac.uk/en/news/archive/2011/01/title-94706-en.html</p> <p>http://www.aber.ac.uk/en/hse/archive/2012/title-111488-en.html</p> <p>http://www.aber.ac.uk/en/news/archive/2012/01/title-111719-en.html</p> <p>6.17 Aber870 http://www.justgiving.com/AberUni-PrifAber1 Example registration forms included in portfolio Picture: https://www.facebook.com/photo.php?fbid=739545342764267&set=a.191085234276950.59216.190851264300347&type=1&theater</p> <p>Poster advert example attached</p> <p>6.18 Race for Life Aberystwyth Event Web link: http://raceforlife.cancerresearchuk.org/choose-your-event/aberystwyth.html?event=1567</p> <p>6.19 Please also refer to section A point 2.0</p>
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					<p>Researchers within the Sport and Exercise Science Department are always looking for people willing to take part to both undergraduate and postgraduate research studies which often involve performing PA and/or exercise. Although it can be thought that this service may attract already active individuals, this is not always the case as often studies involving exercise and sedentary individuals are carried out. Employees often take advantages of the opportunity to participate to free of charge and supervised exercise sessions and health tests which take place within the workplace.</p> <p>There is a Staff Badminton Club which meets twice per week. Service is free of charge and open to anyone</p> <p>The HC carries out outreach classes. At the moment lunchtime exercise classes are being held in Gogerddan Campus; however we are looking to expand the provision to Llanbadarn campus as well and hopefully to the Old college. The Sports centre has already tried in the past to run</p>	<p>6.20 Examples of emails included in portfolio</p> <p>6.21 http://www.aber.ac.uk/en/sportscentre/health/fitandwell/events/staffbadminton/</p> <p>6.22 Please refer to section B point 1.3. Email example included</p>
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					<p>some physical activities in both Llanbadarn and the Old College however these have not been very successful. We are trying to understand why this happened and act accordingly. A meeting between the HC and the director of the Sports Centre Frank Rowe will be held in June 2014.</p> <p>Following a meeting the HC held with some staff members working in Llanbadarn campus it was agreed to commence two exercise classes that would be held over the summer period and hopefully continued during teaching term as well. The Institute manager Adrian Harvey was contacted and we are now trying to progress this idea.</p> <p>The HC provides basic M.O.T health checks, reports and consultations. Information with regards to the beneficial effects of PA are provided</p>	<p>6.23 Example of email</p> <p>6.24 Please refer to section B point 1.3</p> <p>6.25 List of tests and example of report included in portfolio</p>
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