



JAGUAR LAND ROVER WELLBEING PACK

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INTRODUCTION

This pack has been put together by the Occupational Health and Wellbeing teams to support all of us as we start to get back to normality.

The current pandemic has had a significant effect on how we live our lives and for most of us has created a great deal of uncertainty and worry. On top of this we have all been less active due to the restrictions on what we can and can't do outside of our homes. All these changes can affect how well we are as a person, in Mind, Body, and Life.

Our wellbeing pack should hopefully reassure you that many of the things that have happened to us is typical and there are ways in which we can take back control. There are three main sections covering Mind, Body, and Life.

You may notice that much of the information links out to our own wellbeing website or other online resources. You will be able click on these links as they will open the relevant website if you are connected to the internet. This allows us to reference information that can be updated more readily and not rely only on what was available at the time of sharing this document.

We hope that this pack serves as a good resource as we slowly adjust to a post-pandemic life.



MIND - 5 WAYS TO WELLBEING

Please click [here](#) for the Mind page on our website, or [here](#) for the coronavirus specific information.

We are living through a very strange time, full of uncertainties. Feeling anxious or confused is a normal response to uncertainty, and to help manage these feelings there are some simple things you can do to look after your wellbeing during this time.

Following advice from the NHS and Public Health England is the best way to avoid exposure to coronavirus or look after yourself or others if unwell. However, it's also important that you do things to keep looking after yourself generally: physically, mentally, and socially. It can be challenging to do this while unable to leave home, but by doing so, you can help minimise the negative impacts of changes to your everyday life. **Keeping to your normal routine** as much as possible is helpful, as well as following the Five Ways to Wellbeing which provide tips to look after yourself, no matter what the situation.

STAY ACTIVE



Exercise is great for both your physical and mental health. It's a self-esteem booster, and also boosts your mood. Being active when you are unable to go out can be tricky, so you may want to take the opportunity to try something new. Why not try an online yoga class, or try the [NHS strength training videos](#)? If you are able, get out once a day for some exercise and fresh air. Visit our page on [physical activity during the pandemic](#) page for more information.

KEEP LEARNING



Learning a new skill is another great self-esteem booster, and can give you a real sense of purpose. Taking the time to try something you've always been interested in is an excellent way to boost your wellbeing. And if you want to learn more about an outdoors activity but are stuck inside, you can do some research so that you're ready to get started once you can return to normal life. Why not take the opportunity to explore some completely new ideas, like learning how to cook some healthy new recipes? Keeping occupied and doing things you enjoy are important ways to stay resilient throughout this time.

STAY CONNECTED



Social connections are important for our wellbeing as they help you feel like you belong, and give you a support network for when life feels hard. Prioritising spending time with friends and family and meeting new people are all great things to do, but when you are in isolation, you'll need to be more creative about how you stay in touch. This is when technology can be particularly helpful – texts, emails, phone calls, and video calls all can help you feel connected with the people in your life. If you want to connect with new people online, the NHS has a list of approved [online community apps](#) to choose from.

GIVE TO OTHERS



Showing kindness and helping others helps increase your sense of self-worth, and helps you connect with new people. Volunteering your time, helping an elderly relative or neighbour, or simply remembering to show your appreciation to others all help. If you can't physically help people because you are in self-isolation, you can help others in different ways. You can offer a listening ear to a friend in need of some support, or arrange an online grocery shop for someone who is unable to get out of the house. Things like this will help you feel connected to others too.

BE PRESENT IN THE MOMENT



With so much happening in the news, it's easy to become distracted or caught up with worries. Staying in the moment, or being mindful, helps protect your wellbeing and positively changes the way you deal with life's challenges. Paying attention to the sensations we experience through sight, sound, smell, touch, and taste, can help us enjoy the present moment. It is also helpful to have awareness of our thoughts and feelings as this helps us notice and change unhelpful patterns. If you're new to mindfulness, the NHS has some [helpful tips](#) to get started, and you can also learn more on our [mindfulness](#) page.

MIND - SLEEP

A dramatic change to normal life and additional anxiety can make it very hard to maintain a normal sleep pattern. However, this is a crucial part of staying well. It makes a huge difference to how we feel physically and mentally. If you're struggling to sleep well, try the [NHS's One You sleep tips](#).

Understanding sleep problems

We all have evenings when we find it hard to fall asleep or find ourselves waking up in the night. How we sleep and how much sleep we need is different for all of us and changes as we get older.

Sleep problems usually sort themselves out within about a month. But longer stretches of bad sleep can start to affect our lives.

It can cause extreme tiredness and make usually manageable tasks harder. If you regularly have problems sleeping, you may be experiencing [insomnia](#). Insomnia can last for months or even years, but usually improves if you change your sleeping habits.

Sleep problems are common, and the tips on this page should help. But if they have not worked, or you have had trouble sleeping for months and it affects your daily life in a way that makes it hard to cope, you could benefit from further support.

Top tips to get to sleep and sleep better



Keep regular sleep hours

Going to bed when you feel tired and getting up at roughly the same time helps teach your body to sleep better. Try to avoid napping where possible.



Confront sleeplessness

If you are lying awake unable to sleep, do not force it. Get up and do something relaxing for a bit, and return to bed when you feel sleepier.



Create a restful environment

Dark, quiet and cool environments generally make it easier to fall asleep and stay asleep. Watch our video for tips on how to sleep better.

[Tips for sleeping better video](#)



Write down your worries

If you often lie awake worrying about tomorrow, set aside time before bed to make a list for the next day. This can help put your mind at rest.

[Tackle your worries video](#)

MIND - MANAGE EXPOSURE TO THE NEWS AND SOCIAL MEDIA

It's useful to stay up to date with information shared on the news, and social media is a great way to stay connected with friends when you can't see them in person. However, spending too much time on either of these can have a negative impact on your wellbeing. Social media in particular can spread unhelpful information as there are so many people posting across the world. It may be helpful to limit the amount of time you spend watching the news, and on news and social media sites, and spend time focusing on things that are completely unrelated.

TIPS FOR MANAGING EXPOSURE TO THE NEWS AND SOCIAL MEDIA

- Identify reliable sources of information and only use these for updates about coronavirus. Set yourself limit of how many times you will check these sources, like checking [GOV.UK](https://www.gov.uk) for updates once a day
- Turn off notifications for news and social media apps
- Consider moving those apps away from your home screen to a different location on your phone
- Make time to do something completely different, ideally away from screens, such as reading a book or doing some cooking.



MIND - MANAGING DIFFICULT FEELINGS

Feeling worried about the current situation is perfectly normal, but if you find that your anxious thoughts are becoming particularly intense, then there are things you can do to help yourself. The NHS has guidance on managing difficult feelings, and talking to others really helps too. Talking to friends or family is a great place to start, and remember, the [Employee Assistance Programme](#) is there for you 24/7, for support and advice.



MIND - AVOID ALCOHOL AND DRUGS

Some people turn to alcohol or other substances when worried, upset, or bored. However, doing so can really affect our health, disrupt sleep, and even lead to financial or relationship problems. If you're concerned about the impact they are having on your life, why not visit the [alcohol](#) or [drugs](#) pages on our website?



BODY - NUTRITION

Please click [here](#) for the Body page on our website, or [here](#) for the coronavirus specific information.

A balanced and healthy diet is even more important whilst we are following social distancing guidelines and not able to get up and about outside of our homes as much.

The [Nutrition page](#) found on our website should help to sustain, or improve, your diet. Specific information relating to nutrition and the pandemic can be found [here](#).



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BODY - PHYSICAL ACTIVITY

Staying physically active and keeping to a healthy lifestyle can be challenging for most of us at the best of times. The coronavirus pandemic has only made things more difficult as we have had to socially distance ourselves and spend most of our time indoors.

The need for us to look after our bodies is now even more important and challenging during this temporary period. Without additional effort we may find ourselves become more sedentary and pick up unhealthy habits.

The [Physical Activity](#) page of our website provides more information on why staying active is important and ways to help improve your levels. Specific information relating to physical activity and the pandemic can be found [here](#).



BODY - PREPARING TO RETURN TO A PHYSICAL JOB

It is very likely that most of us would have seen a reduction in our fitness, strength and flexibility during this period as we have reduced our physical activity. This may be particularly true if we were used to being physically active, such as having a production role where we are standing and moving for most of our working day.

The following sections help you to check your own level of fitness at home without the need for specialist equipment. The tables give you an idea of where you are compared to similar people of the same sex and age. You could use this information to gauge what level to work out at and also check your improvement periodically by testing yourself again.

Please do what feels safe and seek expert advice if unsure.

TESTING YOUR OWN FITNESS AT HOME

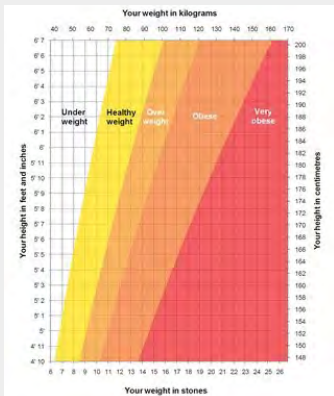
[NHS Heart Age Tool](#)

BODY MASS INDEX (BMI)

Equipment: Scales, tape measure

Description: Your body mass index (BMI) is a calculation that indicates whether you have a healthy amount of body fat. You can determine your BMI with a BMI table or online calculator.

[BMI Calculator](#)



INTERPRETATION OF BMI RESULTS:

BMI	Weight Status
Below 18.5	Underweight
18.25 – 24.9	Normal weight
25.0 – 29.9	Over weight
30 and above	Obesity

FLEXIBILITY – SIT AND REACH TEST

Equipment: Tape measure

Description: The sit-and-reach test is a simple way to measure the flexibility of the back of your legs, your hips and your lower back.

- Place a tape measure out in front of you.
- Sit with your legs straight out in front of you with your toes pointing up.
- Secure the tape measure by placing a piece of tape across the tape measure at the 15-inch (38-centimeter) mark.
- Place the heels of your feet evenly next to the 15-inch (38-centimeter) mark on the tape measure.
- Slowly reach forward as far as you can, exhaling as you reach and holding the position for at least 1 second.
- Note the distance you reached.
- Repeat the test two more times.
- Record the best of the three reaches.

GOOD RESULTS FOR SIT-AND-REACH TEST (CENTIMETRES, CM)

	Poor	Below Average	Average	Above Average	Excellent
Male	-20 to -9	-8 to -1	0 to +5	+6 to +16	+17 to +27
Female	-15 to -8	-7 to 0	+1 to +10	+11 to +20	+21 to +30

BODY - PREPARING TO RETURN TO A PHYSICAL JOB

RESTING HEART RATE

Equipment: Timer – needs a second hand/ display

Description: The measurement of resting heart rate should be at complete rest, after sitting or laying down for 10 minutes.

Place your index and middle fingers together on the opposite wrist (with the palm facing up) just below the base of the thumb. Press lightly until you can feel your pulse, you may need to move your fingers around or press a little harder. Once you find a pulse, count the number of beats you feel within a one-minute period.

Normal resting heart rates range anywhere from 60 to 100 beats per minute.

BALANCE – STORK TEST

Equipment: Timer

Description: This test measures how long you can balance on one leg.

Remove your shoes and stand with your hands on your hips. Bring one foot up and place it against the inside knee of the supporting leg, hold this position for as long as possible.

The timing starts as soon as you are one foot and ends when any of the follow occur:

- the hand(s) come off the hips.
- the standing foot swivels or moves (hops) in any direction.
- the non-supporting foot loses contact with the knee.

GOOD RESULTS FOR SIT-AND-REACH TEST (CENTIMETRES, CM)

	Poor	Below Average	Average	Above Average	Excellent
Total seconds	<10	11-20	21-30	31-40	>41

BODY - PREPARING TO RETURN TO A PHYSICAL JOB

ENDURANCE: STEP TEST

Equipment: Bottom stair at home, Timer – a clock with a second hand

Description: Record your resting heart rate before your warm-up (optional) or begin the test. Set the timer for 3 minutes then step up with one foot, up with the other foot, then down with one foot, and down with the other foot. Try to maintain a steady four second cycle. It's easy to maintain if you say "up, up, down, down". Go at a steady and consistent pace. You should lead with the same leg each time. After the three minutes is up, sit down immediately, and record your heart rate for one minute. A lower heart rate indicates a better fitness level.

MEN

Age	18-25	26-35	36-45	46-55	56-65	65+
Excellent	<89	<89	<96	<97	<97	<96
Above Average	90-99	90-99	97-103	98-105	98-103	97-103
Average	100 - 105	100-107	104-112	106-116	104-112	104-113
Below Average	106 - 116	108-117	113-119	117-122	113-120	114-120
Poor	>117	>118	>120	>123	>121	>121

WOMEN

Age	18-25	26-35	36-45	46-55	56-65	65+
Excellent	>109	>112	>111	>116	>113	>116
Above Average	99-108	100-111	103-110	105-115	105-112	103-115
Average	109-117	112-119	111-118	116-120	113-118	116-122
Below Average	118- 126	120-126	119-128	121-129	119-128	123- 128
Poor	>127	>127	>129	>130	>129	>129

BODY - PREPARING TO RETURN TO A PHYSICAL JOB

UPPER BODY STRENGTH - PUSH UP TEST – ON KNEES

Equipment: Toilet Paper Roll (or something similar in height) – for indicating the depth of the push up, Timer

Description: The aim of this test is to perform as many push-ups as you can in one minute. The starting position is with your knees and hands on the floor, arms straight and underneath your shoulders. Try to keep a straight line through your body from your knees up to your head. Place a toilet paper roll or something similar mid-way between your hands. This will ensure consistency for each push up. When ready, start timing and bend your elbows and lower your body, keeping your knees on the mat, until the chest touches the paper roll, then return to the starting position. You may pause for a rest, however do not stop the timer and stay in the 'Up' (starting) position. Repeat as many times as you can within a minute.

For the push up to be counted, the body must remain in a generally straight line while performing each repetition. Your chest must also touch the object on the floor each time.

GOOD FITNESS RESULTS FOR PUSH UP COUNTS

MEN

Age	18-25	26-35	36-45	46-55	56-65	65+
Excellent	>47	>40	>34	>29	>25	>24
Above Average	35-46	30-39	25-33	21-28	18-24	17-23
Average	19-34	17-29	13-24	11-20	9-17	6-16
Below Average	11-18	10-16	8-12	6-10	5-8	3-5
Poor	<10	<9	<7	<5	<4	<2

WOMEN

Age	18-25	26-35	36-45	46-55	56-65	65+
Excellent	>28	>30	>31	>25	>21	>19
Above Average	21-27	23-29	22-30	18-24	15-20	13-18
Average	11-20	12-22	10-21	8-17	7-14	5-12
Below Average	6-10	7-11	5-9	4-7	3-6	2-4
Poor	<5	<6	<4	<3	<2	<1

BODY - PREPARING TO RETURN TO A PHYSICAL JOB

CHAIR

Equipment: Toilet Paper Roll (or something similar in height) – for indicating the depth of the push up, Timer

Description: Stand with a chair placed behind you with your feet shoulder width apart. Keep your hands out in front. When ready, squat down, and lightly touch the chair with your buttocks before standing back up. Try to remain looking ahead and your back straight. Repeat the movement at a consistent and steady pace. Do as many squats as possible until you are unable to continue. Resting is not allowed at any point, you must keep moving.

GOOD FITNESS RESULTS FOR PUSH UP COUNTS

MEN

Age	18-25	26-35	36-45	46-55	56-65	65+
Excellent	>43	>40	>35	>31	>25	>22
Above Average	39-43	35-39	30-34	25-30	21-24	19-21
Average	35-38	31-34	27-29	22-24	17-20	15-18
Below Average	31-34	29-30	23-26	18-21	13-16	11-14
Poor	<30	<28	<22	<17	<12	<10

WOMEN

Age	18-25	26-35	36-45	46-55	56-65	65+
Excellent	>37	>33	>27	>22	>18	>17
Above Average	33-36	29-32	23-26	18-21	13-17	14-16
Average	29-32	25-28	19-22	14-17	10-12	11-13
Below Average	25-28	21-24	15-18	10-13	7-9	5-10
Poor	<24	<20	<14	<9	<6	<4

BODY - INSPIRATION FOR GETTING FITTER

Now that you know how fit you are in relation to your peers, you can do something about it!

CENTRE FOR WELLBEING EXERCISE ROUTINES

The following routines were put together by our Centre for Wellbeing sports therapists and are designed to give you a well-rounded exercise programme. Our sports therapists are based at our Solihull plant so are familiar with the physical demands of our manufacturing roles.

Please start where you feel more comfortable and do only what feels safe. It's much safer and more effective if you build up to more challenging routines and repetitions over a period of time rather than trying too hard too soon!

Click on the links below to download the PDF document. Please note that you will find links in the PDFs to online YouTube videos demonstrating the correct way to carry out the various exercises.

		Level	
		Standard	Progression
Exercise Experience	Novice	View in browser or Download the PDF	View in browser or Download the PDF
	Intermediate	View in browser or Download the PDF	View in browser or Download the PDF
	Advanced	View in browser or Download the PDF	View in browser or Download the PDF

NUFFIELD HEALTH'S MY WELLBEING APP AND LES MILLS

Nuffield Health is one of our wellbeing partners and they have shared an extensive library of virtual exercises and fitness resources with JLR employees:

- **MyWellbeing App ***: A virtual gym experience via the [Nuffield Health MyWellbeing App](#) which you can download for iPhones or Android devices. Once downloaded, please select Nuffield Health Home Workouts. The vast majority of workout programmes will require minimal or no equipment to complete.
- **Introducing Les Mills™ on Demand ****: Les Mills have opened up their at-home workout service **Les Mills™ on Demand**, so their workouts are now completely **free to use for an extended trial period of 60 days**. All our employees can choose from 800+ workout options, all available to stream right now, at home, with our without equipment. Les Mills™ on Demand offers a huge selection of cardio, strength and HIIT workouts as well as dance, mindfulness, post-natal and workouts for children, so there is something for everyone.

To access **Les Mills™ on Demand** please log-in to [Nuffield Health MyWellbeing App](#) and once registered click through to the free trial. After 60 days individuals can continue the service using the Nuffield Health discount at just £7.94 per month (regular price £11.95. per month).

Individuals will be prompted to enter your credit card details as part of the free trial sign-up process, but they won't be charged during the 60-day free trial period. However, to avoid any charge outside of this period individuals must remember to cancel your subscription. To do they can simply click on 'My Account' and select 'Cancel'. This can be done at any point during the free trial.

- **YouTube**: Nuffield have developed a variety of workouts that you can complete at home. These short **HIIT** and **conditioning classes** can be done at any level with minimal equipment. More content is being filmed to ensure full body, circuit and core options are available, as well as a warm up and cool down option.

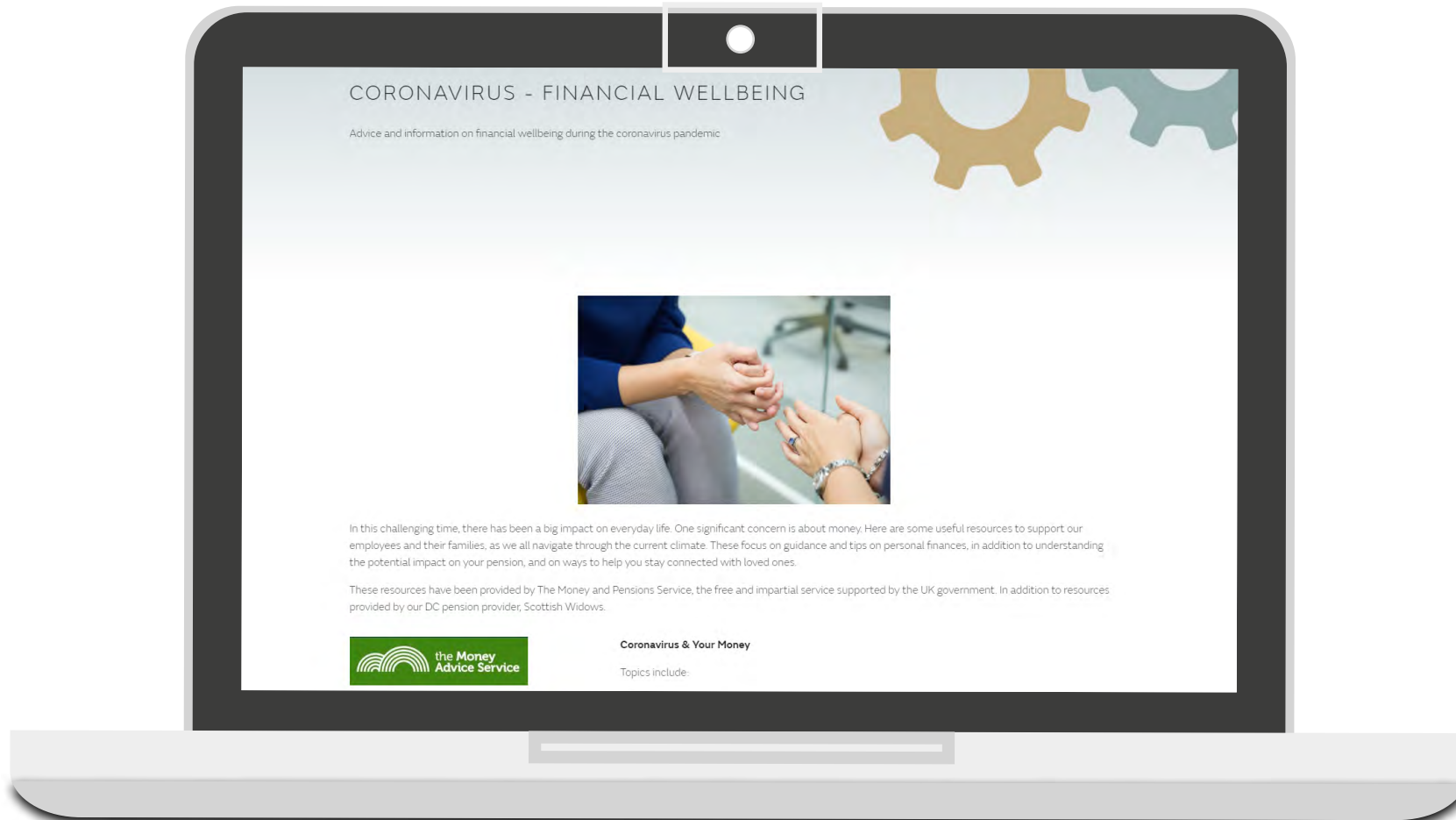
LIFE - FINANCIAL WELLBEING

Please click [here](#) for the Life page on our website, or [here](#) for the coronavirus specific information.

In this challenging time, there has been a big impact on everyday life. One significant concern is about money.

[This page](#) on our website focuses on guidance and tips on personal finances, in addition to understanding the potential impact on your pension.

These resources have been provided by The Money and Pensions Service, the free and impartial service supported by the UK government. In addition to resources provided by our DC pension provider, Scottish Widows.



FURTHER RESOURCES



Please check our website's [resources page](#) regularly for a list of resources that you can download or view.



[HeadFIT For Life](#)

Online tool based on research to help people get their mind fit.



[Ben](#) – the automotive industry support charity
Helpline (Open Monday to Friday 8am – 8pm)
08081 311 333 supportservices@ben.org.uk

Care first

[Employee Assist Programme \(EAP\)](#)

Free and confidential support 24 hours a day 365 days a year by telephone or online.

By phone - 0800 015 5630 (lines are open 24 hours, every day)

Online - Care First Lifestyle website
(www.eap-carefirst.com)

Log-in username: 'lifestyle1234' and password: 'carefirst'



[My Wellbeing App](#)



[NHS Every Mind Matters](#)

Expert advice and practical tips to help you look after your mental health and wellbeing.

Try the [quiz](#) to get your own Mind Plan

