

# Ensure you have organisational readiness with regard to an ageing workforce

Have a detailed understanding of the age demographic profile of your organisation, overall and at departmental/sectional level

Understand the impact workforce demographics can have on all business/operational planning activities

Have appropriate policies covering, for example, work life balance, flexible working, flexible retirement, carer's leave, reasonable adjustments and redeployment that take account of workforce profiling and the need to support an ageing workforce

Promote effective health and wellbeing strategies with initiatives targeted at different age groups of staff where data suggests this will be beneficial

Provide appropriate ergonomic equipment to take account of an ageing workforce and the cumulative effects of physical work demands that working longer can have

Carry out regular risk assessments, make adjustments where necessary

Promote flexible retirement opportunities where possible and appropriate

Make sure that appropriate learning and development is offered to all staff of all ages and expects staff of all ages to take up relevant opportunities