

TUNBRIDGE WELLS BOROUGH COUNCIL

HEALTH IN THE WORKPLACE SURVEY 2003

SURVEY PERIOD

OCTOBER - NOVEMBER 2003

Prepared for

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April 2004



INVESTOR IN PEOPLE

Tunbridge Wells
BOROUGH COUNCIL
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CONTACT DETAILS OF BUSINESSES THAT ARE POTENTIALLY INTERESTED IN ATTENDING A ONE-DAY CONFERENCE

EXECUTIVE SUMMARY

- Up to 8,087 staff are employed by businesses responding to the survey.
- Half (51.4%) of businesses have fewer than ten employees, with a further 14.8% having between 11-20 staff. One in six (16.4%) have between 21-50 staff and one in thirteen businesses employs over 100 staff.
- Over four in five businesses (85.3%) agree that it is the responsibility of employers to address health issues in the workplace. In particular, this is more evident for businesses employing over 51 staff.
- Just over half (50.8%) of businesses do not permit smoking on company premises, with 30.4% having designated outside smoking areas, and 13.3% having designated areas inside.
- Three-quarters of businesses indicated that staff bring their own lunch into work, with a further 48.1% making use of a local shop and 30.1% making use of company kitchen facilities.
- Most businesses indicated their employees do not carry out physically strenuous work (64.5%), whilst 28.4% indicated strenuous work is part of their job.
- The majority of businesses indicated that their staff travel to work using their own private transport (86.3%), whilst almost a third (32.8%) travel on foot. Businesses indicating staff travel by public transport represent 20.02%
- The majority of businesses **do not have** a transport strategy (88.5%).
- 7.1% of businesses already having a transport strategy, but encouragingly a further 12% are interested in finding out more about travel planning for their organisation.
- Over four in five (89.1%) of businesses do not offer staff any discounts for local gyms, clubs etc.
- Stress at work is regarded as an important issue by 84.1% of businesses.
- Over four in five (84.6%) businesses think it's the responsibility of employers to take steps to reduce exposure to workplace stress.
- Almost two-thirds (63.9%) of businesses requested an information pack for advice on health in the workplace, with a further one in six (14.8%) requesting in-house training. Details of these businesses are provided in the Appendix.
- Potentially, 56.3% of businesses would take part in a one-day conference; 43.7% would like to receive more information.

CONCLUSION

- On nearly all issues investigated, there appears to be more support for addressing health-related issues at work from larger businesses than smaller businesses employing few staff.
- Employers appear to be taking on board the responsibility for addressing health issues in the workplace and are taking steps to reduce exposure to stress in the workplace.
- Most businesses do not permit smoking on company premises, with both outside and inside designated areas being a common feature. Few businesses in Tunbridge Wells Borough allow smoking throughout their organisation.
- Almost two-thirds of businesses do not have a written smoking policy, yet nearly half (50.8%) of businesses have imposed a total ban, 30.4% have designated areas outside with 13.3% having designated areas inside.

- Staff appear to have adequate provisions for lunch, with most staff preparing their own at home, using a local shop and/or company kitchen facilities. It appeared that most staff utilise a variety of these options.
- The nature of some business operations/functions does expose employees to physically strenuous work in the workplace - but this is limited.
- Most businesses do not have a travel or transport strategy for their staff or customers, and do not appear to be interested in finding out more information about travel planning for their organisation.
- There do not appear to be many concessions available to employees of businesses with regards to local gyms or clubs.
- Businesses appear to welcome the idea of more advice on health in the workplace, along with the support for attending a one-day conference
- HIV/AIDS and sexual health do not appear to be important health issues that should be addressed in the workplace. All others investigated are deemed important: Health and Safety, Reducing stress, Smoking, Substance misuse and Alcohol misuse being the most important.

RECOMMENDATIONS

- Attempts at writing and implementing a smoking policy may have taken place in the past within organisations in order to implement designated areas or total bans. However, there now appears to be an opportunity to formulate a written smoking policy to which most/all businesses could contribute too and subsequently implement within their organisation as a standard.
- A coordinated approach to travel planning between organisations may be possible, as some businesses are interested in this initiative. With this approach, other businesses may realise the benefits of a scheme and may later become interested. It should be noted that following the launch of TWBC's travel plan potential opportunities are available and already exist.
- Consideration should be given to identifying potential partners in providing businesses an opportunity to offer their staff concessions to local gyms or clubs. Opportunities like this can bring benefits for both employee health and the facility provider through increased subscriptions.
- Businesses agreeing to take part in and/or receive information should be contacted as soon as possible to ensure their support on initiatives is realised.

1.0 INTRODUCTION

In September 2003, the Corporate Marketing and Communications Unit met with The Environmental Health Food and Commercial Team and NHS South West Kent and Maidstone Weald Primary Care Trusts, Health Promotion Unit (PCT) to discuss the requirements for conducting a Health in the Workplace Survey.

The objectives of this project were to investigate the following amongst businesses across the Borough of Tunbridge Wells:

- identify degree of employers' responsibility to address health issues in the workplace
- identify smoking policies in the workplace
- identify employees' lunch provisions
- identify employees' physical activity in the workplace
- identify current / future travel habits of employees to their workplace
- identify degree of employers' responsibility to address stress issues in the workplace
- identify importance of specific health-related issues in the workplace

2.0 METHODOLOGY

The survey was conducted using two methodologies: 1) postal and 2) online website self-completion.

The Corporate Marketing and Communications Unit worked closely with the Food and Commercial Team and South West Kent NHS Primary Care Trust in formulating a questionnaire design. Project management responsibility for data gathering and production of results was shared between both organisations.

The survey form was designed using the software package SNAP. In designing the questionnaire for postal self-completion the software used by Tunbridge Wells Borough Council also enabled respondents to complete and submit the form online.

Questionnaires were distributed to a randomly selected 1,500 businesses in Tunbridge Wells Borough Authority area using the Yellow Pages business directory as the source of information. Using this source enabled all correspondence to be written to the business or personnel manager to whom the survey was relevant. A copy of the questionnaire is provided in Appendix I at the end of this report.

The survey was sent out week commencing 17 November 2003, giving a four-week return date.

Completed questionnaires were returned to Tunbridge Wells Borough Council using pre-paid envelopes and then forwarded to South West Kent NHS Primary Care Trust in Maidstone for manual data entry into SNAP software.

3.0 RESPONSES

A total of 188 questionnaires were completed. At the 95% confidence level this yields a sampling error of +/- 7.2% This means that we can be 95% certain that actual figures lie within +/-7.2% of reported values.

The survey results presented in this report are an overall picture of the health in the workplace, and where possible providing data according to number of employees.

It is worth noting that in places the sample size reduces significantly. These figures should be treated with a degree of caution, as the sampling error will increase.

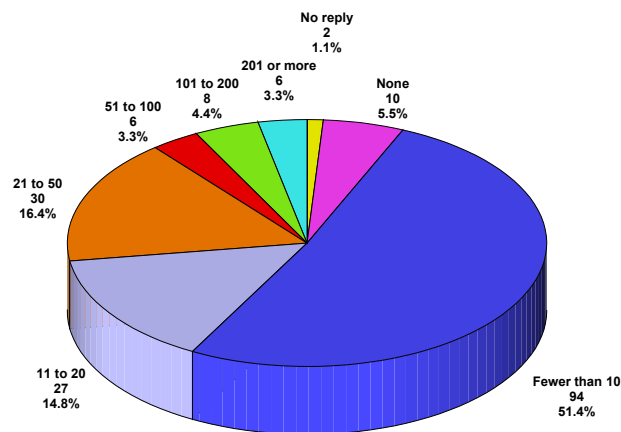
Respondents were first asked to provide details of their business, company name, address, and description of business. Full details of businesses participating are provided in Appendix II.

The purpose for collecting this data was to ensure the source material used remained accurate and up-to-date.

4.0 BUSINESS PROFILE

- In order to determine the size of business, respondents were asked to indicate how many people worked in the organisation. For this particular question respondents could write in the number of employees. Taking this data, we have been able to re-code the number of employees and put them into bands for ease of analysis.
- Over half of businesses employ fewer than 10 employees (51.4%), with a further 16.4% employing between 21 and 50 employees. (Figure 1).

FIGURE 1: NUMBER OF EMPLOYEES

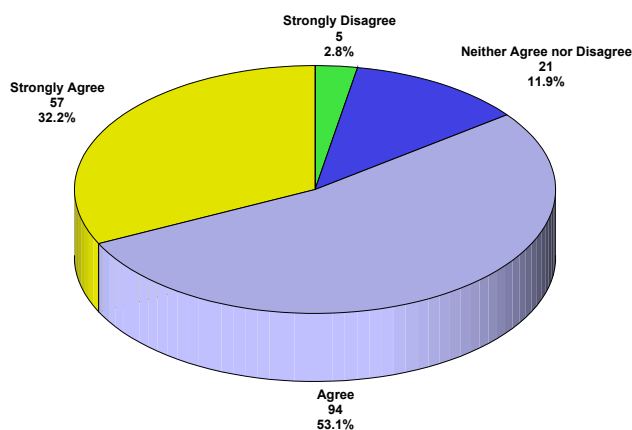


- Businesses employing over 100 staff equate to 7.7% of the sample.

5.0 ADDRESSING HEALTH ISSUES IN THE WORKPLACE

- Using a scale of one to five, where 1 = Strongly disagree and 5 = Strongly agree, businesses were asked to indicate to what extent they agree that it is the responsibility of employers to address health issues in the workplace.
- Over half (53.1%) of businesses agree that it is the responsibility of employers to address health issues in the workplace, (Figure 2). A further 32.2% strongly agree, which results in a combined total of 85.3% agreement of this issue and a mean rating of 4.11 out of 5.00.

FIGURE 2: HOW STRONGLY DO YOU AGREE THAT IT IS THE RESPONSIBILITY OF EMPLOYERS TO ADDRESS HEALTH ISSUES IN THE WORKPLACE?



- Whilst 11.9% of businesses didn't have an opinion on this matter, 2.8% of businesses felt it was not their responsibility.
- Data presented in Table 1 on the following page shows that organisations with fewer employees tend to disagree more that it's their responsibility to address health issues in the workplace than organisations with more employees.

TABLE 1: RESPONSIBILITY OF EMPLOYERS TO ADDRESS HEALTH ISSUES ACCORDING TO THE SIZE OF THE BUSINESS

Number of employees (table sample 183 row%)	Strongly disagree	Disagree	Neither	Agree	Strongly agree
None	0 0%	0 0%	1 13%	7 88%	0 0%
Less than 10	2 2%	0 0%	14 15%	47 51%	29 32%
11 to 20	1 4%	0 0%	0 0%	14 52%	12 44%
21 to 50	1 3%	0 0%	5 17%	18 60%	6 20%
51 to 100	0 0%	0 0%	0 0%	2 40%	3 60%
101 to 200	0 0%	0 0%	0 0%	3 43%	4 57%
201 or more	1 17%	0 0%	0 0%	2 33%	3 50%

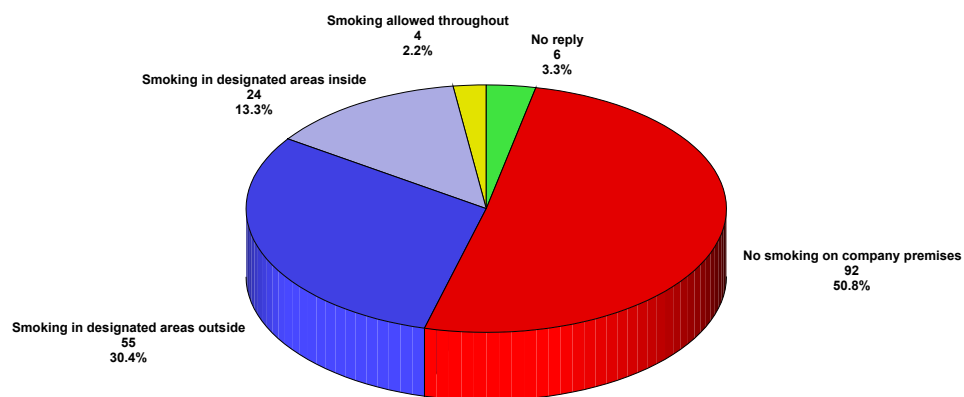
- *Where table row percentages do not add up to 100%, the difference is the proportion of respondents who did not provide an answer to the question.*
- *Data presented in shaded boxes above highlight the figures that have been referred to in written text, and are typical of a strong / important opinion or issue.*

6.0 SMOKING IN THE WORKPLACE

6.1 SMOKING AREAS

- Just over half (50.8%) of businesses have a 'no smoking' policy on company premises (Figure 3). However, in contrast to this, 43.7% of businesses have designated areas, of which 30.4% are outside the building(s) and 13.3% area inside the building(s).

FIGURE 3: IN WHICH OF THE FOLLOWING AREAS IS SMOKING ALLOWED ON YOUR PREMISES?



- A minority of 2.2% (four) of businesses allows smoking throughout.
- Data presented in Table 2 on the following page shows that more businesses with few employees tend to have a complete smoking ban in place compared to organisations with a high number of employees.
- Businesses that have up to 20 employees are more likely to allow smoking in designated areas inside their building than outside, whereas businesses with over 100 employees are more likely to provide designated smoking facilities outside their building.

TABLE 2: AREAS SMOKING ALLOWED ACCORDING TO THE SIZE OF THE BUSINESS

Number of employees (table sample 181 row%)	No smoking at all	Smoking in designated areas - outside	Smoking in designated areas - inside	Smoking allowed throughout
None	5 50%	1 10%	0 0%	0 0%
Less than 10	62 66%	26 28%	2 2%	3 3%
11 to 20	12 44%	13 48%	2 7%	0 0%
21 to 50	9 32%	8 29%	11 39%	0 0%
51 to 100	0 0%	3 50%	2 33%	0 0%
101 to 200	3 38%	2 25%	3 38%	0 0%
201 or more	0 0%	2 33%	4 67%	0 0%

- Where table row percentages do not add up to 100%, the difference is the proportion of respondents who did not provide an answer to the question.
- Data presented in shaded boxes above highlight the figures that have been referred to in written text, and are typical of a strong / important opinion or issue.

6.2 SMOKING POLICY

- 63.4% of businesses do not have a smoking policy, (Figure 4), compared to just under a third (32.2%, 59 businesses) having implemented a smoking policy.

FIGURE 4: DO YOU HAVE A WRITTEN SMOKING POLICY?



- Table 3 on the following page shows businesses with 200 or more employees are more likely to have a smoking policy, than businesses with fewer employees.

- Half of businesses employing between 21-50 and 101-200 staff have a smoking policy.

TABLE 3: SMOKING POLICY ACCORDING TO THE SIZE OF THE BUSINESS

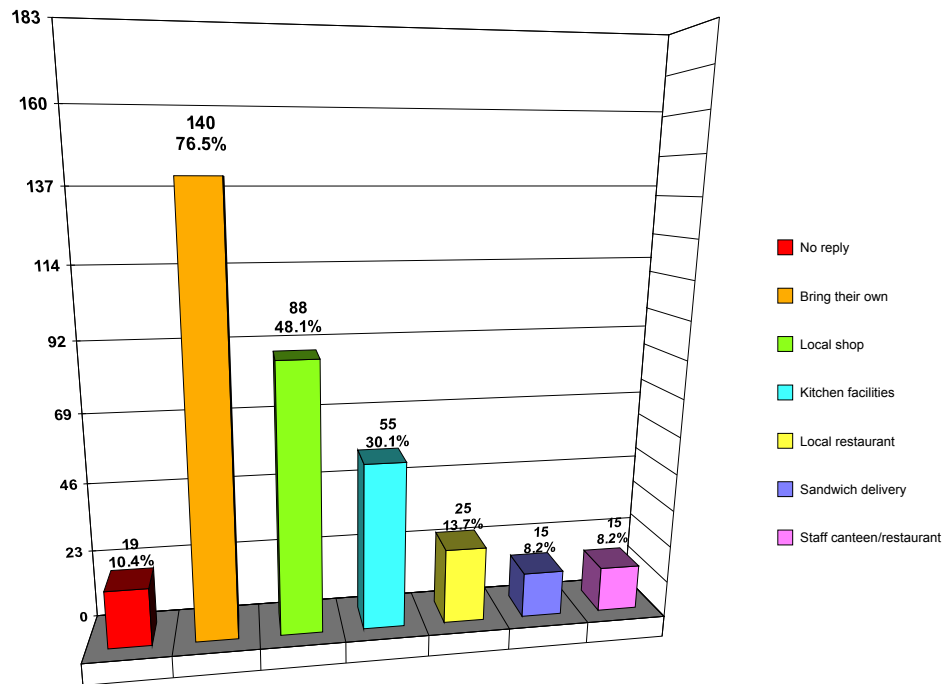
Number of employees (table sample 183 row%)	Yes	No
None	2 20%	4 40%
Less than 10	16 17%	74 79%
11 to 20	11 41%	16 59%
21 to 50	15 50%	15 50%
51 to 100	5 83%	1 17%
101 to 200	4 50%	4 50%
200 or more	6 100%	0 0%

- *Where table row percentages do not add up to 100%, the difference is the proportion of respondents who did not provide an answer to the question.*
- *Data presented in shaded boxes above highlight the figures that have been referred to in written text, and are typical of a strong / important opinion or issue.*
- Staff responsible for writing or maintaining a smoking policy range from: Personnel, Human Resources, Health and Safety Coordinator/Officer, to Directors. Some responses received were employee names only and therefore their position / job title could not be identified.

7.0 EMPLOYEE DIET

- In an attempt to identify what arrangements employees make for lunch, business representatives were asked generally to indicate provision made available to staff.
- A short list of possible provision was provided on the questionnaire, enabling businesses to tick all that were applicable. Therefore totals will be greater than 100%.
- Over three-quarters (76.5%) of businesses indicated that members of staff bring their own lunch into work, with a further 48.1% purchasing something from a local shop (Figure 5).

FIGURE 5: GENERALLY, WHAT PROVISIONS DO MEMBERS OF STAFF MAKE FOR LUNCH?



- 30.1% of businesses indicated that staff make use of on-site kitchen facilities, suggesting that staff bring their own / buy food and prepare it at work. In contrast to this proportion, a further 8.2% indicated that staff make use of a staff canteen / restaurant facility.
- Table 4 on the following page shows that all businesses employing 200 or more staff use a staff canteen / restaurant for their lunch provision.
- Most businesses, regardless of the number of employees, indicated that their staff bring their own lunch, buy produce from a local shop, and/or make use of on-site kitchen facilities.

TABLE 4: LUNCH PROVISIONS ACCORDING TO THE SIZE OF THE BUSINESS

Number of employees (table sample 181 row%)	Bring their own	Local shop	Sandwich delivery	Staff canteen / restaurant	Local restaurant	Kitchen facilities
None	2 20%	2 20%	0 0%	0 0%	0 0%	0 0%
Less than 10	74 79%	43 46%	3 3%	3 3%	14 15%	27 29%
11 to 20	23 85%	16 59%	1 4%	1 4%	2 7%	8 30%
21 to 50	24 80%	17 57%	7 23%	2 7%	3 10%	11 37%
51 to 100	5 83%	3 50%	2 33%	0 0%	1 17%	2 33%
101 to 200	6 63%	4 50%	1 13%	3 38%	3 38%	4 50%
201 or more	5 83%	2 33%	1 17%	6 100%	2 33%	3 50%

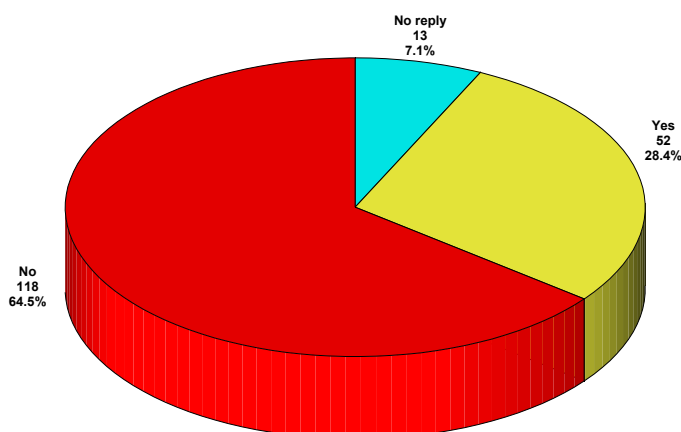
■ *Table displays multiple choice responses as row percentages; therefore totals are greater than 100%.*

■ *Data presented in shaded boxes above highlight the figures that have been referred to in written text, and are typical of a strong / important opinion or issue.*

8.0 EMPLOYEE PHYSICAL ACTIVITY

- In terms of identifying the nature of employees jobs, whether they were of a clerical nature or manual labour, businesses were asked whether they knew the proportion of their employees that carry out physically strenuous work.
- Most businesses indicated their staff do not carry out physically strenuous work (64.5% Figure 6), leaving less than third (28.4%) indicating an element of their work requires strenuous activity.

FIGURE 6: DO YOU THINK MOST OF YOUR EMPLOYEES CARRY OUT PHYSICALLY STRENUOUS WORK?



- Regardless of the size of the business, no more than a third (33%) of businesses indicated their staff carry out physically strenuous work, as shown in Table 5.

TABLE 5: EMPLOYEE PHYSICAL ACTIVITY ACCORDING TO THE SIZE OF THE BUSINESS

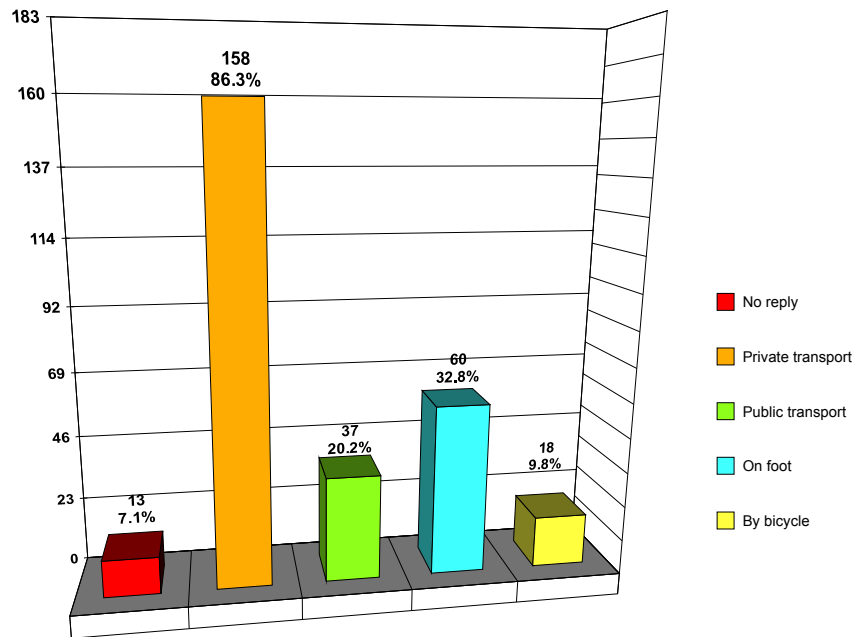
Number of employees (table sample 183 row%)	Yes	No
None	0 %	1 10%
Less than 10	28 30%	64 68%
11 to 20	9 33%	18 67%
21 to 50	8 27%	21 70%
51 to 100	2 33%	3 50%
101 to 200	2 25%	6 75%
201 or more	2 33%	4 67%

- *Where table row percentages do not add up to 100%, the difference is the proportion of respondents who did not provide an answer to the question.*
- *Data presented in shaded boxes above highlight the figures that have been referred to in written text, and are typical of a strong / important opinion or issue.*

9.0 TRANSPORT

- Businesses were asked to indicate how their staff travelled to work. A short list of common modes of transport was provided on the questionnaire, with businesses able to tick all that were applicable. Therefore totals will be greater than 100%.
- The vast majority of businesses indicated their staff travel to work using their own private transport (86.3% Figure 7).

FIGURE 7: HOW DO THE MAJORITY OF STAFF GET TO WORK?



- However, an encouraging proportion, representing a third (33%) of businesses indicated their staff walk to work and a further fifth (20%) make use of public transport.

TABLE 6: MODE OF TRANSPORT USED ACCORDING TO THE SIZE OF THE BUSINESS

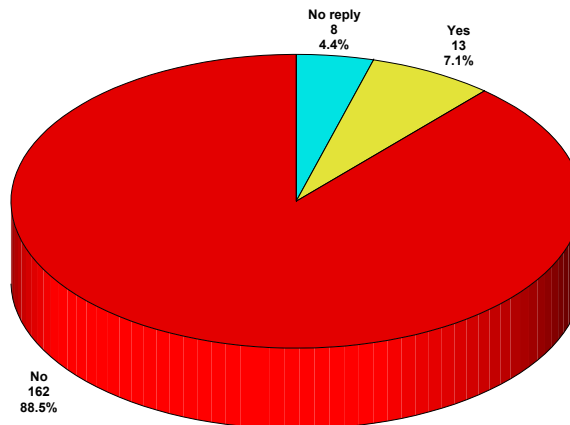
Number of employees (table sample 183 row%)	Private transport	Public transport	On foot	Bicycle
None	1 10%	0 0%	0 0%	0 0%
Less than 10	81 86%	11 12%	30 32%	5 5%
11 to 20	26 96%	6 22%	9 33%	3 11%
21 to 50	28 93%	8 27%	10 33%	5 17%
51 to 100	6 100%	1 17%	1 17%	0 0%
101 to 200	8 100%	6 75%	6 75%	2 25%
201 or more	6 100%	5 83%	4 67%	3 50%

- *Table displays multiple choice responses as row percentages; therefore totals are greater than 100%.*
- *Data presented in shaded boxes above highlight the figures that have been referred to in written text, and are typical of a strong / important opinion or issue.*

9.1 TRANSPORT STRATEGY

- Less than one in ten (7.1%) of businesses have a travel or transport strategy for staff or customers, leaving the majority, over four fifths (88.5%), without a plan / strategy (Figure 8).

FIGURE 8: DOES YOUR BUSINESS CURRENTLY HAVE A TRAVEL OR TRANSPORT STRATEGY FOR STAFF OR CUSTOMERS?



- Names of businesses that have a travel or transport strategy have been provided below:
 - Mascalls Pound Garage, Paddock Wood
 - R.M. Arnold, Cranbrook
 - Elizabeth Finn Trust, Royal Tunbridge Wells
 - Tilemates T/A The International Tile Store, Royal Tunbridge Wells
 - V J Coombes (Builders) Ltd., Speldhurst
 - WSD Ltd, Royal Tunbridge Wells
 - Faithful & Gould, Royal Tunbridge Wells
 - Leonard Cheshire, Royal Tunbridge Wells
 - The Hop Farm Ltd, Paddock Wood
 - Anthony Rowcliffe and Son Ltd, Paddock Wood
 - Richard Carter Groundworks Ltd, Royal Tunbridge Wells
 - Dons Motor Car Maintenance (DMCM), Royal Tunbridge Wells
 - Spa Hotel, Royal Tunbridge Wells
- The average number of staff employed by organisations that have a travel or transport strategy is 35.75.
- The majority of businesses do not have a travel or transport strategy as shown in Table 7 on the following page.
- This is particularly the case for all six businesses with 201 or more staff.

TABLE 7: TRAVEL OR TRANSPORT STRATEGY ACCORDING TO THE SIZE OF THE BUSINESS

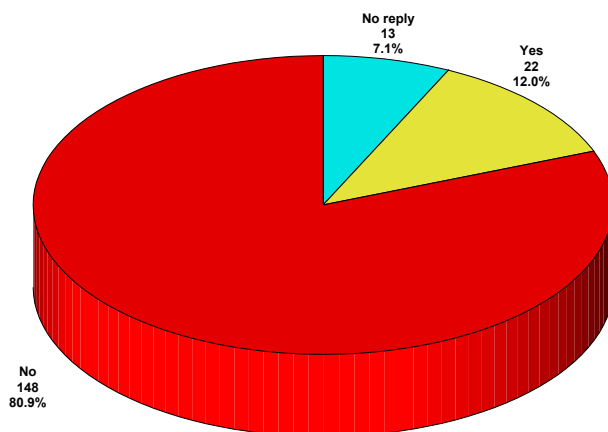
Number of employees (table sample 183 row%)	Yes	No
None	0 0%	3 30%
Less than 10	4 4%	89 95%
11 to 20	2 7%	25 93%
21 to 50	3 10%	27 90%
51 to 100	2 33%	4 67%
101 to 200	1 13%	7 88%
201 or more	0 0%	6 100%

■ Where table row percentages do not add up to 100%, the difference is the proportion of respondents who did not provide an answer to the question.

9.2 FUTURE TRAVEL PLANNING

- One in eight businesses (12%) would be interested in finding out more about travel planning for their organisation (Figure 9). However, the majority (80.9%) would not be interested in finding out more.

FIGURE 9: WOULD YOU BE INTERESTED IN FINDING OUT MORE ABOUT TRAVEL PLANNING FOR YOUR ORGANISATION?



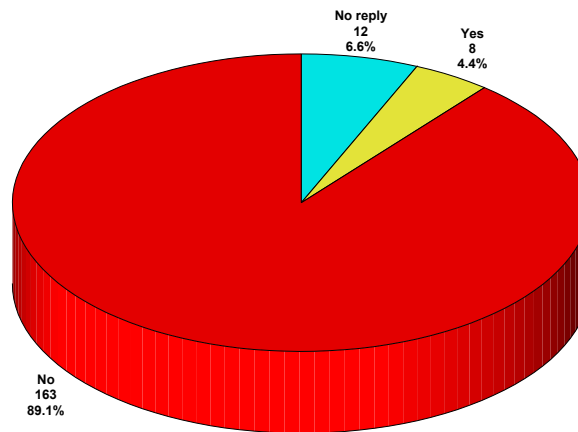
- If businesses are interested in finding out more about travel planning implement such a scheme, a potentially 12% of businesses across the borough could be providing a travel or transport strategy for staff or customers.
- Businesses with more than 100 staff are more likely to be interested in finding out more about travel planning than those employing fewer staff.

- The average number of staff employed by organisations that have shown an interest in finding out more about travel plans is 190.6.
- Contact details of businesses that are interested in finding out more about a travel plan have been provided in Appendix III.

10.0 LOCAL GYMS, CLUBS

- The vast majority of businesses do not offer staff any discounts for local gyms, clubs etc (89.1%), leaving a minority of eight businesses (4.4%) offering / receiving such incentives for staff.

FIGURE 10: ARE STAFF OFFERED ANY DISCOUNTS FOR LOCAL GYMS, CLUBS ETC.

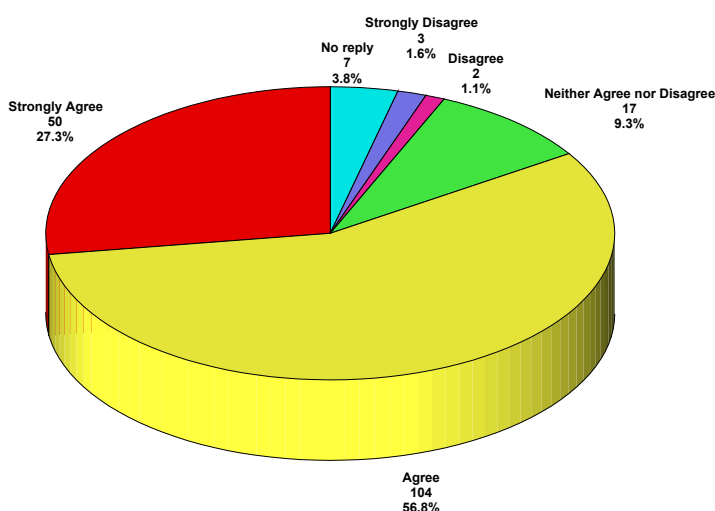


- The average number of staff offered discounts for local gyms, clubs is 403.12. This leaves up to 7,684 who are not offered / aware of such discounts.

11.0 STRESS IN THE WORKPLACE

- Using a scale of one to five, where 1 = Strongly disagree and 5 = Strongly agree, businesses were asked to indicate to what extent they agree that stress in the workplace is an important issue.
- Almost three-fifths (56.8%) of businesses agree that stress at work is an important issue (Figure 11). A further 27.3% strongly agree, which results in a combined total of 84.1% agreement of this issue and a mean rating of 4.11 out of 5.00.

FIGURE 11: HOW STRONGLY DO YOU AGREE THAT STRESS AT WORK IS AN IMPORTANT ISSUE?



- Whilst almost one in ten (9.3%) have no opinion on this issue, a further 2.7% (5) businesses disagree that stress at work is an important issue.

TABLE 9: STRESS IN THE WORKPLACE ACCORDING TO THE SIZE OF THE BUSINESS

Number of employees (table sample 181 row%)	Strongly disagree	Disagree	Neither	Agree	Strongly agree
None	0 0%	0 0%	2 20%	5 50%	0 0%
Less than 10	1 1%	1 1%	12 13%	50 53%	26 28%
11 to 20	0 0%	1 1%	1 4%	13 48%	12 44%
21 to 50	2 7%	0 0%	2 7%	22 73%	4 13%
51 to 100	0 0%	0 0%	0 0%	3 50%	3 50%
101 to 200	0 0%	0 0%	0 0%	6 75%	2 25%
201 or more	0 0%	0 0%	0 0%	4 67%	2 33%

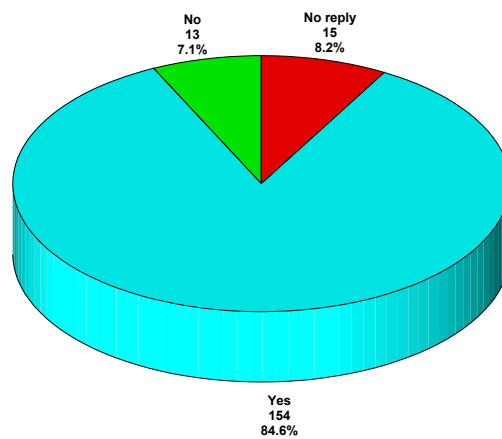
- Where table row percentages do not add up to 100%, the difference is the proportion of respondents who did not provide an answer to the question.

- *Data presented in shaded boxes above highlight the figures that have been referred to in written text, and are typical of a strong / important opinion or issue.*
- Table 9 shows that stress in the workplace is regarded as an important issue by all businesses, regardless of numbers employed. However, this importance of the issue is more evident in larger scale businesses employing more than 50 staff.

11.1 RESPONSIBILITY OF EMPLOYERS

- Over four-fifths (84.6%) of businesses think it's the responsibility of employers to take steps to reduce exposure to workplace stress (Figure 12).

FIGURE 12: DO YOU THINK IT'S THE RESPONSIBILITY OF EMPLOYERS TO TAKE STEPS TO REDUCE EXPOSURE TO WORKPLACE STRESS?



- About one in eleven businesses did not reply to this question, therefore we don't know their opinion on this matter. However, 7.1% (13) businesses did not agree that it's the employer's responsibility to take steps to reduce exposure to workplace stress.
- Table 10 on the following page shows most businesses feel it's their responsibility to take steps to reduce the exposure to workplace stress, but all businesses employing over 101 staff believe it.
- The majority of other businesses regardless of the number employed also agree with this. However, one in ten disagree.

TABLE 10: EMPLOYERS RESPONSIBILITY TO REDUCE EXPOSURE TO WORKPLACE STRESS ACCORDING TO THE SIZE OF THE BUSINESS

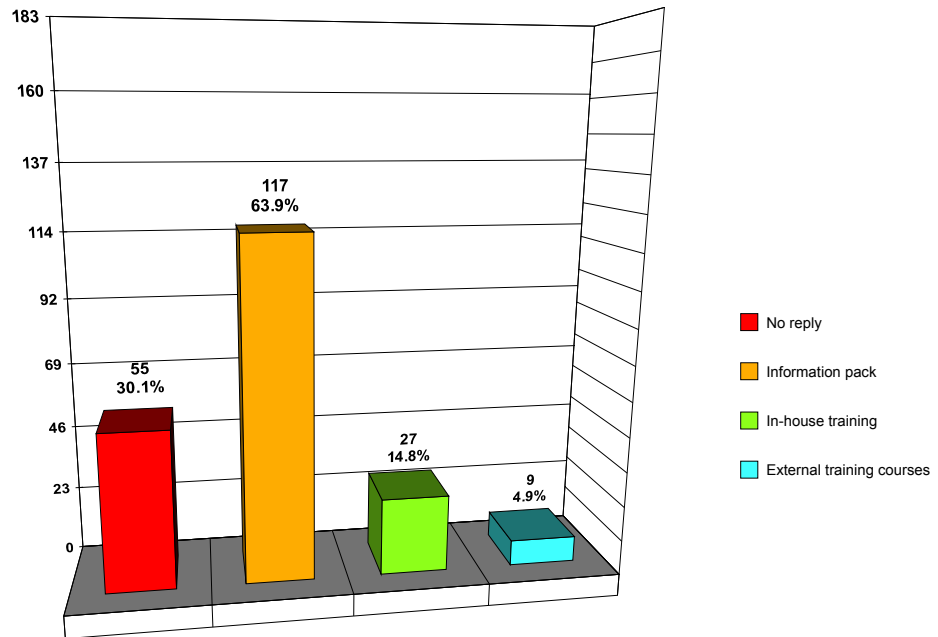
Number of employees (table sample 182 row%)	Yes	No
None	6 60%	1 10%
Less than 10	77 83%	9 10%
11 to 20	26 96%	0 0%
21 to 50	25 83%	2 7%
51 to 100	5 83%	0 0%
101 to 200	8 100%	0 0%
201 or more	6 100%	0 0%

- *Where table row percentages do not add up to 100%, the difference is the proportion of respondents who did not provide an answer to the question.*
- *Data presented in shaded boxes above highlight the figures that have been referred to in written text, and are typical of a strong / important opinion or issue.*

12.0 ADVICE ON HEALTH IN THE WORKPLACE

- Businesses were able to select more than one option provided, therefore totals will be greater than 100%.
- Asked whether businesses would like to receive more advice on health in the workplace, almost two-thirds (63.9%) indicated they would like this in the form of an information pack (Figure 13), with a further 14.8% indicating they would like to receive in-house training.

FIGURE 13: IF YOU WANT MORE ADVICE ON HEALTH IN THE WORKPLACE, WHAT FORM WOULD YOU LIKE THAT ADVICE TO TAKE?

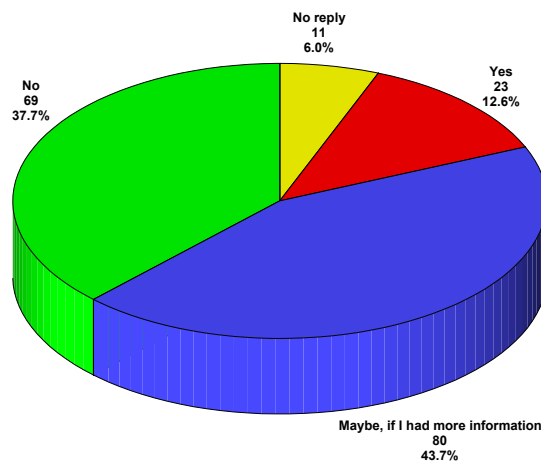


- A further 5% of businesses would like to receive this advice via external training courses.
- Contact details of businesses that would like to receive an information pack, in-house training and external training courses have been provided in Appendix IV

13.0 ONE-DAY CONFERENCE

- Three-fifths (56.3%) of businesses have expressed an interest in taking part in a one-day conference in Tunbridge Wells and/or to receive further information about health issues in the work place. 43.7% of this proportion were interested in receiving further information (Figure 14).
- Almost two-fifths (37.7%) however, show no interest in attending a one-day conference.

FIGURE 14: WOULD YOU BE INTERESTED IN ATTENDING A ONE-DAY CONFERENCE IN TUNBRIDGE WELLS LOOKING AT HEALTH ISSUES IN THE WORKPLACE?



- Contact details of businesses that are interested in attending a one-day conference have been provided in Appendix V.
- Contact details of businesses that are potentially interested in attending a one-day conference on receipt on further information have been provided in Appendix VI.

14.0 HEALTH IN THE WORKPLACE

- The final section of the survey looked at gauging the degree of importance for addressing a number of health aspects in the workplace. A list of health aspects was provided, and using a scale of one to five, where 1 = Not very important and 5 = Very important, businesses were asked to indicate to what extent they agree that these should be addressed in the workplace.
- Businesses felt to varying degrees that it is important to address all health aspects in the workplace, with Sexual Health and HIV/AIDS receiving the least degree of importance.
- Importance of addressing health aspects in the workplace have been listed in degree of importance, with the top five being Health and Safety, Reducing stress, Smoking, Substance misuse, and Alcohol misuse.

TABLE 11: IMPORTANCE OF ADDRESSING HEALTH ASPECTS IN THE WORKPLACE

Health aspect (table sample 183 row%)	Not very important	Not important	Neither	Important	Very important	Mean rating (out of 5.00)
Health and safety	2 1%	0 0%	5 3%	61 33%	106 58%	4.54
Reducing stress	4 2%	1 1%	14 8%	100 55%	53 29%	4.14
Smoking	7 4%	9 5%	26 14%	40 22%	87 48%	4.13
Substance misuse	14 8%	9 5%	22 12%	38 21%	81 44%	3.99
Alcohol misuse	15 8%	6 3%	31 17%	55 30%	59 32%	3.82
Food safety / hygiene	12 7%	7 4%	34 19%	57 31%	57 31%	3.83
Healthy eating	12 7%	10 5%	42 23%	73 40%	31 17%	3.60
Self defence / personal safety	15 8%	12 7%	36 20%	74 40%	29 16%	3.54
Physical activity / recreation	17 9%	7 4%	51 28%	70 38%	19 10%	3.40
HIV/AIDS	22 12%	16 9%	53 29%	36 20%	36 20%	3.29
Sexual health	25 14%	20 11%	63 34%	34 19%	19 10%	3.01

- *Where table row percentages do not add up to 100%, the difference is the proportion of respondents who did not provide an answer to the question.*

15.0 CONCLUSION

- On nearly all issues investigated, there appears to be more support for addressing health-related issues at work from larger businesses than smaller businesses employing few staff.
- Employers appear to be taking on board the responsibility for addressing health issues in the workplace and are taking steps to reduce exposure to stress in the workplace.
- Most businesses do not permit smoking on company premises, with both outside and inside designated areas being a common feature. Few businesses in Tunbridge Wells Borough allow smoking throughout their organisation.
- Almost two-thirds of businesses do not have a written smoking policy, yet nearly half (50.8%) of businesses have imposed a total ban, 30.4% have designated areas outside with 13.3% having designated areas inside.
- Staff appear to have adequate provisions for lunch, with most staff preparing their own at home, using a local shop and/or company kitchen facilities. It appeared that most staff utilise a variety of these options.
- The nature of some business operations/functions does expose employees to physically strenuous work in the workplace - but this is limited.
- Most businesses do not have a travel or transport strategy for their staff or customers, and do not appear to be interested in finding out more information about travel planning for their organisation.
- There do not appear to be many concessions available to employees of businesses with regards to local gyms or clubs.
- Businesses appear to welcome the idea of more advice on health in the workplace, along with the support for attending a one-day conference.
- HIV/AIDS and sexual health do not appear to be important health issues that should be addressed in the workplace. All others investigated are deemed important; Health and Safety, Reducing stress, Smoking, Substance misuse and Alcohol misuse being the most important.

16.0 RECOMMENDATIONS

- Attempts at writing and implementing a smoking policy may have taken place in the past within organisations in order to implement designated areas or total bans. However, there now appears to be an opportunity to formulate a written smoking policy to which most/all businesses could contribute too and subsequently implement within their organisation as a standard.
- A coordinated approach to travel planning between organisations may be possible, as some businesses are interested in this initiative. With this approach other businesses may realise the benefits of a scheme and may later become interested. It should be noted that following the launch of TWBC's travel plan potential opportunities are available and already exist.
- Consideration should be given to identifying potential partners in providing businesses an opportunity to offer their staff concessions to local gyms or clubs. Opportunities like this can bring benefits for both employee health and the facility provider through increased subscriptions.
- Businesses agreeing to take part in and/or receive information should be contacted as soon as possible to ensure their support on initiatives is realised.
- Consideration should be given to producing a new information pack to provide advice on health issues in the workplace.