



Well-being for Staff

How to access Help & Support



Self Care...

The foundation of our well-being starts with ourselves. Self-care is vital in maintaining our well-being.

Why is self-care so important?

Self-care is just as important as every day essential behaviours such as brushing our teeth. Unfortunately, self-care is often thought of as a luxury rather than a necessity which can lead people to become burnt out, fatigued and even ill.

We all experience difficulties from time to time which can be related to many different factors, including relationships, work, finances and much more. This is very normal and understandable; however, self-care is vital in helping us manage these difficult times and maintain our resilience throughout.

This booklet has been designed to introduce ways of supporting yourself as an individual but also how you are able to access further support through the Council. This booklet links with our Workforce Well-being Strategy which lays out the Council's ongoing commitment to staff well-being.

You can find the strategy here:



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Self Care Tips

Get enough sleep:

Sleep restores your body and mind. It's key to mood, focus, energy, and memory. Adults should aim for 7–9 hours per night (NHS). For tips, visit our Let's Talk About Sleep page:

Course: [Let's Talk ... About Sleep](#)

<https://rct.learningpool.com/enrol/index.php?id=1997>



Eat well:

A well balanced diet is important for a healthy body and mind and can help you to feel your best. A balanced diet means eating a variety of different foods in the right proportions. More information can be found here:

[Eat well NHS: https://www.nhs.uk/live-well/eat-well/](https://www.nhs.uk/live-well/eat-well/)



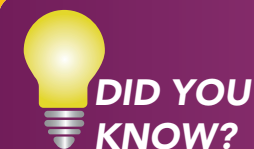
Exercise regularly:

The NHS recommends 150 minutes of activity per week. Exercise doesn't have to be intense, any movement counts! Find something you enjoy, like dancing, yoga, swimming, or walking the dog.



Connect with others:

Strong relationships help us to feel secure, valued, and connected. Whether it's family, friends, colleagues, or your community, make time to connect. Try volunteering, catching up with a friend, or simply chatting with someone new. Can't meet in person? A message or video call goes a long way.



Oxytocin, the 'bonding hormone', helps reduce stress and improve sleep. It's boosted by hugs, hand-holding- or even hugging yourself!

Practise gratitude:

Gratitude isn't just saying 'thanks', it's about noticing the good in your life. It can boost happiness, resilience, sleep, and life satisfaction. Try keeping a gratitude journal, noting three things each day, or writing a thank you letter to someone.



Self-Accessed Support and Resources



Affinity Connect

Financial specialists, Affinity, run a range of online courses available for staff to book onto for free. By attending these courses, you can learn more about aspects of financial well-being such as making the most of your pension, budgeting, debt support and generally managing your money in the most effective way for you.

For more information, to book on or to view all our upcoming events, please visit: **Affinity Connect**
<https://affinityconnect.event-administration.co.uk/menu/rhondda-cynon-taf-county-borough-council-menu.html>



RCT Staff Benefits

RCT Staff can access a range of benefits that can help boost your well-being such as:

- Lifestyle savings
- Financial Well-being
- Salary sacrifice schemes (Cycle to work, home and electronics, green cars, shared cost AVCs)
- Health and well-being

Sign up to access these benefits here:

Vivup: Sign In
https://vivup.co.uk/users/sign_in
(You will need your payroll number)

Once you have signed up, **DOWNLOAD...** the **FREE Vivup APP** for 24/7 access to these benefits!



✉ rctstaffbenefits@rctcbc.gov.uk



RCT Source

RCT Source has a range of useful advice and guidance around supporting your own mental health including how to manage your stress and sleep.

<https://rct.learningpool.com/>

If you have forgotten your username or password please contact:

☎ **01443 570040**
✉ thesource@rctcbc.gov.uk



RCT Leisure for Life

Physical activity and exercise has been proven to boost your well-being. Check out what is available on RCT Leisure for Life.

www.rctcbc.gov.uk/leisure

📘 @RCTLeisureService

DOWNLOAD... the **FREE Leisure for Life APP** for more information, timetables and booking.





WHA is a not-for-profit company which offers a range of low-cost healthcare cash plan schemes to help its customers with everyday costs of staying healthy. The plans provide cover for a variety of medical expenses including dental treatment, prescription glasses and physiotherapy.

Staff can get help with your everyday healthcare costs from as little as £6.28 per month (Healthcare Plan) and £7.00 per month (Direct plan). Members can also access WHA Rewards for savings on shopping, essentials and other benefits.



BHSF is a not-for-profit organisation who offer health cash plans that offer money back for many of your well-being needs. You can claim back up to the specified annual benefit allowance in health categories including; Dentist, Optician, Physiotherapy and more. In addition, all levels of cover have access to a 24/7 GP consultation service 365 days per year. Cover starts from £5.98 per personal policy and £11.96 per family policy.



Benenden Health are a not-for-profit private healthcare provider. From less than £16 per month, members have access to a variety of services including 24/7 access to a GP and mental health helplines, medical diagnostics, physiotherapy, surgical treatment and more. The Benenden Healthcare app also provides access to a wellbeing hub for health and wellbeing advice and access to rewards and discounts.

PLEASE NOTE, ALL HEALTHCARE CASH PLANS AND PRIVATE COVER PREMIUMS, PLUS SERVICES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE PROVIDER.

For further details of full services and available plans please see the staff benefits website. Staff can register with Vivup to access all our staff benefits via the desktop shortcut on your Council device or the links below:

Council/non-teaching staff

https://www.vivup.co.uk/users/sign_up?organisation=5260

Teachers

https://www.vivup.co.uk/users/sign_up?organisation=5511

Amgen

https://www.vivup.co.uk/users/sign_up?organisation=5512

If you have any queries relating to staff benefits please contact RCT Staff Benefits via email:

✉ rctstaffbenefits@rctcbc.gov.uk

Please share this content with staff who do not have access to email.

**able
futures**

Able Futures are a nationwide specialist partnership set up to provide the Access to Work Mental Health Support Service on behalf of the Department for Work and Pensions.

<https://able-futures.co.uk/> • ☎ **0800 321 3137**

✉ hello@able-futures.co.uk • ✕ [@YourAbleFutures](https://www.facebook.com/YourAbleFutures)

**every mind
matters**

NHS Every Mind Matters provides expert advice and practical tips to help you look after your mental health and well-being.

www.nhs.uk/oneyou/every-mind-matters

mind
for better mental health
o biond guell iechyd meddau

Mind is a mental health charity in England and Wales. They provide advice and support to empower anyone experiencing a mental health problem. Mind campaign to improve services, raise awareness and promote understanding.

www.mind.org.uk • ☎ **0300 123 3393**

✕ [@MindCharity](https://www.facebook.com/MindCharity) • [@mindforbettermentalhealth](https://www.facebook.com/mindforbettermentalhealth)

SAMARITANS

Samaritans are a charity dedicated to reducing feelings of isolation and disconnection that can lead to suicide. Their vision, mission and values is that fewer people die by suicide.

www.samaritans.org/wales

☎ **116 123** • ✉ jo@samaritans.org • ✕ [@samaritans](https://www.facebook.com/samaritans)

[@samaritanscharity](https://www.facebook.com/samaritanscharity)

**shout
85258**

When you text "SHOUT" to 85258 you are connected to a trained, empathetic and listening Shout Volunteer. **SHOUT is a free 24/7 service**

www.giveusashout.org • ☎ **85258**

✕ [@GiveUsAShout](https://www.facebook.com/GiveUsAShout) • [giveusashoutuk](https://www.facebook.com/giveusashoutuk)

Valleys Steps
Camau'r Cymoedd

Valleys Steps is promoting better well-being all across Rhondda Cynon Taf, Merthyr Tydfil and Bridgend. Community and workplace well-being courses available.

<https://valleysteps.org/> • ☎ **01443 803048**

✕ [@valleysteps](https://www.facebook.com/valleysteps)

Interventional Support



Vivup is our CONFIDENTIAL Employee assistance programme open for all RCT staff.

Call the helpline to speak to a professional for any work or personal issues. They can offer emotional support, information and advice where appropriate. You can also call to speak to a citizens advice trained professional who can offer advice and information on debt and legal issues among other issues.

The helpline is open 24/7: 0800 023 9387



They also offer online support including a range of health, financial and well-being information; podcasts and blogs on a range of topics; Cognitive Behavioural Therapy based self-help workbooks and more.

To access please visit the website:

vivup.yourcareep.co.uk?CODE=109868



Vivup provides free access to Your Care - an online platform enabling you to take control of your health and well-being. Take online health assessments, discover your risk factors, create, and review health goals and create positive lifestyle habits.

➤ **<https://rhonddacouncil.yourcarewellbeing.net/#/>**

Account will need to be created. Some services in the Your Care portal are NOT available.

Download on the
App Store

GET IT ON
Google Play

Occupational Health

We're here to support you. While we encourage self care and empower staff to seek help when needed, we understand that sometimes additional support makes all the difference. Our role is to support you with your health and well-being at work, and connect you with any additional support and resources that may be needed. **BELOW YOU'LL FIND INFORMATION ON OUR SERVICES AND HOW YOU CAN ACCESS THEM.**



Self Referral - Staff can confidentially self-refer themselves for Physiotherapy or Counselling support via Occupational Health.

To access this, scan the QR code.



Management referral - Speak to your manager if you are experiencing health or well-being concerns at work. Your manager may refer you to Occupational Health for additional support. Referrals can happen at anytime, including as part of the absence management policy. A referral becomes mandatory at 14 days of continuous sickness absence.



Well-being assessment - You may be referred for a Well-being Assessment- a chance to speak to a mental health professional about how you're feeling. Together, you can explore the support that might help, such as counselling, or signposting to relevant services.



Fitness for work assessment as per policy
A fitness for work assessment helps to understand how your health may be affecting your work and identifies any support or adjustments needed to keep you well. Together, you can also explore if any additional interventions may be appropriate to support your well-being, such as counselling.



Signposting - Where additional or more specialised support may be beneficial, we will guide you to the right resources, whether this be within the organisation or trusted external services.

INTERVENTIONS



Counselling
Counselling offers a safe, confidential space to talk to a qualified professional about any issues or challenges you may be experiencing.



Physiotherapy
Physiotherapy can help with the prevention, treatment and management of physical issues that are impacting on you in the workplace.



Coaching
Coaching provides a supportive space to help you to build confidence and navigate workplace challenges such as conflict, communication and difficult conversations.



Emergency Notice

PLEASE NOTE, OCCUPATIONAL HEALTH IS NOT AN EMERGENCY CALL SERVICE.

If you are experiencing an emergency or there is an immediate risk of harm to yourself or others, please call **999**.


For urgent health advice, non life threatening situations or if you are unsure what to do next, you can also contact NHS 111.

Further Help

If you have any other queries or if you would like to discuss the Well-being process then please...

Contact us:

Occupational Health Department

 **01443 494003**

 **OHUQueries@rctcbc.gov.uk**

Mae croeso i chi gyfathrebu â ni yn y Gymraeg
You are welcome to communicate with us in Welsh