



Introduction to staff health and wellbeing.



Contents



Who Are We?	3
Testimonials	4
Mental Health & Wellbeing	5
What is Mindfulness?	6
Why is Mindfulness important?	7
7 steps to mindfulness	8
Mindfulness meditation	10
Anxiety management techniques	13
Our Services	15
Your Working Day	16
Workstations	17
Workstation Set up	18
Workstation exercises	19

Who are MCL Medics?

Occupational. Health. Wellbeing.

We provide employers and their people with class leading support in Health, Medical & EAP services.

Testimonials

Actions speak louder than words, but don't just take our word for it.

An impeccable reputation, 20 plus years of first class service, supporting millions of employees nationwide. We've got you covered.

The app is easy to use contains interesting reading material which is informative and up to date. Feedback from employees has been positive and I would have no hesitation recommending this service to other organisations...

We are delighted with the level of service provided. The fact staff can access the service via an App is of huge benefit, particularly given the diverse and dispersed nature of our workforce. Their monthly bulletins are extremely informative and the level of customer service is outstanding.

From the beginning, the MCLMedics team have been extremely efficient on every aspect of their plan, offering great physical and psychological care...

MCL medics offer a really great Employee Assistance Programme (EAP) which can help employees through various different health and wellbeing topics...

The EAP offers great value for money and the team are very helpful whenever you have to ask for information from them. Our Staff members think MCL Medics is a great resource.



Mental Health and Wellbeing

Mental Health and wellbeing support is a key principle of a successful return to work. Employees who will remain working remotely meantime may feel isolated, face difficulties balancing homeworking with increased demands at home, caring responsibilities, changing workload and work location, concerns about finances and job security, impact of being furloughed, bereavement and COVID-19 related anxiety.

MCL Medics can support you and your workforce through these challenging times to manage health and wellbeing by providing access to mental health and wellbeing support, including awareness raising tools and techniques, via our EAP and health and wellbeing App.

To find out more about these services please email

info@mcl-medics.com

What is mindfulness?

The dictionary definition is:

1. Conscious or aware of something.

“I arrived home for the summer, ever mindful of my obligations to my parents”

2. focusing one’s awareness on the present moment, especially as part of a therapeutic or meditative technique.

“tune in to your body and be mindful”

Being mindful of your working environment can help improve it for you and others. It can take the form of mindfulness meditation where you take time to be in the moment with yourself, which in turn will help you in your interactions with situations and others.

Why is mindfulness so important?

Research has shown that practising mindfulness breathing can help to reduce stress and anxiety as well as negative emotions and feelings. It can help to induce calm, stop job burnout and help you to focus and sharpen your ability to concentrate.

Here are just some of the surprising ways mindfulness can help you.

Improved brain power

Researchers have found that over time, participants who practised meditation and mindfulness increased the grey-matter in regions of the brain associated with memory, learning and focus.

Gain new insights and perspectives

When you meditate and remove distractions from your mind you become an impartial observer of everything around you. This has been proven to help improve your ability to gain insights and new perspectives. Next time you are stuck on a problem, try focusing on nothing but yourself and the present for a few minutes!

A positive impact on your relationships.

There are many, many studies that find a positive link between mindfulness and relationship quality, which is probably a by-product of the effects we've already described.

Help concentration and focus

If you find it hard to concentrate on one thing or what another person is saying then mindfulness may help. By practising mindfulness you can train yourself to recognise when your mind is not in the moment and help increase the length of time you concentrate and focus on things.

7 steps to mindfulness for a better working environment

Here are 7 steps you can take to achieve a better level of mindfulness.

1. Patience

The key place to start when it comes to mindfulness is patience. Letting things unfold in their own time. Be patient with yourself and others. Do not rush moments and instead focus on them. Show patience in the better moments.

2. Beginner's Mind

Sometimes we can let our thoughts and beliefs about what we 'know' prevent us from seeing things as they really are. Approach each mindful moment as if you are doing it for the first time. Remember each moment is unique and contains unique possibilities. Past experiences can help inform encounters, but should not dictate them.

3. Trust

While we previously said to approach each interaction and situation with a beginner's mind, there should always be trust for yourself and your abilities. Take responsibility for yourself and your own wellbeing and believe that you can deliver positive outcomes and feelings. It is better to trust yourself, even if you make some mistakes, than to always look outside yourself for guidance.

Continued on next page...

4. Non-Judging

Approach each mindful moment without judging it – notice the stream of thoughts and don't label them as good, bad, fine, awful. You don't have to stop them, just be aware of them. One exercise is to observe how preoccupied you can get with liking or disliking something in a ten-minute period.

5. Non-Striving

Pay attention to – and be aware of – who you are right now. Being in the moment and not striving to change it in that moment. Meditation has no goal other than for you to be in touch with you. During mindfulness meditation time if you try to think 'I am going to relax, control my pain, or become a better person,' you have introduced the idea in your mind of where you should be and that you are not ok right now.

This attitude undermines mindfulness, which involves simply paying attention to whatever is happening in the moment.

6. Acceptance

See things as they are in the present moment. If you have a headache, then accept that you have a headache. We often waste a lot of time and energy denying what is fact. We are trying to force situations into how we would like them to be. This creates more tension and prevents positive change occurring. Accept yourself as you are. Be willing to change and break free of self-destructive habits in order to grow.

7. Letting Go

Finally, letting go is a way of letting things be. Of accepting things as they are. Just let go and watch how something unfolds. Because holding on is the opposite of letting go, being willing to look at the way we hold on can show us a lot about what could be if we just let go. Let go of pre-defined expectations, opinions, anxieties or fears.

When we sleep each night, we let go. If we can't let go, we find we are unable to sleep. Now we can practise applying this skill in waking situations as well.

Mindfulness meditation

Now we have given you the 7 steps to mindfulness in the workplace, we will teach you some practical ways to try mindfulness meditation yourself.

The main aim of mindful breathing is to achieve a calm, non-judgemental awareness by just focusing on your breath and just allowing thoughts to come and go without getting caught up in them.

Follow these simple steps to mindful breathing.

Get Comfortable


Sit in a comfortable position with your eyes closed and your spine as straight as possible. Put your feet flat on the ground and let your shoulders drop down from your ears.



Breathe


Focus your attention on your breathing and just breathe naturally.

Picture a balloon inside your stomach and each time you breathe in, the balloon inflates and each time you breathe out the balloon deflates.



Put your hands on your stomach with the fingertips of each hand gently touching and feel the balloon inflating and deflating as your abdomen rises with the in breath and falls with your out breath.

Breathe smoothly in through your nose and slowly out through your mouth.





Focus on your breathing

Thoughts will come into your head. Let the thoughts just flow into your mind, notice them, let them go and bring your focus back to your breathing.

You do not have to follow your thoughts, just try to keep your attention on your breath. Mindful breathing takes practise and it's perfectly normal for thoughts to enter your awareness and for your attention to follow them. No matter how often this happens, gently bring your focus back to your breathing.

Stay in a relaxed state for as long as you can, when you are ready, gently open your eyes and bring your attention back to your surroundings.

**Try to practise this simple mindfulness
breathing exercise for 5-15 minutes each day**

Top ten anxiety management techniques

Anxiety can affect our Minds, Bodies and Behaviours. Below are 10 helpful tips to manage anxiety.

Healthy Body

Symptoms of anxiety can cause you to experience muscle tension, racing heart, dizziness, sweating and shortness of breath.

1. Nurture Yourself

Eat well, avoid/reduce alcohol, caffeine and nicotine.

2. Breathe

Practise deep breathing for 1 minute at a time.

3. Mindfulness

Close your eyes and focus on breathing. Concentrate on what you can see, hear, smell and touch.

4. Use Cues To Relax

Imagine a scene that is relaxing to you and picture this when you are feeling anxious.

Healthy Mind

Anxiety can cause you to become preoccupied with fears or imagined negative outcomes. The more you worry the more this is likely.

5. Be Realistic

Notice if you are thinking negative thoughts Tell yourself feelings are NOT facts.

6. Interrupt Anxious Thinking

Try something silly that will interrupt your thinking. Remind yourself that worrying is not helpful.

7. Contain Your Worry

Try to distract yourself when you are worrying and give yourself a break.

8. Coach Yourself To Approach Situations

Rate your fear on a scale of 1-10 with 1 being the lowest and 10 the highest level of anxiety. The goal is to decrease the fear.

Healthy Behaviour

When we overcome anxiety, we begin to change our thought process. Improving the way we manage stress and anxiety provoking situations can be an important step.

9. Reduce Over Anxiety

Check if over activity is a problem for you? Ask yourself if you feel you need to be constantly busy? Is it hard to wind down? Make a list of backup activities when you have some unexpected spare time.

10. Make A Plan

Take the time to create your own plan for managing anxiety. Look at different calming techniques and find the best one for you. Practise them to see which helps then get well versed in the one that is most effective for you.

MCL Medics Services



Occupational Health

We offer a range of occupational health services including our quick turn around Occupational Health Assessments also known as a Management Referral.



EAP

We're an established, experienced and trusted EAPA approved EAP provider. We have an impeccable 20 years of experience delivering Employee Assistance Programmes.



Offshore Medics

We have a dedicated remote medical team who provide and support offshore medics to safeguard the health and wellbeing of employee's working both onshore and offshore.



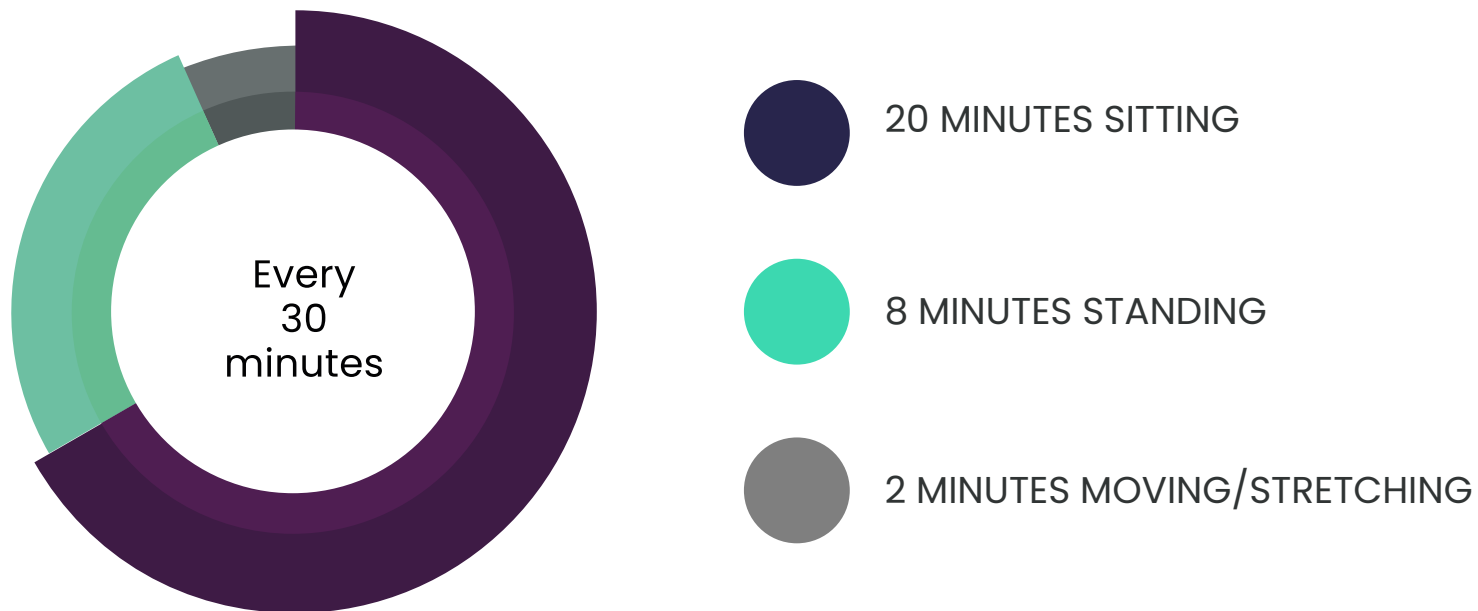
Health Connect

Comprehensive health support for companies with less than 250 employees. Caring for small businesses, through holistic health and wellbeing strategies.

Your working day

What should an 'active working' day look like?
Finding the ideal balance between moving, standing and sitting will
result in greater workplace health and wellbeing.

Try to break your day into 30 minute chunks



Workstations

As many people have been working at home exceptionally with limited equipment there is a risk of musculoskeletal pain related to poor ergonomics.

A good workstation set-up, maintaining good posture and regular, short physical and visual breaks are important to preventing or aggravating musculoskeletal pain when working with display screen equipment (DSE). This is particularly important when working from home for prolonged and regular periods of time.

At MCL Medics we can help reduce and prevent musculoskeletal problems arising from poor workstation set ups by providing support to your employees through undertaking a:

Home/Office workstation

self assessment questionnaire review.

Home/Office workstation

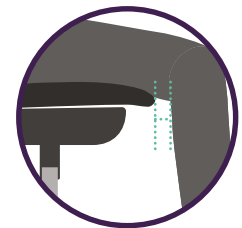
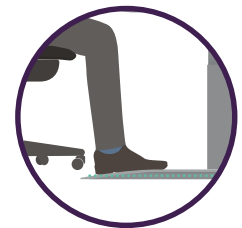
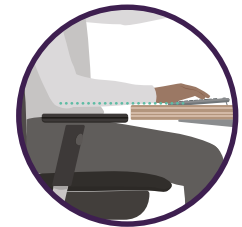
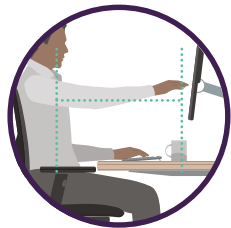
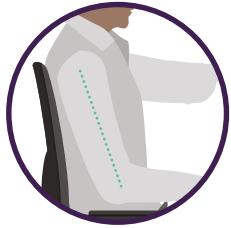
self assessment questionnaire review including workstation/ musculoskeletal and wellbeing information packs.

Home/Office workstation

assessment consultation following completion of the self-assessment questionnaire where issues have been highlighted, a secure video link/ telephone consultation including workstation/musculoskeletal and wellbeing information packs.

Workstation Set up

Now we have given you some steps to become more mindful, we would like to give you some guidance on creating the right work space.



Workstation exercises

No matter how well your workstation is designed, problems may arise where work organisation is poor or disrupted. The lack of movement while working at a computer can lead to muscular aches and pains.

Advice to help reduce aches and pains

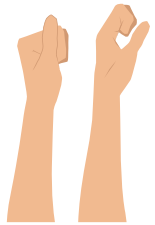
Regularly vary work tasks, looking at organisation of the working day.

Break up 'on-screen' activities with micro-breaks – tasks which involve movement, stretching and changes to body position.

Try standing during some tasks and moving away from the workstation, for short periods, where possible.

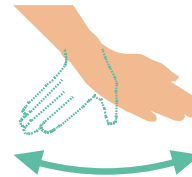
Workstation exercises

Stretches for wrist, hand and forearm



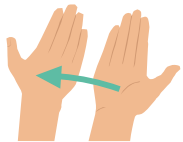
Make a fist; ensuring thumb is straight, not tucked under fingers. Slide fingertips up palm, ensuring tips of fingers moving towards base of fingers, until stretch is felt. Hold for slow count of 10.

Repeat 3 – 5 times each side.



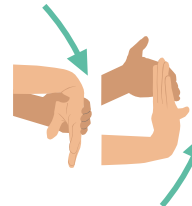
With hand open and facing down, move wrist from side to side, until stretch is felt at each extreme. Hold each for slow count of 10.

Repeat 3 – 5 times each side.



With elbow held close in to side of body, slowly rotate palm upwards and then downwards until stretch is felt at each extreme. Hold each for slow count of 10.

Repeat 3 – 5 times each side.



Holding upper part of hand with other hand, slowly bend wrist down and then upwards until stretch is felt at each extreme. Hold each for slow count of 10.

Repeat 3 – 5 times each side.

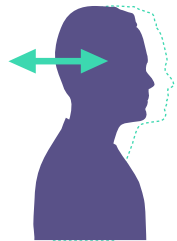


Sitting with elbows out and palms together, slowly rotate palms down until stretch is felt. Hold for slow count of 10.

Repeat 3 – 5 times each side.

Workstation exercises

Stretches for neck and shoulders



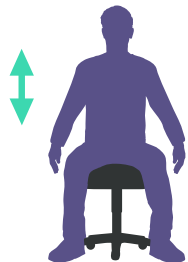
Sit or stand upright. Without lifting chin, glide head straight back until a stretch is felt. Hold for slow count of 10.

Repeat 3 – 5 times.



Drop head slowly to one side, taking ear towards shoulder until stretch is felt. Hold for slow count of 10.

Repeat 3 – 5 times each side.



Raise shoulders towards ears until slight tension felt across tops of shoulders. Hold for slow count of 10.

Release and repeat 3 – 5 times.



Sitting with back supported, slowly roll shoulders up and backwards in circular motion.

Repeat 10 times.

Workstation exercises

Stretches for leg and ankle



Slowly lift one leg, straightening knee.
Hold for slow count of 10.

Repeat 3 – 5 times with each leg.



Lift ankle clear of floor. Alternately flex
and extend ankle in a pumping action.

Repeat 10 times with each ankle.

Workstation exercises

Stretches for back



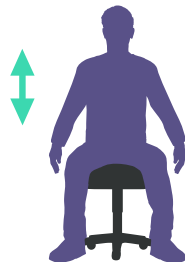
Interlace fingers and lift arms above head, keeping elbows straight. Pressing arms back, slowly stretch to one side. Hold for slow count of 10.

Repeat 3 – 5 times each side.



Hold right arm with left hand just above elbow. Gently push elbow towards left shoulder until stretch is felt. Hold for slow count of 10.

Repeat 3 – 5 times each side.



Interlace fingers and lift arms above head. Slowly lean backwards until stretch is felt. Hold for slow count of 10.

Repeat 3 – 5 times.



We're here for you

To hear more about our services and how we can help to deliver results and exceed expectations please get in touch by email or phone.

0808 196 1765

info@mcl-medics.com