

## Good Breaks HR and OD Overview

We all need to take regular breaks during our working hours to work at our best. We need to use this time well, to eat, drink, rest and recover, and re-energise. Where staff are able to rest and recover from the demands of their work, they are less likely to make mistakes, or suffer from burnout and feel more engaged.

Taking a good break is a shared responsibility. We need to look after ourselves, look out for each other and have the right management and organisational support to make good breaks happen. HR and OD professionals play a vital role in helping teams create a good break culture. The Good Breaks hub on the People Portal provides a range of resources to help you support your people making good breaks happen.

This Overview for HR and OD professionals includes:

1. Overview of available resources on the People Portal
2. Key stakeholders
3. Approach to developing these resources

### 1. Overview of available resources on the People Portal

The screenshot shows a web browser displaying the 'Good Breaks Training' page on the People Portal. The page features three main resource cards:

- Good Breaks Overview**: Introduction. We've created this resource for NHS colleagues.
- Webinars**: Bitesize Webinars. A series of short webinars.
- Case Studies**: Examples of Good Practice across HIOW. Good break ideas from across HIOW and the NHS.

The page also includes a navigation menu with options like 'What help do you need?', 'One-to-one support', 'What's On', 'Latest', and 'Resources'. The NHS Hampshire and Isle of Wight logo is visible in the top right corner.

# GOOD BREAKS

The screenshot shows the homepage of the Good Breaks Training website. The header includes the Health & Wellbeing logo, navigation menus for 'What help do you need?', 'One-to-one support', 'What's On', 'Latest', and 'Resources', and the NHS Hampshire and Isle of Wight logo. The main content area features three large teal cards: 'GOOD BREAKS Toolkit for Human Resources and Occupational Development professionals', 'GOOD BREAKS Manager Toolkit', and 'GOOD BREAKS Toolkit for Individuals'. Below each card is a brief description. A small thumbnail of the Manager Toolkit PDF is visible in the bottom right corner of the page.

<https://www.hiowpeople.nhs.uk/wp-content/uploads/2023/10/Good-Breaks-Manager-Toolkit-Oct-2023.pdf>

The screenshot shows the first page of the 'Good Breaks Manager Toolkit' PDF document. The page has a teal header with the 'GOOD BREAKS' logo. The title is 'Good Breaks Manager Toolkit' and the section is 'Introduction'. The text discusses the importance of regular breaks for staff wellbeing and patient safety. It includes a bulleted list of research findings and a list of what the toolkit includes for managers.

## Good Breaks Manager Toolkit

### Introduction

We all need to take regular breaks during our working hours to work at our best. We need to use this time well, to eat, drink, rest and recover, and re-energise. Where staff are able to rest and recover from the demands of their work, they are less likely to make mistakes, less likely to suffer from burnout and feel more engaged.

Taking a good break is a shared responsibility. We need to look after ourselves, look out for each other and have the right management and organisational support to make good breaks happen. HR and OD professionals play a vital role in helping teams create a good break culture. The Good Breaks hub on the People Portal provides a range of resources to help you support your people making good breaks happen.

Research shows that:

- 94% of employees felt they had a refreshed perspective on work after taking a break.
- Having good breaks protects wellbeing and prevents a build-up of stress that can lead to burnout and supports staff to stay well at work, improving staff retention.
- Taking better breaks leads to better patient safety including fewer medication errors and fewer falls with injuries among patients due to better nursing care.

This toolkit for managers includes:

1. What do Good Breaks look like?
2. Importance of role modelling & self-care
3. Having a one to one conversation with a member of your team
4. Putting 'Good Breaks' on your team meeting agenda
5. Overview of resources available on the People Portal

Resources for individuals, teams, managers and people professionals include:

## For individuals and teams

A Good Breaks individual toolkit includes:

- Background information
- Self-guided exercises to examine your break behaviour
- Exercises to support behaviour change to sustain break habits
- Tips for having a conversation with your manager
- Short videos with tips and strategies to encourage people to prioritise taking good breaks

## For managers and leaders

A Good Breaks Manager Toolkit includes:

- Background information
- Power of role modelling
- Conversation guides for talking about good breaks in one-to-one and team meetings
- Checklist for exploring manager behaviours that are shown to support wellbeing of staff
- Exercise to explore work priorities with team and staff members

## For HR and OD professionals

- An overview of all resources
- A brief description of change models and suggestions for successfully embedding a wellbeing initiative
- Communications support materials

## Webinars

The Good Breaks hub includes short videos from senior leaders and bitesized content to raise awareness of why breaks are important, and when and how to make good breaks happen.

### Senior leader introductions:

- Alex Whitfield, CEO, HHFT
- Sara Courtney, Deputy Chief Nurse

### Bitesize webinars addressing:

- Introduction to break taking
- Guilt/Permission/Self-compassion/Thinking strategies
- Shift work
- Homeworkers/hybrid workers
- Accountability/Boundary management
- Social connection/Oxytocin/countering stress response
- Role modelling/ Communication
- Culture/ Change models

## Case studies, examples of good practice

## 2. Key Stakeholders

The project leads within HIOW for the Good Breaks Project are:

- Stephanie Clark - Stephanie.Clark@hhft.nhs.uk
- Angela Murphy - angela.murphy28@nhs.net

The members of the working group are:

Andrea Downham	Andrea.Downham@porthosp.nhs.uk
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Stephanie Clark	Stephanie.Clark@hhft.nhs.uk
Susanna Preedy	susanna.preedy@southernhealth.nhs.uk

Senior leaders sponsoring this project are:

- Sara Courtney
- Alex Whitfield, CEO, HHFT
- Gina Stanley, Chief Divisional Nurse for Medicine, HHFT
- Charlotte Prior, Associate Director for Facilities, HHFT
- Andrew Strevens, CEO, Solent
- Sarah Herbert, Deputy Director of Nursing, UHS

### Communications materials and support

See separate communications materials on the People Portal.

<https://www.nhsemployers.org/publications/health-and-wellbeing-communications-guide>

### 3. How these resources were developed

These resources were developed by the Hampshire and Isle of Wight Good Breaks Working Group in partnership with Affinity Health at Work.

A seven-step approach was used. This approach drew on evidence-base practice and co-design to ensure that a broad range of professional expertise informed the development of the series.

#### **Step 1: Staff research**

The need for resources to support individuals, teams, managers and people professionals to improve break behaviour was identified in recent staff research to identify the drivers for retention and absence across HIOW. This research combined a wide range of data including staff surveys, focus groups and interviews with staff groups across HIOW.

#### **Step 2: Rapid evidence review**

Practitioner and academic evidence on rest and break behaviour in healthcare was conducted.

#### **Step 3: Stakeholder consultation**

The working group met six times to identify priorities, develop and agree the key resources required to make good breaks happen and to make recommendations of evidence and resources of relevance to the development of the guides.

#### **Step 4: Synthesis and developing the resources**

Data from the staff research, evidence review and consultation was synthesised to identify key themes. Using best practice guidance design principles (eg. AGREE) the framework for the guidance was developed. Following agreement of the overarching content and format requirements, the resources were developed and uploaded onto protected area of the People Portal to allow for user testing.

#### **Step 5: Stakeholder consultation and user testing**

The Good Breaks resources were shared with the Good Breaks Working Group, who between them represented a range of roles and organisations within HIOW so could examine the appropriateness of the resources through different user lenses.

#### **Step 6: Integration of stakeholder feedback and finalisation of resources**

Feedback from the Good Breaks Working Group was integrated into the final guides before launch.

#### **Step 7: Communications plan**

To promote awareness and uptake of the resources a communication plan was developed by the HIOW's Communications Support Officer.