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Inverclyde Council

Municipal Buildings

GREENOCK

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**Inverclyde Council**

**Employee Guide to Health & Wellbeing during COVID-19**

April 2015

 INVERCLYDE COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER

**THIS POLICY BOOKLET IS AVAILABLE ON REQUEST, IN LARGE PRINT, BRAILLE,**

 **ON AUDIOTAPE, OR CD.**

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| Name | Title | Service |
| Margaret Watson | HR Advisor | OD, Policy & Communications |
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# Introduction

With more of us working from home, delivering essential services and adjusting to life following government guidelines, it is important that we look after both our physical wellbeing and mental wellbeing. This guide has been designed for all staff to assist with answering queries/signposting appropriately during this period.

# Updates regarding Coronavirus (COVID-19)

Whilst it is important to keep updated on the ever-changing situation, we should try to manage how we follow information about the outbreak in the media and limit how much news and social media we read/watch and only use reputable sources:

GOV.UK: <https://www.gov.scot/coronavirus-covid-19/>

Health Protection Scotland: <https://hps.scot.nhs.uk/a-to-z-of-topics/covid-19/>

Inverclyde Council: <http://icon/health-and-safety/health-and-safety-policy-and-guidance/chemical-safety/covid19-coronavirus/>

NHS inform: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

NHS UK: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

World Health Organisation: <https://www.who.int/health-topics/coronavirus#tab=tab_1>

NHS GG&C: New guide for people recovering from COVID-19: [https://www.nhsggc.org.uk/your-health/health-services/allied-health-professionals-ahps/physiotherapy/#](https://www.nhsggc.org.uk/your-health/health-services/allied-health-professionals-ahps/physiotherapy/)

# HR Led Resources

## Occupational Health

**Due to the circumstances of COVID-19, and the new restrictions, the Council’s Occupational Health Provider – Inverclyde Physiotherapy & Healthcare – are operating a remote service:**

OH Referrals
The Occupational Health Service is being carried out on both a remote basis (via telephone) and face to face appointments. Tuesday appointments are telephone and Wednesday and Thursday appointments are face to face. Requests for referrals should be made by Managers emailing the HR Operations team at HROpsTeam@inverclyde.gov.uk Online referrals can be made as normal (by the HR team and Managers who have access).

Drop in Service
The drop in service is available again on a Thursday afternoon at the clinic.

Health Surveillance

Health Surveillance appointments will continue, face to face, every Monday at the clinic.

Counselling
The counselling service will remain available and any cases should be referred, in the first instance, by Managers to HR.

Physiotherapy
Physiotherapy treatment remains available in person. Any new requests for physiotherapy should be referred by Managers, in the first instance, to HR. For those working from home, please see the link for home-based exercise in this section.

# Local Free Resources

## ****Ardgowan Hospice**** ****Inverclyde**** ****Supportive Care Service****

Offers a confidential, emotional support service providing specialist grief support to those impacted by COVID-19, whose bereavement has been complicated by it, including support to the carers/staff who have looked after people with the virus and their family members.
Tel: 01475 726 830; Email to covid19@ardhosp.co.uk; Service open: 9am-5pm, Mon-Fri

## HSCP Primary Care Mental Health Team & Mental Health Services

Crown House, Greenock Tel: 01475 558000

## Mind Mosaic Counselling & Therapy, Inverclyde

An Inverclyde charity providing counselling and therapy services to the people of Inverclyde. Contact us for a referral form. Services are being provided remotely by video conference or telephone. Email: admin@mindmosaic.co.uk ; Tel: 01475 892208; Website: [www.mindmosaic.co.uk](http://www.mindmosaic.co.uk) Continue to check the website for any up to date resources and links to the YouTube channel which contains mindfulness videos and podcasts.

Mind Mosaic are setting up a support group for new mums with children between 0 – 18 months via zoom. The groups will have chats on weekly topics as well as establishing new friendships. If you are interested in attending, please contact by Tel: 01475 892208 or email: admin@mindmosaic.co.uk \* *A new dads’ support group will be set up in due course.*

## ****Man on Inverclyde****

‘Man On’ is a suicide prevention peer support service for the men of Inverclyde. They have online meetings via Zoom every Tuesday evening at 7pm, and a WhatsApp group for support and updates. They also have premises at 15 Dellingburn Street, Greenock
Available to: all males across Inverclyde.

In addition, they have set up groups for women. There is an online Zoom meeting every Wednesday from 7pm – 9pm (themed talks) as well as 1:1 support on a Thursday between 6pm and 9pm (either in person or via zoom) – to book the 1:1 support session, contact via email or the facebook page.

Email: support@manoninverclyde.co.uk
Website: <http://www.manoninverclyde.co.uk/index.html>
Facebook: <https://www.facebook.com/ManOnInverclyde/>

## ****Inverclyde Association for Mental Health & Bizzjoy Counselling****

Inverclyde Association for Mental Health are working in partnership with Bizzjoy Counselling to offer access to free counselling sessions for adults, in a safe space, with strict confidentiality (face to face or via zoom, if preferred). For enquiries, contact: Lorraine.graham@iamh.org.uk Tel: 07733683442 (Monday to Friday).

# Manager Specific Resources

ICON hosts information for Managers’ to help support staff: <http://icon/health-and-safety/health-and-safety-policy-and-guidance/chemical-safety/covid19-coronavirus/>

together with information for registered workers from Scottish Social Services Council: <https://learn.sssc.uk.com/wellbeing/>

# HR Key Contacts

If people feel they need more support they have been advised to call either:

Mary Bannon, HR Advisor (2376); or Margaret Watson, HR Advisor (4721); or

Vivian Spencer, HR Advisor (2021); or Email: HROpsTeam@inverclyde.gov.uk

# Mental Health & Wellbeing

The coronavirus pandemic means that life has changed, and is continuing to change, for all of us. It may cause anxiety, stress, worry, sadness, boredom, loneliness or frustration. It's important to remember it is OK to feel this way and that everyone reacts differently and, for most of us, these difficult feelings will pass.

**The media is full of updates about COVID-19 - from daily bulletins on the TV to minute by minute stories in social media feeds - it is hard to avoid. But what if you are living with a mental illness that could be exacerbated by this non-stop rolling news?** There are some simple things we can do to help take care of our mental health and wellbeing during times of uncertainty that will help us think clearly.

Some of us will be spending time at home and supporting members of your families, which may be due to school and early years’ facility closures/different ways of working, and caring responsibilities. This is a difficult time for everyone, but particularly for children and young people and it is important to look after children’s wellbeing as well are our own. There is a separate section on advice, tips and resources to access to help children and young people during this time. **See Section** **15**

The following document offers some tips on ways to help improve mental health and wellbeing during COVID-19: <http://icon/GetAsset.aspx?id=fAAxADEAOQA0ADkAfAB8AEYAYQBsAHMAZQB8AHwAMAB8AA2>

## National Wellbeing Hub (previously known as PRoMIS)

This national platform was launched to help health and social care workers and carers look after their physical and mental health. The new national digital wellbeing hub will enable staff, carers, volunteers and their families to access relevant support when they need it and provides a range of self-care and wellbeing resources designed to aid resilience as the whole workforce responds to the impact of coronavirus (COVID-19).

Specifically tailored to support the challenges being faced by everyone in health and social care, the hub will provide advice on self-care and personal resilience to help users to recognise their own ‘warning signs’. You will find both national services and resources that are available on: <https://www.nationalwellbeinghub.scot/> (please note that you may need to copy and paste this link into your web browser and click ‘proceed’ when the Council message appears. There is also a dedicated page which lists specific resources in Inverclyde on: <https://www.nationalwellbeinghub.scot/wp-content/cache/wp-rocket/www.promis.scot/resource/ggc/index-https.html_gzip> (click on Inverclyde). No sign up to the site is needed.

Knowledge Hub

The Knowledge Hub provides resources for councils to support Wellbeing during COVID-19:

<https://www.khub.net/group/wellbeing-during-covid-19> You will be required to sign up to the website.

## Workplace Wellbeing Matters Plan

Inverclyde Health and Social Care Partnership (HSCP) has launched its Workplace Wellbeing Matters Plan, in partnership with third sector and other partner agencies. The key mission is to deliver across Inverclyde ‘integrated and collaborative approaches to support and sustain effective, resilient, and a valued health and social care workforce’.

The launch was marked with a ‘Care for a Cuppa’ event across the HSCP and partner agencies for staff and volunteers to enjoy either virtually or at a safe two-metre distance.

An introductory video has been produced for people working in health and social care featuring messages from senior figures involved in developing the plan and can be found on the Inverclyde Council You Tube page:  <https://www.youtube.com/watch?v=7OApWwedf4g>

To request a copy of the plan, please contact Margaret Watson, HR Advisor – email: margaret.watson@inverclyde.gov.uk

## Mental Health & Wellbeing Resources

|  |  |
| --- | --- |
| **Name of Organisation** | **Contact Details (Website, Telephone Number, social media)** |
| Able Futures | <https://www.able-futures.co.uk/>*Tel: 0800 321 3137* |
| Action for Children | "Parent Talk - Support for Parents from Action For Children" <https://parents.actionforchildren.org.uk> |
| Alzheimer Scotland | https://www.alzscot.org/*Tel: 0131 243 1453**Tel: 0808 808 3000 (24hr free Dementia helpline)* |
| Anxiety UK | [www.anxietyuk.org.uk/](http://www.anxietyuk.org.uk/)*Tel: 03444 775 774 (Monday-Friday, 9.30am to 10pm; Saturday-Sunday, 10am to 8pm)* |
| Beat | [www.b-eat.co.uk](http://www.b-eat.co.uk)*Phone: 0808 801 0677 (adults) or 0808 801 0711 (for under-18s)* |
| Bipolar Scotland | [www.bipolarscotland.org.uk/](http://www.bipolarscotland.org.uk/)*Tel: 0141 560 2050* Email: info@bipolarscotland.uk Facebook: <https://www.facebook.com/Bipolarscotland1/> |
| Breathing Space | <https://breathingspace.scot/>*Tel: 0800 83 85 87* **Lines are open from 6pm – 2am Monday to Thursday and 6pm – 6am Friday to Monday.** They also offer Live Web Chats |
| CALM | [www.thecalmzone.net](http://www.thecalmzone.net)*Tel: 0800 58 58 58 (daily, 5pm to midnight)* |
| Children 1st Parentline | *Tel: 08000 28 22 33* |
| Clear Your Head | <https://clearyourhead.scot/>  |
| Crisis Text Line | *Text: 85258* |
| Every Mind Matters | [www.nhs.uk/oneyou/every-mind-matters](http://www.nhs.uk/oneyou/every-mind-matters) |
| GTCS Hive of Wellbeing Resources | https://www.gtcs.org.uk/News/news/health-wellbeing.aspx |
| Get Self Help | [www.getselfhelp.co.uk](http://www.getselfhelp.co.uk)  |
| Heads up Scotland | [www.headsupscotland.co.uk/](http://www.headsupscotland.co.uk/) *Tel: 07399294590* |
| HSCP Covid-19 Staff Support Line | *Tel: 0141 303 8968* |
| HSCP Primary Care Mental Health Team & Mental Health Services | Crown House, Greenock*Tel: 01475 558000* |
| Inverclyde ICON: | <http://icon/hr/health-and-safety/health-and-safety-policy-and-guidance/stress/><http://icon/hr/health-and-safety/health-and-safety-policy-and-guidance/stress/stress-busting-tips/> |
| LGBT Helpline Scotland | [www.lgbthealth.org.uk/helpline](http://www.lgbthealth.org.uk/helpline) *Tel: 0300 123 2523* Email: helpline@lgbthealth.org.uk |
| Living Life | <https://llttf.com/>  |
| Man On Inverclyde  | <http://manoninverclyde.co.uk/index.html> Facebook*:*  [www.facebook.com/ManOnInverclyde/](http://www.facebook.com/ManOnInverclyde/)Male Groups: Zoom Meetings Tuesday 7pmFemale Groups: Zoom Meetings Wednesday 7pm and 1:1 drop in Thursdays. |
| Mencap | [www.mencap.org.uk](http://www.mencap.org.uk) *Tel: 0808 808 1111 (Monday to Friday, 9am to 5pm)* |
| Mental Wellbeing (NHS Inform) | [www.nhsinform.scot/healthy-living/mental-wellbeing](http://www.nhsinform.scot/healthy-living/mental-wellbeing) |
| Mental Health Foundation | [www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)[www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak/while-working](http://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak/while-working) |
| MIND | <https://www.mind.org.uk/>*Tel:* *0300 123 3393*Email: info@mind.org.uk *Text: 86463* |
| Mind Mosaic Counselling & Therapy, Inverclyde | Email: covid19@mindmosaic.co.uk with your name, telephone number and preferred time of callFacebook: <https://m.facebook.com/story.php?story_fbid=3640106489394932&id=417774321628181?sfnsn=scwspwa&extid=u53H3VRN5HWOwmFi> |
| Mood Cafe | [www.moodcafe.co.uk](http://www.moodcafe.co.uk)  |
| Morton Team Talk | **Email:** admin@mortoncommunity.net*Tel: 01475 731949*http://mortoncommunity.net/ |
| NHS Education for Scotland | <https://learn.nes.nhs.scot/28063/coronavirus-covid-19/psychosocial-mental-health-and-wellbeing-support-for-staff> Providing psychosocial mental health and wellbeing support for staff |
| NHS 24 Mental Health Hub  | *Tel: 111* |
| NHS Live Well | <https://www.nhs.uk/live-well/><https://www.nhs.uk/oneyou/for-your-body/move-more/home-workout-videos/>Tips and advice for healthy eating and exercise |
| Parent Club Scotland | <https://www.parentclub.scot/> |
| Public Health Scotland | [www.healthscotland.scot/publications/good-mental-health-for-all](http://www.healthscotland.scot/publications/good-mental-health-for-all) |
| Relate | [www.relate.org.uk](http://www.relate.org.uk) |
| Rethink | [www.rethink.org/](http://www.rethink.org/) *Tel: 0300 5000 927 (Monday to Friday, 9.30am to 4pm)* |
| Samaritans | [www.samaritans.org](http://www.samaritans.org)*Tel: 116 123* Email: jo@samaritans.org *Text: 07725 90 90 90* |
| Scottish Association for Mental Health (SAMH) | [www.samh.org.uk/](http://www.samh.org.uk/)*Tel: 0344 800 055*<https://www.samh.org.uk/about-mental-health/self-help-and-wellbeing/coronavirus-and-your-mental-wellbeing> |
| Scottish Recovery Network | <https://www.scottishrecovery.net/> *Tel: 0141 240 7790 Email:**info@scortishrecovery.net* |
| Scottish Social Services Council | <https://learn.sssc.uk.com/wellbeing/>  |
| See Me Scotland | <https://www.seemescotland.org/> |
| Shout | <https://www.giveusashout.org/> *Text 85258* |
| Sleep Scotland | <https://www.sleepscotland.org/>*Tel: 0800 138 6565* (Monday to Thursday 10am to 4pm) |
| Time to Change | https://www.time-to-change.org.uk/coronavirus |
| Teachers Free Stress Helpline | *Tel: 08000 562 561* |
| The Inverclyde Shed | Email: contact@inverclydeshed.co.uk <https://inverclydeshed.co.uk/>  |
| Young Minds | [www.youngminds.org.uk](http://www.youngminds.org.uk) *Tel: Parents' helpline 0808 802 5544 (Monday to Friday, 9.30am to 4pm)* |
| Your Voice – Men’s Peer Support | Email: enquiries@yourvoice.org.uk*Tel: 01475 728628*http://www.yourvoice.org.uk/ |

## Inverclyde Libraries Health & Wellbeing

Inverclyde Libraries are offering various services to support Health & Wellbeing:

* **Device Advice Phone-in service -** Telephone supportcontinues twice weekly, with enquiries ranging from using Zoom, navigating PDF files and using BorrowBox. The twice-weekly ‘Device Advice’ sessions take place as follows: Mondays 10am-11am: Call 01475 712322; Thursdays 2pm-3pm: Call 01475 712346
* **DiscoverIT Online –** Again to promote digital inclusion and support digital literacy within Inverclyde,. Twice weekly Zoom sessions will be offered from the 13th April and will be a 6 week block of one hour Zoom sessions for Apple users and Android.
* **Techy Tea Break Programme –** Videos for March included Tech Terms and FileInfo websites, Simply Yoga and Insight Timer apps for wellbeing and to support mental health.Techy Tea Break rewind videos continue to be posted at the weekend. The new TTB Programme, April – June, has a mixture of new content and important/ popular content from previous programme and will be published shortly.
* **Resumption of PC use** – Inverclyde residents  and staff can now book a public PC to use in our Branch libraries – please call your local branch to book a slot.

For more about local library services, visit [www.inverclyde.gov.uk/community-life-and-leisure/inverclyde-libraries](http://www.inverclyde.gov.uk/community-life-and-leisure/inverclyde-libraries) or check out the Inverclyde Libraries Facebook and Twitter pages.

## Management and Coaching Support

Access to resources and Toolkits for Managers can be found at: <https://www.nationalwellbeinghub.scot/resource/management-and-coaching-support/>

## Health & Social Care Support Helpline

A new helpline will provide round the clock service and all health and social care workers in Scotland will now have access to mental health support 24 hours a day, seven days a week through this new national helpline. Trained practitioners at NHS 24 will offer callers a compassionate and empathic listening service based on the principles of psychological first aid, as well as advice, signposting and onward referral to local services if required.

***Tel: 0800 111 4191***

# Mental Health & Wellbeing E-Learning Tools

The following Learning and Development modules on Brightwave will also help to look after your mental health and wellbeing (available to Council staff only):

Log into Brightwave: <https://tracking.brightwave.co.uk/LNT/Inverclyde/Login.aspx> You will find helpful modules under the following sections:

***Health, Safety & Welfare Section/Stress*:**

Dealing with Stress

Stress Management

Recognising Stress

***Health, Safety & Welfare Section/Workplace Wellbeing*:**

Healthy Living Module:

Life Balance:

Managing Emotions:

Mindfulness Module:

Mindset Module:

Positive Thinking Module:

Relaxation Module:

Resilience Module:

***Health, Safety & Welfare Section/Health & Safety Management*:**

Mental Health

Training, for everyone, is also available from Lanarkshire Lifelines – this is an introductory module to understanding self harm:

<http://www.selfharmlifelines.org.uk/register.html>

**Mindfulness** - a free online Mindfulness course is available from Aberdeen University and you will find this link on the Learning & Development page on Icon: <http://icon/hr/employee-development/learning-development/>

**Stress Control** classes can be of great help to everyone – those who need it just now, and those who may need the advice for the future. The classes are normally held within the community but Dr Jim White is doing live-stream classes, free-of-charge, which you can watch either in the afternoon or evening. For more information visit: <https://stresscontrol.org/>

# Support for Victims of Abuse

It is acknowledged that recent measures announced to tackle COVID-19, such as the advice to stay at home, can cause anxiety for anyone who is experiencing, or feels at risk of, domestic abuse. There is guidance available which highlights help and support available and how the government is working with the charity sector and the police to ensure that these support services remain open during this challenging time.

If you have concerns about a person who you suspect may be at risk of domestic abuse at the hands of a current partner, you can raise your concerns through the ‘**Disclosure Scheme for Domestic Abuse Scotland’ (DSDAS) at:**

<https://www.scotland.police.uk/advice-and-information/domestic-abuse/disclosure-scheme-for-domestic-abuse-scotland/> This process can be utilised by anyone who has concerns about a person who they suspect may be at risk of domestic abuse at the hands of a current partner and can be made by agencies, a concerned friend, neighbour, family member or indeed the person who is in the relationship.  If applications are approved the person potentially at risk is visited by Police.

At this point they are told that the individual they are in a relationship with has a history of domestic abuse with a previous partner/partners and the Police believe that if they continue in the relationship they will be at risk.

Information on services that can help (including services for men) can be found at: [www.inverclyde.gov.uk/violenceagainstwomen](http://www.inverclyde.gov.uk/violenceagainstwomen) Employees of Inverclyde Council you can access support through the policy to support employees experiencing domestic abuse at: <http://icon/hr/policy-a-z/>

Domestic abuse doesn't end when lockdown starts. Help is always available, and the railways are providing free tickets to survivors so that they can reach Women’s Aid Refuges across the UK (when travel restrictions allow). Information for services in Scotland is available at: <https://www.womensaid.org.uk/rail-to-refuge/>

Scotland's Domestic Abuse & Forced Marriage Helpline remains open 24/7 by phone web and email at: <https://www.sdafmh.org.uk/>

**Ask for ANI**

ANI (**A**ction **N**eeded **I**mmediately) is a codeword scheme developed by the Home Office to provide a discreet way for victims of domestic abuse to signal that they need emergency help from the safety of their local pharmacy. Victims of domestic abuse will be able to use the codeword in ***Boots Stores in Greenock and Port Glasgow*** to let staff know that they require an emergency Police response or help contacting a helpline or specialist support service. Participating pharmacies will display posters in their window and around the pharmacy to let customers know that they can approach staff to seek help. Any information shared will be treated confidentially.

If someone is in immediate danger, they should call 999 and ask for the police - the police will continue to respond to emergency calls. If someone is in danger and unable to talk on the phone, call 999, and then press 55. This will transfer the call to the relevant police force who will assist without the person having to speak.

## ****Support for Victims of Abuse Resources****

|  |  |
| --- | --- |
| **Name of Organisation** | **Contact Details (Website, Telephone Number, social media)** |
| Galop | Support for LGBT+ people who have experienced sexual assault, abuse or violence*Tel: 0800 999 5428* Email: advice@galop.org.uk |
| **Inverclyde Women's Aid** | *Helpline: 01475 888505* Email: invwa@yahoo.co.uk*Tel: 01475 781689 (Mon – Fri, 10am to 4pm)Sexual abuse line: 01475 888110 (Tues and Thurs 11am-2pm)* |
| Men’s Advice Line | Helpline for male victims of domestic abuse and those supporting them <https://mensadviceline.org.uk/> *Tel: 0808 801 0327* |
| Mind Mosaic | Offer counselling and therapy to survivors of childhood abuse as well as peer support and trauma training.  They recently received a funding from the Scottish Government specifically to support clients in this area*Tel: 01475 892208* |
| NSPCC | [www.nspcc.org.uk](http://www.nspcc.org.uk) *Tel: 0800 1111 for ChildLine (for children - 24hr helpline)**Tel: 0808 800 5000 for adults concerned about a child (24hr helpline)* |
| Rape Crisis Scotland | <https://www.rapecrisisscotland.org.uk/> *Tel: 0808 801 0302* (for women)*Tel: 0808 801 0327 (for men)* Email: support@rapecrisisscotland.org.uk*Text: 07537 410027* |
| Refuge | [www.refuge.org.uk](http://www.refuge.org.uk) *Tel: 0808 2000 247 (24hr helpline)* |
| Respect | For anyone worried about hurting their loved ones while staying at home<https://respectphoneline.org.uk/> *Tel: 0808 802 4040* |
| **Safer Scot** | <https://safer.scot/>*Tel: 0800 027 1234* |
| **Scottish Women's Rights Centre** | <https://www.scottishwomensrightscentre.org.uk/>*Tel: 08088 010 789* |
| Scotland’s 24hr Domestic Abuse and Forced Marriage Helpline | *Tel: 0800 027 1234 (available 24hrs/day)* |
| The Forced Marriage Unit | <https://www.gov.uk/guidance/forced-marriage>  |
| **The Hide Out**  | <http://thehideout.org.uk/>  |
| **Victim Support Inverclyde** | <https://inverclydelife.com/services/victim-support> *Tel. 01475 787300* |
| Victim Support Scotland | <https://victimsupport.scot/>*Tel: 0808 168 9111 (24hr helpline)* |

# Support with Addiction

It is recognised that people who are recovering from substance use could be facing serious relapse issues during COVID-19. The Stay at Home guidance and the boredom/anxiety that comes with it can be a trigger to relapse. It can also be a time where people turn to addictions/substance use to beat the boredom/anxiety.

## Support with Addiction Resources

|  |  |
| --- | --- |
| **Name of Organisation** | **Contact Details (Website, Telephone Number, social media)** |
| Adfam | <https://adfam.org.uk/>  |
| Addaction | <https://www.wearewithyou.org.uk/>  |
| Alcoholics Anonymous | [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)*Tel: 0800 917 7650 (24hr helpline)* |
| Beating Addictions | [www.beatingaddictions.co.uk](http://www.beatingaddictions.co.uk) |
| Breaking Free | <https://www.breakingfreeonline.com/>Click SIGN UPUse Access Code: ScotGov2020 to complete the required fields |
| Drugs - Know the Score | <http://knowthescore.info/>*Tel: 0333 230 9468* |
| FRANK  | [www.talktofrank.com](http://www.talktofrank.com) *Tel: 0300 123 6600* |
| Gamblers Anonymous | [www.gamblersanonymous.org.uk](http://www.gamblersanonymous.org.uk) |
| Gamcare | <https://www.gamcare.org.uk/?cn-reloaded=1> *Tel: 0808 8020133* |

|  |  |
| --- | --- |
| Inverclyde Alcohol & Drug Recovery Service | *Tel: 01475 715353* |
| Moving On Inverclyde | *Tel: 01475 735200**Mobile: 07767167388 or 07767167389* |
| National Association for Children of Alcoholics | [www.nacoa.org.uk](http://www.nacoa.org.uk) Tel: 0800 358 3456 |
| National Gambling Helpline | [www.begambleaware.org](http://www.begambleaware.org) *Tel: 0808 8020 133 (daily, 8am to midnight)* |
| NHSGGC Quit Your Way | <https://www.nhsggc.org.uk/your-health/healthy-living/smokefree/quit-your-way/> Telephone Support: 0800 916 8858 |
| Scottish Drugs Forum | <http://www.sdf.org.uk/covid-19/>  |
| Scottish Families Affected by Alcohol and Drugs in Inverclyde | <https://www.sfad.org.uk/> *Tel: 08080 101011; email:* *helpline@sfad.org.uk* |
| Smart Recovery Groups | <https://smartrecovery.org.uk/>  |
| Turning Point | Provides health and social care services for people with drug, alcohol and mental health problems[www.turning-point.co.uk](http://www.turning-point.co.uk) |
| We are With You | <https://www.wearewithyou.org.uk/help-and-advice/coronavirus-covid-19/>  |
| Your Voice | *Tel: 01475 728628* |

# Support for Carers

As the situation with coronavirus evolves, it's important to know what support is available to those people who are carers and the people they look after. Essentially, if you are worried that you or someone you look after may be at risk, NHS 111 can offer direct guidance through the online Coronavirus Helpline: <https://111.nhs.uk/covid-19>. Call 111 if your (or their) symptoms become severe, and let them know you are a carer.

## Support for Carers Resources

|  |  |
| --- | --- |
| **Name of Organisation** | **Contact Details (Website, Telephone Number, social media)** |
| Carers UK | <https://www.carersuk.org/help-and-advice/coronavirus-covid-19/coronavirus-covid-19> |
| Carers Support Centre | <https://www.carerssupportcentre.org.uk/coronavirus-guidance-for-carers/>  |
| Inverclyde Carers Centre | *Tel: 01475 735180* E-mail: enquiries@inverclydecarerscentre.org.uk |
| Care Information Scotland | <http://careinfoscotland.scot/topics/support-for-carers> |
| Gov.uk | <https://www.gov.uk/browse/benefits/disability> |

**Extra payment for carers**

The Scottish Government has announced that eligible carers can get an additional £230.10.

The announcement highlighted that the additional payment was in recognition of the additional pressure that unpaid carers are under at this time. Full information is available at: <https://www.gov.scot/news/extra-payment-for-carers-to-help-through-coronavirus/>

# Support with Bereavement

Due to the unique circumstances we currently find ourselves in, those who are bereaved may not have been able to be with a loved one as they approached the end of their life and may be isolated from your usual networks of support. It has also changed the traditional ways we are able to mark our grief and bereavement rituals and funerals have changed with many people now unable to attend funerals in the way that they might have in the past. Many deaths have also become sudden, with little or no time to prepare. Every death is unique and the way we each come to terms with death is individual. The Bereavement Charter attempts to describe what good bereavement support can look like and what difference it can make. The [Charter, together with Guidance notes and frequently asked questions (FAQs)](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDAsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDA0MTUuMjAxODMzMTEiLCJ1cmwiOiJodHRwczovL3Njb3R0aXNoY2FyZS5vcmcvYmVyZWF2ZW1lbnQvP3V0bV9tZWRpdW09ZW1haWwmdXRtX3NvdXJjZT1nb3ZkZWxpdmVyeSJ9.S7SFxkNeh_omk_TRxVYm4lb3UolCi4R50TwiozqpQ5A/br/77428003337-l) contains 15 statements that describe what the best bereavement care and support should look like. It has been developed to support individuals and communities who struggle with the death of someone they know or someone in their community. The HR team can also support with arranging counselling for bereavement through Inverclyde Physiotherapy.

## Support with Bereavement Resources

|  |  |
| --- | --- |
| **Name of Organisation** | **Contact Details (Website, Telephone Number, social ia)** |
| Cruse Bereavement Care Scotland | **Mon – Friday: 9.00am to 8.00pm; Weekends: 1.00pm to 4.00pm*****Tel: 0808 802 6161*****Email:** support@crusescotland.org.uk |
| NHS Website | <https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-the-public-patients/bereavement-information-and-support/>  |

# Financial Wellbeing

COVID-19 has left many people in the UK unsure about their income and how they will get money while in lockdown.

## Support for Financial Wellbeing

|  |  |
| --- | --- |
| Name of Organisation | Contact Details (Website, Telephone Number, social media) |
| Advice Services (HSCP) | <https://www.gov.uk/browse/benefits> |
| Citizens Advice | <https://www.cas.org.uk/> The Money Talk Team *Tel: 0800 085 7145* |
| *Advice services (Inverclyde)* | *Telephone Triage Advice Line of 01475 715299* Email: triage.advice@inverclyde.gov.ukInverclyde HSCP Advice Service can provide advice and assistance in relation to welfare benefit and money advice. |
| Council Tax | Inverclyde HSCP Advice Service will provide advice and assistance in relation to welfare benefits including Council Tax Reduction.  The service can be contacted using an online chat service: <https://www.inverclyde.gov.uk/advice-and-benefits> by email: triage.advice@inverclyde.gov.uk or Tel: 01475 715299 The council is writing to residents who qualify for the new £100 council tax credit this week to let them know about this, that bills will be credited and what the new reduced monthly instalments are. For more information about council tax, visit: <https://www.inverclyde.gov.uk/covid-19/council-tax>.  |
| Economic Abuse | If you are concerned about how coronavirus may affect your finances and leave you vulnerable to economic abuse, please see the advice provided by HM Treasury: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/873676/Covid-19_fact_sheet_18_March.pdf> on what support is on offer |
| Financial Fitness | *Tel: 01475 729239* |
| Home Energy Scotland | [www.homeenergyscotland.org](http://www.homeenergyscotland.org) *Tel: 0808 808 2282 (Mon – Fri 8am – 8pm & Saturday 9am – 5pm)*Free, impartial advice on home heating and energy use  |
| Inverclyde Shielding Service | *Tel: 01475 715274*Every single person who needs/asks for help should be referred to this service  |
| Money Advice Scotland | https://www.moneyadvicescotland.org.uk/ |
| Money Talk | *Tel: 0800 085 7145* |
| Universal credit claims | <https://www.gov.uk/apply-universal-credit> |

## Child benefit

HMRC has issued messages to new parents that you do not need to miss out on child benefit even if unable to register the birth of a new-born due to COVID-19. Even though General Register Offices remain closed for now, you can still claim Child Benefit without having to register your child’s birth first to ensure that you do not miss out.

First time parents will need to fill in Child Benefit Claim form CH2 found online at <https://www.gov.uk/government/publications/child-benefit-claim-form-ch2> and send it to the Child Benefit Office. If you already claim Child Benefit, you can complete the form or add your new-born’s details over the telephone on 0300 200 3100. Child Benefit claims can be backdated by up to three months and the new weekly child benefit rate increased on 6th April 2020 to £21.05 for the first child and £13.95 for each additional child.

## Citizens Advice Scotland’s Money Map

Citizens Advice Scotland's Money Map will help you find sources of online support to:

* Increase your income
* Reduce your bills
* Ease the costs of daily living

Take their overview to explore the pages and create a personalised list to return to later for further information. <https://moneymap.scot>

## Housing costs

The Government has implemented emergency legislation designed to ensure everyone gets the support they need at this very difficult time:

* The Coronavirus (Scotland) Act 2020 is an emergency law to protect renters in Scotland during coronavirus. The temporary law applies to all eviction notices issued on or after 7 April 2020. The original end date was 30 September 2020. The Scottish Parliament has extended the law until 31 March 2021 with some changes to notice periods. Full details can be found at: <https://www.gov.scot/news/eviction-ban-extended/>.
* Mortgage lenders will support customers who are experiencing issues with their finances as a result of COVID-19, including the option of a 3 month payment holiday.
* Customers who are concerned about their financial situation should get in touch with their lender at the earliest opportunity to discuss matters.

## ****Guide for pension savers****

The Department for Work and Pensions (DWP) has teamed up with regulators and other bodies to produce a guide for pension savers. The move comes as both the Pension Protection Fund and Financial Services Compensation Scheme report an increase in the number of enquiries they have received from concerned pension savers seeking guidance during COVID-19. You can find the guide and more information on the campaign on the Pension Protect Fund Website:

<https://www.ppf.co.uk/news/concerned-how-covid-19-might-affect-your-pension-read-new-guide?utm_source=http%3a%2f%2fnews.dwp.gov.uk%2fdwplz%2f&utm_medium=email&utm_campaign=Coronavirus+Touchbase+special+-+29+May+2020&utm_term=Coronavirus+Touchbase+special+-+29+May+2020&utm_content=38407>

## ****Sanitary Products****

Thanks to funding from the Scottish Government, free sanitary products will continue to be available throughout Inverclyde. Although our usual location hubs are temporarily closed during COVID-19, we are offering a new ordering service to gain access to necessary products which is available to all across Inverclyde. To place an order visit <https://www.inverclyde.gov.uk/education-and-learning/access-to-free-sanitary-products>

## Scottish welfare fund (SWF)

The Scottish Government has provided additional funding to the SWF to help respond to COVID-19. The SWF pay Crisis Grants and Community Care Grants.

*Crisis Grant eligibility:*

You can apply for a grant to cover:

* Immediate short-term living expenses needed as the result of an emergency;
* Living expenses or items where the need for them has arisen because of a disaster.

*Community Care Grant eligibility:*

The Community Care Grant application is for someone setting up, or maintaining an established home in the community. It can also be paid to ease exceptional pressures on claimants or their families. Applications for SWF grants in Inverclyde can be made by telephone to: 01475 714444, Monday to Friday 9am to 3pm.

## Sick Leave and Pay

Information about sick leave, special leave and pay for Council employees can be found on ICON:

<http://icon/health-and-safety/health-and-safety-policy-and-guidance/chemical-safety/covid19-coronavirus/>

## Self-isolation support grant extension

The Self-Isolation Support Grant provides £500 for low income workers who are in receipt of Universal Credit or other benefits and will lose earnings as a result of having to self-isolate.

The Grant has been extended to include parents on low incomes whose children are asked to self-isolate. Further information can be found at: <https://www.gov.uk/government/news/new-package-to-support-and-enforce-self-isolation>

# Financial Wellbeing E-Learning Tools

The following Learning and Development modules on Brightwave will also help to look after your financial wellbeing (available to Council staff):

Log into Brightwave: <https://tracking.brightwave.co.uk/LNT/Inverclyde/Login.aspx>

You will find helpful modules under the following sections:

***Developing Yourself / Making the Most of Yourself*:**

Managing Personal Finance Module

# Advice for young people

Helping children and young people deal with the current situation around COVID-19 can be difficult. It is normal for children and young people to respond to this crisis and display different behaviours i.e. anxious, bedwetting, agitated, angry, clingy, sad etc.

## Advice for Young People Resources

|  |  |
| --- | --- |
| **Name of Organisation** | **Contact Details (Website, Telephone Number, social media)** |
| Big White Wall | <https://www.bigwhitewall.com/>A safe community to support 16-18yr olds |
| ChildLine | https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/ |
| The Fostering Network | <https://www.thefosteringnetwork.org.uk/covid-19-support-foster-carers> |
| HSCP Children & Families Service | *Tel: 01475 715365* |
| Inverclyde Children’s Rights Officer | *Email:* *aileen.wilson@inverclyde.gov.uk**Facebook:* <https://www.facebook.com/CROInverclyde/>*Twitter: @CROinverclyde* |
| Young Scot | <https://young.scot/campaigns/national/coronavirus> |

Organised activities for children
The Scottish Government has updated its guidance on organised activities for children taking account of the national temporary lockdown across mainland Scotland, including Inverclyde.  The [updated guidance for the safe running of organised activities for children and young people during lockdown](https://www.gov.scot/publications/coronavirus-covid-19-organised-activities-for-children-from-5-january-2021/) is available to view and download at the Scottish Government website.

## Wellbeing for Wee Ones Campaign

The Wellbeing for Wee Ones campaign was developed in consultation with key stakeholders and parents to make sure messaging was as widely accessible as possible. The strategy and creative highlight the importance for parents to interact with their infant in a way that promotes their infant’s wellbeing (mental health) and demonstrates simple, effective behaviours that parents can adopt as part of their everyday life. Further information and tips for parents are available on the Parent Club Website, along with more on the ‘science’ behind it: [**Wellbeing for wee ones | Parent Club**](https://www.parentclub.scot/topics/health/wellbeing)

# Inverclyde Community Services

A number of community services and initiatives have been set up to ensure the health and wellbeing of our local community, these are listed below:

## Community Link Workers (CLWs)

Inverclyde’s community link worker (CLW) team are actively supporting the community during the COVID-19 outbreak. Each of the 14 GP practices in Inverclyde has a CLW. The team is currently based in the community and are using technology to continue to help people through phone calls, video calls and text messaging.

The team are also responding to requests for support with prescription collection whilst this service is mobilised.

## Helpline for Provisions, Support and Advice

A helpline for Inverclyde residents to access assistance and support during the pandemic is now open seven days a week following increased Covid-19 restrictions. It is designed to be a ‘one-stop shop’ for local people to access provisions, support and advice by calling **01475 715275**.

*The helpline is now open seven days between 9am-5pm Monday-Friday and from 9am-4pm on Saturdays and Sundays.*

If the lines are busy or if you contact the helpline out of hours, you can leave your contact details on the answering machine, which is monitored regularly, and someone will call you back as soon as possible.

The service is run by Inverclyde Council, in partnership with third sector agency CVS Inverclyde.

Creative Inverclyde – Community Engagement
Originally this platform was created in response to the Covid-19 pandemic, bringing local organisations and people together, enabling the community of Inverclyde to collaborate around the challenges and an opportunity to deliver the services needed to the community at their time of most need. Then, as we emerged from the crisis, the focus moved onto renewal and community opportunities to collaborate around this. Given the recent change in restrictions the group will continue with the much-needed community services.

<https://www.facebook.com/groups/509429306657049/?ref=share>

## Foodbanks

* **Inverclyde Foodbank (i58 Project)**: Inverclyde Foodbank provide nutritionally balanced emergency food and support to local people who are referred in crisis.

Delivery to those self isolating (Mon, Weds, Fri from 2pm – 5pm); Collection at 64-66 West Blackhall Street, Greenock (Mon, Weds, Fri from 1.30pm – 3.30pm) – access with referral only. Call 01475 787177 to be referred. If you have any queries you can contact them by email inverclydefoodbank@gmail.com Website: <https://inverclyde.foodbank.org.uk/>

* **St Vincent De Paul**: Tel: 07764666710 for assistance with food and other help across Inverclyde.
* **Salvation Army, Port Glasgow**: Food collection from **19 King Street.** Port Glasgow: Friday between 11.00am and 1.00pm. Telephone: 01475 745369
* **Salvation Army, Greenock**: Food parcels delivered on Thursdays. Telephone: 01475 721949
* **Parklea, Port Glasgow**: Partnered with Inverclyde Council, supporting and coordinating the redistribution of the Fareshare allocation to partners/colleagues/ clients/parents/carers. Telephone: 01475 744516.

## Indoor/Outdoor Larders – Help Yourself 24/7

* Belville Community Garden Trust, Greenock – Outdoor Larder
* McColls, Sinclair Street, Greenock – Indoor Larder (open during shop hours)
* Branchton Community Centre, Greenock – Outdoor Larder
* Inverclyde Centre, Greenock – Indoor Larder

## Community Growing Free Fruit & Veg

* Belville Community Garden Trust, Greenock
* Parklea Branching Out, Port Glasgow
* Shore Street Gardens, Gourock
* Broomhill Community Hub, Greenock

## Community Fridges & Freezers

Available for school meals only during Lockdown. FareShare food surplus available.

* Belville Community Garden Trust, Greenock. Open Mon – Fri from 9.00am – 2.00pm. Telephone: 01475 726034
* Auchmountain Resource Centre, Greenock. Open Mon – Fri from 12noon – 2.00pm. Telephone: 01475 791 818

## Zero waste food pantry

Fresh food at affordable prices is on the menu for Inverclyde residents to support families and tackle waste. The council has teamed up with Inverclyde Community Development Trust (The Trust) to open a new community food pantry, The Pantry will be stocked with perfectly good, surplus goods to help reduce waste while providing high quality, fresh produce for residents across the district.

The Pantry is open to all residents of Inverclyde and no criteria needs to be met for a membership. Your first shop is £3.50 which includes your £1 membership fee and your £2.50 shop. You can then visit each week paying your £2.50 shop. The Pantry is open Monday Tuesday and Saturday 10am – 3pm and can be found at: The Pantry, 115 Grieve Road, Greenock PA16 7AW. Further information can be found at: <http://www.the-trust.org.uk/> ; or on Facebook: <https://www.facebook.com/trustinverclyde/posts/4152583338089093>

## Community Food Share

Sharing ambient food surplus. Call 07519 030287 for more details or see Creative Inverclyde Facebook page: <https://www.facebook.com/groups/509429306657049/?ref=share>

* Larkfield Community Foodshare – outside Larkfield Community Hall: Tue, Thur, Fri, Sat between 11.00am and 2.00pm.
* Wemyss Bay Community Food Share – outside Wemyss Bay Community Centre: Mon & Sat between 11.00am and 2.00pm.
* Park Farm Community Foodshare – outside Ambassador Halls, Port Glasgow: Mon, Wed & Fri between 11.00am and 3.00pm.

## FareShare food surplus and affordable café (collection only)

* Craigend Resource Centre, Greenock. Open Mon 9.00am – 5.00pm; Tues 9.00am – 7.30pm; Wed 9.00am – 8.30pm; Thu 9.00am – 5.00pm and Fri 9.00am - 4.30pm

## Miscellaneous

* Barnardos are providing food parcels for children and families. Telephone: 01475 725432,
* Broomhill Hub, Mearns Street, Greenock providing a Caring Cuppa for staff and the public. Free donated teas and coffees: Mon – Fri 10.00am – 4.00pm and Saturday 10.00am – 3.00pm

## Prescription service for Inverclyde

CVS Inverclyde and Compassionate Inverclyde are joining forces and working closely with the community to signpost into a new Inverclyde prescription service, for local residents needing support during COVID-19.

The Inverclyde Community Link Worker (CLW) team, managed by CVS Inverclyde, are working alongside the Covid-19 local community groups, to connect directly to individuals in their neighbourhoods in a bid to ensure everyone in need receives their prescription on time.

Anyone who needs a prescription delivered should contact CVS Inverclyde:

Tel: 01475 711733; or Email: admin@cvsinverclyde.org.uk with the following details:

* Name
* Address
* Date of birth
* Contact number
* Which pharmacy they use and
* When the prescription is needed

## Accessing your GP, Dentist, Optician and Pharmacy

Services are still being delivered, but how they are accessed and provided has changed as a result of Coronavirus (COVID-19). The following links can be accessed via the HSCP website:

<https://www.inverclyde.gov.uk/health-and-social-care/health-services-health-improvement-wellbeing/choose-the-right-service>

<https://www.inverclyde.gov.uk/health-and-social-care/health-services-health-improvement-wellbeing/gp-practices>

<https://www.inverclyde.gov.uk/health-and-social-care/health-services-health-improvement-wellbeing/dentists>

<https://www.inverclyde.gov.uk/health-and-social-care/health-services-health-improvement-wellbeing/pharmacies>

<https://www.inverclyde.gov.uk/health-and-social-care/health-services-health-improvement-wellbeing/opticians>

# Working from Home

Many of us are working from home and it is important that guidance is available to help make this as safe as is reasonably practicable. The following documents will help:

* <http://icon/health-and-safety/health-and-safety-policy-and-guidance/chemical-safety/covid19-coronavirus/covid-19-homeworking-guidance/>
* [IS\_83\_Homeworking\_COVID-19](http://icon/GetAsset.aspx?id=fAAxADEAOQAxADcAfAB8AEYAYQBsAHMAZQB8AHwAMAB8AA2)
* [Covid 10 Generic Home Working Risk Assessment](http://icon/GetAsset.aspx?id=fAAxADEAOQAxADgAfAB8AEYAYQBsAHMAZQB8AHwAMAB8AA2)
* [DSE Self Assessment - Homeworking COVID 19](http://icon/GetAsset.aspx?id=fAAxADEAOQAxADkAfAB8AEYAYQBsAHMAZQB8AHwAMAB8AA2)
* [Data Protection and Home Working](http://icon/GetAsset.aspx?id=fAAxADEAOQAzADIAfAB8AEYAYQBsAHMAZQB8AHwAMAB8AA2)
* [Active Working Work Pattern](http://icon/GetAsset.aspx?id=fAAxADEAOQAyADAAfAB8AEYAYQBsAHMAZQB8AHwAMAB8AA2)
* [Workstation Exercises](http://icon/GetAsset.aspx?id=fAAxADEAOQAyADEAfAB8AEYAYQBsAHMAZQB8AHwAMAB8AA2)
* [Agile working timings](http://icon/GetAsset.aspx?id=fAAxADEAOQAyADIAfAB8AEYAYQBsAHMAZQB8AHwAMAB8AA2)
* [Chemical Safety](http://icon/health-and-safety/health-and-safety-policy-and-guidance/chemical-safety/)
* [Covid-19 (Coronavirus)](http://icon/health-and-safety/health-and-safety-policy-and-guidance/chemical-safety/covid19-coronavirus/)
* [Covid 19 - Homeworking Guidance](http://icon/health-and-safety/health-and-safety-policy-and-guidance/chemical-safety/covid19-coronavirus/covid-19-homeworking-guidance/)
* [COVID-19 Risk Assessments and PPE requirements](http://icon/health-and-safety/health-and-safety-policy-and-guidance/chemical-safety/covid19-coronavirus/covid-19-risk-assessments-ppe-requirements/)

Homeworking will provide challenges i.e. social isolation/loneliness; non ideal working conditions; lack of communication/interaction. There is a lot of information available which will help us to deal with homeworking. The information in **Section 7**: the Mental Health & Wellbeing section to make sure you take care of your mind as well as your body.

## E-Learning – Working from Home Resources

Another way to keep connected and busy whilst you are at home, is to access the catalogue of E-Learning modules on Brightwave. The following E-Learning modules will be particularly helpful for Council employees working from home:

Log into Brightwave: <https://tracking.brightwave.co.uk/LNT/Inverclyde/Login.aspx>

***Health, Safety & Welfare Section/Health & Safety Management*:**

Everyday Energy

Remote Working

In addition, there are new free online courses available from the World of Work and The Skills Toolkit websites, together with West College Scotland to help you learn new skills at home during this time: <http://icon/news/2020/apr/upskilling-free-online-courses/> This will help keep your personal development up to date and learning something new is a great way to stimulate the brain and tune out those anxious thoughts.

## SAMH Guidance

<https://www.samh.org.uk/about-mental-health/self-help-and-wellbeing/coronavirus-information-hub/staying-mentally-healthy-when-working-from-home>

## Claiming tax relief on working from home expenses:

This is a reduction in taxable pay of £6 per week. This means:

1. you need to be paying tax (which for most people means earning over £12,500 per year) and
2. the actual additional amount most employee would receive is £1.26 per week.

**How to claim the tax relief**

If you normally do a self-assessment form, you can claim on it. Yet for most people, this will simply require filling in a P87 form. This can be done online (requires you to have or set up a Government Gateway user ID) or by post <https://www.gov.uk/guidance/claim-income-tax-relief-for-your-employment-expenses-p87>