

RISK News

Special Issue

October 2003

Risk Awareness Week

10th November to 14th November

The week is about improving the well-being of employees of Norfolk County Council.

A series of activities and displays are being organised for you under the overall theme of **Well-being – Making a Difference**.



What's involved ?

Events include interactive half-day workshops around the county, practical demonstrations, participation in different types of exercises and activities, health clinics, massages, etc.

Whether you want to “de-stress” yourself, fancy a go at reflexology, need practical help to relax, eat more healthily, or even learn self hypnosis, there will be something for you in the week.

The aim is to provide you with practical advice and information, and to get you involved in taking part in various activities, to allow you to improve your well-being.

Not just work related, although that is important, but also in your home lives.

This booklet sets out all the events and activities that are happening each day, and how you can book a place. All events and activities are free and places are allocated on a first come first served basis.

As a further incentive, some of the venues and presenters are offering discounted subscriptions or free “have a go” trials for those attending the sessions.

Chief Officers support the week and employees are encouraged to attend an event.

The week will be fun so come along and learn something new.

Details are correct at the time of printing but may be subject to minor late changes.

Well-being - Making a Difference

Monday 10th November

Abbey Conference Centre, Norwich

9.00 a.m. to 12.00 p.m.
from the Fitness Exchange team

Body Testing

Blood pressure, Body fat,
Flexibility, Grip strength testing
and advice.

Testing is available on an
appointment basis.
Appointments last 20 mins.

Fitness Exchange are also
offering special deals for NCC
users including free trials.

County Hall, 4th Floor, Room 4

1.00 p.m. to 5.00 p.m.
with Beth Whiting, Therapist

Indian Head Massaging

This is an ancient treatment working on
the shoulders, neck, scalp and hair.

If you suffer from epilepsy, or are
currently taking medication this may not
be suitable for you. Ask your doctor.

This is available on an appointment
basis. Appointments last 20 mins.

Abbey Conference Centre, Norwich

12.00 p.m. to 1.00 p.m.
from the Fitness Exchange team

Fitness Challenge

How far can you row, run, walk?
Prize for the winner

Please wear suitable clothing and
footwear

Abbey Conference Centre, Norwich

2.00 p.m. to 4.30 p.m.

Health & Safety and Risk Management for Senior Managers

Consider H&S within the concepts of
Risk Management and much more.....

Please note this needs to be booked
directly with Darren Alcock
Email: darren.alcock@norfolk.gov.uk

Extras.....

Running all week in the County Hall Foyer will be a variety of displays
relating to the theme of Well-being

Test your eye sight with Road Safety, sample locally grown produce, try
electric cycling and much more.....

Tuesday 11th November

Lynn Sport, Kings Lynn

9.00 a.m. to 12.00 p.m.

with Elisa Coppens, Richard Goodhew
and Judy Reeves

Interactive Workshop

Fit for Life

Tips and advice about health & fitness

Avoiding Strains and Sprains

A proactive approach to avoiding aches
and pains

De-stress Yourself

Learn how to manage stress and
master relaxation.

Lynn Sport have special offers for staff
attending this event.

Marina Centre, Gt Yarmouth

9.00 a.m. to 12.00 p.m.

with Nathan Hunt and David Saunders

Interactive Workshop

Prevention vs Cure

How to avoid strains and sprains

Work Life Balance

Tips and advice on how to balance your
lifestyle

Marina Centre have special offers for
staff attending this event.

County Hall, 4th Floor, Room 4

1.30 p.m. to 5.00 p.m.

from the Buckenham Clinic

Reflexology

A natural therapy based on the
principle that all body parts have a
related reflex in the hands and
feet.

This is available on an
appointment basis.
Appointments last 30 mins.

County Hall, Cranworth Room

12.30 p.m. to 1.30 p.m.

Delivered by an experienced Adult
Education tutor

Yoga

A light introduction to yoga - a
form of physical and mental
exercise.

To ensure your comfort, we
suggest you wear casual clothing.

All those attending will receive a
voucher for a free lunch at
County Hall

Extras.....

NCS will be offering a range of healthy option meals in the County Hall
restaurant during the week....

Wednesday 12th November

UEA Sports Park, Norwich

9.00 a.m. to 12.00 p.m.
with David Cosford, Alison Adams
and Judy Reeves

Interactive Workshop

Fit for Life

Tips and advice about health and fitness

De-stress Yourself

Learn how to manage stress and master relaxation.

UEA have special offers for staff attending this event.

Abbey Conference Centre, Norwich

12.30 p.m. to 1.30 p.m.

Delivered by an experienced Adult Education tutor

Relaxation Techniques

To help bring about a deep sense of personal relaxation and well-being.

All those attending will receive a voucher for a free lunch at County Hall

St Margarets House, Room 3, Kings Lynn

9.30 a.m. to 12.00 p.m.
Michelle Dickerson

County Hall, 4th Floor, Room 4

1.30 p.m. to 5.00 p.m.
from the Buckenham Clinic

Back & Shoulder Massage

Invigorates and improves your overall well-being. (with no need to take your clothes off!)

This is available on an appointment basis.

Appointments last 15 minutes

Lynn Sport, Kings Lynn

9.00 a.m. to 12.00 p.m.
with Richard Goodhew and David Saunders

Interactive Workshop

Avoiding Strains and Sprains

A proactive approach to avoiding aches and pains

Work Life Balance

Tips and advice on how to balance your lifestyle

Lynn Sport have special offers for staff attending this event.

Extras.....

Aromatherapy advice and products are available in County Hall foyer between 12.00 and 2.00p.m.

Thursday 13th November

UEA Sports Park, Norwich

9.00 a.m. to 12.00 p.m.
with Nathan Hunt and David
Saunders

Interactive Workshop

Prevention vs Cure

How to avoid strains and sprains

Work Life Balance

Tips and advice on how to balance
your lifestyle

UEA have special offers for staff
attending this event.

County Hall, 4th Floor, Room 4

12.30 p.m. to 5.00 p.m.

with Lin Smith
Voc-I Careers Adviser

Career Development

Exploring new career areas,
aspirations and development routes.

The advice is not restricted to
opportunities within
Norfolk County Council

This is available on an appointment
basis.

Appointments last 45 mins.

Marina Centre, Gt Yarmouth

9.00 a.m. to 12.00 p.m.
with Elisa Coppens and Richard
Goodhew

Interactive Workshop

Fit for Life

Tips and advice about health
and fitness

Avoiding Strains and Sprains

A proactive approach to avoiding
aches and pains

Marina Centre have special offers
for staff attending this event.

County Hall, Colman Room

12.30 p.m. to 1.30p.m.

Delivered by an experienced Adult
Education tutor

Self Hypnosis

This is an easy to use technique
for relaxation and positive
self development.

Simple and safe, learn to
incorporate self hypnosis into your
daily routine.

All those attending will receive a
voucher for a free lunch at County Hall

Extras.....

**Come and see fair trade products available in Norfolk and even try a
sample in County Hall Foyer as part of our week long display**

Friday 14th November

County Hall, Cranworth Room

9.00 a.m. to 12.00 p.m.

with Lin Smith

Interactive workshop

Focus on you

covering self management,
personal development,
your well-being,
and the **fish !!!!!**

County Hall, Cranworth Room

12.30 p.m. to 1.30 p.m.

Delivered by an experienced Adult
Education tutor

Stress Management

Spend an hour being introduced to
ideas that can help reduce the
stresses in your life and help you regain
a sense of control.

All those attending will receive a voucher
for a free lunch at County Hall

County Hall, 4th Floor, Room 4

12.30 p.m. to 5.00 p.m.

with Cavell and Lind

Mini Body MOT

An occupational nurse will carry
out basic tests including blood
pressure checks, height and
weight ratios and be able to
provide general health advice

This is available on an
appointment basis.
Appointments last 20 minutes.

Note for P & T staff - This
activity is also taking place in
several Planning and
Transportation offices during the
week.
Contact your departmental Health
and Safety representative for
details of where and when this is
happening

How to book a place on the workshops and sessions

This can be done in several ways -

Complete the **registration form on page 7 of this booklet**,

Email **claire.briers@norfolk.gov.uk** or
josephine.hanson@norfolk.gov.uk

Telephone Risk and Insurance on **01603 222827** or **01603 224375**

If you would like to see information about Risk Awareness Week online check out
our new Intranet site **intranet.norfolk.gov.uk/riskandinsurance**

Event booking form

Please register me for the following events:

NAME: (please print) _____

DEPT: _____

ADDRESS: _____

DAYTIME TEL NO: _____

EMAIL: _____

(please tick boxes required)

Monday	Body testing (a.m.) - Abbey Norwich***	<input type="checkbox"/>
10th	Fitness challenge (lunchtime) - Abbey Norwich	<input type="checkbox"/>
November	Head massage (p.m.) - County Hall Norwich ***	<input type="checkbox"/>
Tuesday	Interactive workshop (a.m.) - Lynn Sport Kings Lynn	<input type="checkbox"/>
11th	Interactive workshop (a.m.) - Marina Centre Gt Yarmouth	<input type="checkbox"/>
November	Life balance / Yoga (lunchtime) - County Hall Norwich	<input type="checkbox"/>
	Reflexology (p.m.) - County Hall Norwich***	<input type="checkbox"/>
Wednesday	Interactive workshop (a.m.) - UEA, Norwich	<input type="checkbox"/>
12th	Interactive workshop (a.m.) - Lynn Sport Kings Lynn	<input type="checkbox"/>
November	Life balance / Relaxation (lunchtime) - Abbey Norwich	<input type="checkbox"/>
	Back and Shoulder massage (a.m.) - St Margarets Kings Lynn***	<input type="checkbox"/>
	Back and Shoulder massage (p.m.) - County Hall Norwich***	<input type="checkbox"/>
Thursday	Interactive workshop (a.m.)- UEA, Norwich	<input type="checkbox"/>
13th	Interactive workshop (a.m.)- Marina Centre Gt Yarmouth	<input type="checkbox"/>
November	Life balance /Self Hypnosis (lunchtime) - County Hall Norwich	<input type="checkbox"/>
	Career development (p.m.) - County Hall Norwich***	<input type="checkbox"/>
Friday	Interactive workshop (a.m.) - County Hall Norwich	<input type="checkbox"/>
14th	Life balance / Stress mgt (lunchtime) - County Hall Norwich	<input type="checkbox"/>
November	Mini Body MOT (p.m.) - County Hall Norwich***	<input type="checkbox"/>

Please note numbers are limited to 25 people for each morning workshop and
20 people for lunchtime activities

to ensure your preferred place, please book early

*** These sessions are individual appointments, times will be confirmed when you book

Fold here



To:

**RISK & INSURANCE
DEPARTMENT OF FINANCE
COUNTY HALL
MARTINEAU LANE
NORWICH
NR1 2DW**