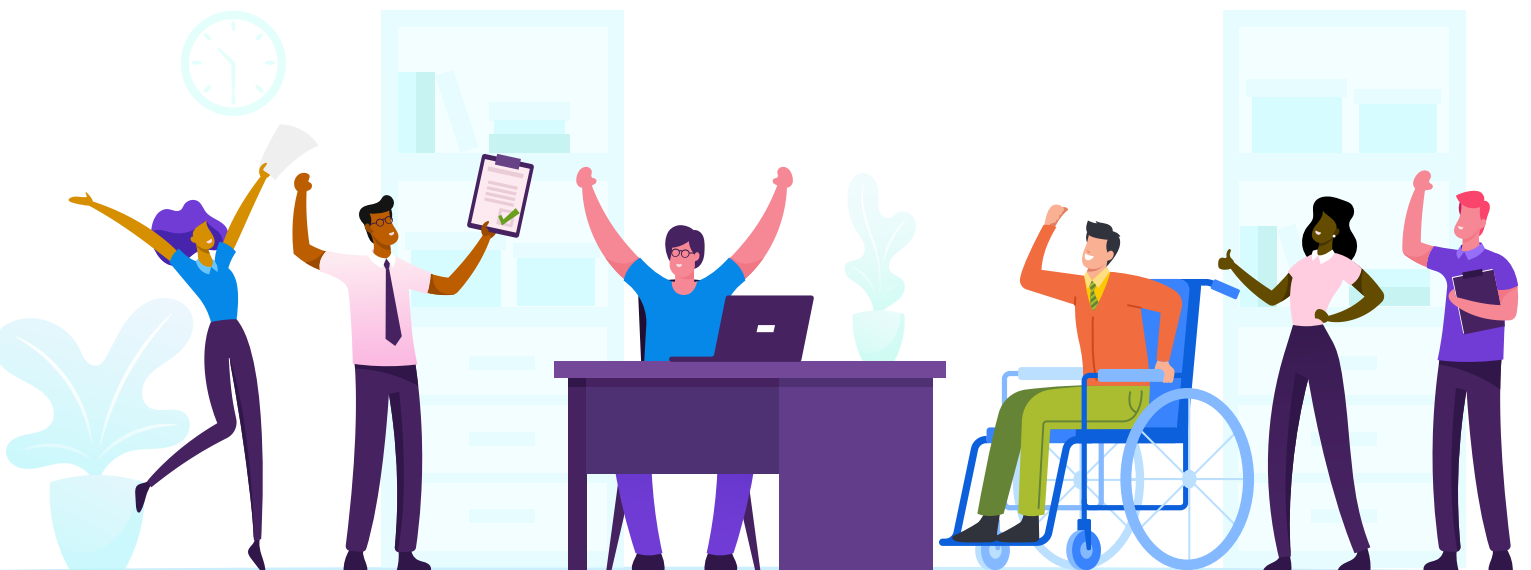


The North Somerset Healthy Workplace Awards

Supporting health and wellbeing in
the workplace

Create a healthier workplace for employees and businesses to thrive.

A free scheme to support employee health and wellbeing.



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Why workplace health and wellbeing is important

- In North Somerset a large proportion of 16 – 64-year-olds are in employment (83.2% in 2023, an increase from 81.3% in 2022), making workplace health and wellbeing crucial for the health of our local population (1).
- Good health and wellbeing in the workplace is important for employee performance, productivity and work-life balance (2)
- Between 2021 and 2022 an estimated 1.8 million people in the UK suffered from work-related illnesses. (3)
- In the year 2019-2020 the cost of work related illness to the UK economy per year was an estimated £18.8 billion (4).
- The top three causes of long-term illness and absence from work in the UK are musculoskeletal issues, mental ill health and stress (5)
- The Covid-19 pandemic and the cost-of-living crisis has had a negative impact on people's mental health and wellbeing, and Covid and long-Covid are reoccurring reasons for long-term sickness. (6)



References

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3. Health and Safety Executive – Costs to Great Britain of workplace injuries and new cases of work-related Ill Health (2019/20) <https://www.hse.gov.uk/statistics/cost.htm>
4. Health and Safety Executive – Health and Safety Statistics Key figures for Britain (2021/22) <https://www.hse.gov.uk/statistics/>
5. Statista Most common causes of long-term absences from work in the United Kingdom (UK) in 2021 Causes of long-term absence in the UK 2021 | Statista [Causes of long-term absence in the UK 2021 | Statista](https://www.statista.com/statistics/1108440/causes-of-long-term-absence-in-the-uk-2021/)
6. CIPD – Health and wellbeing at work (2022) https://www.cipd.org/globalassets/media/comms/news/ahealth-wellbeing-work-report-2022_tcm18-108440.pdf and MIND – Mind reveals mental health toll of cost-of-living crisis, with 2.7 million people considering suicide because of financial pressure (2023) <https://www.mind.org.uk/news-campaigns/news/mind-reveals-mental-health-toll-of-cost-of-living->

The Healthy Workplace Awards

A free, flexible programme to support and promote the health and wellbeing of staff within local workplaces in North Somerset. There are many benefits to becoming a member of the Healthy Workplace Awards, such as access to training, peer to peer support and shared resources. The scheme provides a framework to celebrate work to support staff health and wellbeing and support to achieve 'Healthy Workplace' status.

What is involved?

1. Understand health needs of own organisation
2. Identify gaps
3. Develop an action plan

What is on offer?

1. Healthy Workplaces Framework
2. Support from Healthy Workplaces Team
3. Networking opportunities
4. Workplace health and wellbeing events
5. Training
6. Newsletter
7. Resources

Healthy Workplace criteria

All levels of award are based on the following criteria:

Six key Healthy Workplace goals:

1. Leadership and commitment
2. Compassionate, inclusive and effective line management
3. All staff feel engaged and supported
4. Understanding employee health needs and evaluation of health and wellbeing programme
5. The workplace environment
6. Equity, equality, diversity, inclusion and belonging

Nine health and wellbeing topics:

1. Mental health and wellbeing
2. Musculoskeletal health
3. Smoking and vaping
4. Food, nutrition and oral health
5. Physical activity
6. Drugs and alcohol
7. Support for all life stages
8. Prevention and management of health conditions
9. Other aspects of health and wellbeing

Benefits to businesses

- Employee retention
- Improved workplace reputation
- More engaged workforce
- Increased productivity
- Increased morale
- Decreased absence rates
- Decreased cost of health-related sick leave

Bronze, Silver and Gold Healthy Workplace Awards

To achieve a Bronze Healthy Workplace award, employers are required to meet all 15 Bronze criteria. To achieve a Silver Healthy Workplace Award, employers are required to meet all the criteria for the Bronze award, plus 20 additional criteria and for a Gold Healthy Workplace award, all the criteria for the Bronze award plus 40 additional criteria.

- Bronze – 15 criteria
- Silver – 15 Bronze criteria + additional 20 criteria
- Gold – 15 Bronze criteria + additional 40 criteria





How to apply for an award

As a Member of the awards programme you can start to work towards applying for a Healthy Workplace Award. Once you consider that your organisation has met the criteria for either a bronze, silver or gold level award, you can use the application form available from the Healthy Workplaces Team to apply for the appropriate award. Detailed advice on what can be used as evidence for your award is found on the application forms. Completed application forms should be emailed to healthyworkplaces@n-somerset.gov.uk

Following a review process where you may be asked to enhance your application or submit further evidence, you will be provided with a feedback report with the results of your application. If successful, you will receive a pdf certificate announcing your Healthy Workplace Award and banners to be used on your website or as email signatures. You will also be invited to receive your award at our annual celebration event. The Healthy Workplaces Team can help with promotion of your award as required.


Duration of the award

A Healthy Workplace Award is valid for three years, after which time you will be asked to apply for reaccreditation. In addition, an annual submission will be required to provide an update in progress since accreditation.



The Healthy Workplaces Awards criteria

Leadership and commitment


 The following criteria is required to be met to achieve a Bronze award:

The board/senior leaders are engaged with the staff health and wellbeing agenda and are committed and responsible for advancing it forward across the organisation.

 For Silver/Gold awards.

1. The board/senior leaders actively promote a clear vision and strategy for employee health and wellbeing.
2. Dedicated relevant senior leader health champions in place.
3. The board/senior leaders provide the funding, dedicated time and resources to effectively meet the needs of the health and wellbeing of staff.
4. Protected time for staff to invest in their own health and wellbeing across the organisation.
5. The organisation encourages and supports personal development.

Compassionate, inclusive and effective line management

 The following criteria is required to be met to achieve a Bronze award:

Managers across the organisation proactively promote health and wellbeing initiatives and model positive behaviours.

 For Silver/Gold awards.


Leaders and managers have the right skills and competencies to identify, address and support the wellbeing needs of their teams.

1. Line managers have regular health and wellbeing conversations with their staff.
2. Leaders and managers model good health and wellbeing behaviours and lead by example.
3. Line managers adequately supported by support services (for example, human resources and occupational health) when supporting staff who are experiencing poor health and wellbeing.
4. A commitment to a healthy workplace and the importance to the organisation of staff health and wellbeing is explicit in the induction process.
5. Teams are effectively resourced.
6. Positive and supported contact is maintained with absent employees to provide support and return to work.
7. Return to work interviews are conducted and a return-to-work plan is discussed and put into action including phased return offered to all staff.
8. Leaders and managers support an empathetic culture.





All staff feel engaged and supported


 The following criteria is required to be met to achieve a Bronze award:

People feel like they are listened to, feel like they have the opportunity and are encouraged to voice concerns.

  For Silver/Gold awards.

1. Peer, coaching or mentoring schemes in place.
2. A 'Healthy Workplace Team' in place to help advance and embed staff health and wellbeing across the organisation.
3. Health and wellbeing champions in place who are supported, valued and offered training.
4. People treat each other with professionalism and courtesy.
5. People feel like they are in a safe environment and can comfortably raise their concerns and challenge any behaviours of concern.
6. A 'menu' of wellbeing support interventions in place for your employees, which is funded and evaluated for impact.

Understanding employee health needs and evaluation of health and wellbeing programme


 The following criteria is required to be met to achieve a Bronze award:

The organisation assesses and collects the needs of staff using a variety of methods and evaluates the health and wellbeing programme for impact.

  For Silver/Gold awards.

1. A health needs assessment is carried out within the organisation and results used to design staff health and wellbeing programme.
2. Data is recorded (a baseline measurement is essential) and used regularly to help inform decisions, action and progress.
3. The organisation has a healthy workplace action plan in place.
4. The organisation measures the impact of health and wellbeing interventions.
5. The organisation assesses and monitors the cost of absenteeism, presenteeism, retention and turnover within the organisation.

The workplace environment


 The following criteria is required to be met to achieve a Bronze award:

The working environment is safe for all staff.

 For Silver/Gold awards.

1. Staff are aware of their contribution towards a healthy and safe working environment.
2. Accessibility to appropriate spaces for breakout, socialising, quiet spaces and supporting health and wellbeing activities.

Equity, equality, diversity, inclusion and belonging

 The following criteria is required to be met to achieve a Bronze award:


The organisation captures information about its employees including their protected characteristics as listed in the Equality Act and has a clear understanding of the equality and diversity of the staff population.

 For Silver/Gold awards.

1. Employee focus groups are in place that represent the diversity of the staff profile. The groups are regularly convened and engaged with as key stakeholders in the organisations strategic and operational activities/initiatives, including employment policies.
2. Health and wellbeing information, activities and support are monitored for inclusive access, ensuring that staff groups and people with protected characteristics have an equity of access to interventions.
3. A clear understanding of the profile of the staff population, including protected groups listed in the Equality Act and use of this information to provide appropriate support for staff.
4. The organisation has taken steps to become neurodiverse aware and support is in place for those with neurodiversity in the workforce.

5. Relevant neurodiversity training is available to staff to ensure they have the skills and knowledge appropriate to their role, for example, Oliver McGowan training.
6. The organisation is committed to the requirements of the Department for Work and Pensions's Disability Confident scheme
7. The organisation signs up for the Autistica Neurodiversity Employers Index to access guidance on designing inclusive processes and procedures, including recruitment processes.
8. There is clear evidence that employers provide reasonable adjustments for its disabled employees including those who identify as neurodiverse. These are actioned through the entire recruitment process from advertisement to ongoing support when in post and awareness of the potential impact of disability/ neurodiversity on career progression and adapt practice accordingly.

Mental health and wellbeing

 The following criteria is required to be met to achieve a Bronze award:


Line managers are trained in 'managing mental health at work' to ensure they are equipped with skills and confidence to have supportive conversations with their staff about mental health and wellbeing.

 For Silver/Gold awards.

1. The organisation signs up to the Mental Health at Work Commitment and adhere to the six standards.
2. Mental health in the workplace is prioritised by developing and delivering a systematic programme of activity.
3. The organisation uses the Business in the Community (BITC) 'Reducing the risk of suicide' and crisis management in the event of a suicide toolkit for employers and employees to work towards embedding suicide prevention strategies within the organisation.

4. The organisation can evidence implementation of the Health and Safety Executive (HSE) Stress Management standards.
5. Preventative and timely psychological support is available to staff who are affected by mental health issues.
6. Interventions include broader initiatives that support areas such as bereavement and financial wellbeing.
7. The organisation recognises every day stressors placed on people and have interventions in place to support them.

Musculoskeletal health


 The following criteria is required to be met to achieve a Bronze award:

The specific risks to musculoskeletal health and problems related to it and the characteristics of the workforce are identified and addressed in the organisation with active monitoring of MSK issues to aid early intervention.

 For Silver/Gold awards.

1. People and managers are upskilled and enabled to improve their own physical or musculoskeletal health and wellbeing, with awareness of support and advice and how to implement.
2. Staff with musculoskeletal health problems have access to physiotherapy or equivalent and support to remain in work.
3. Provision of specific MSK workshops and prevention programmes.
4. Implementation of the BITC MSK Toolkit.
5. Tailored support provided by MSK Aware.
6. Facilitation of proactive activities and support to prevent and address MSK issues.

Smoking and vaping

 The following criteria is required to be met to achieve a Bronze award:


A smoke free policy (including vaping) is in place and all employees are aware of it. Sources of further information and support to stop smoking are readily available.



For Silver/Gold awards.

1. The workplace is a smoke and vape free site/s including grounds that are clearly marked as 'smoke and vape free'.
2. Adoption of position statement on nicotine vaping (Association of the Directors of Public Health).
3. There is active support and signposting to encourage those who smoke or vape to stop including trained champions within the workplace.

Food and nutrition

 The following criteria is required to be met to achieve a Bronze award:

The importance of hydration is promoted, and all staff can access basic needs such as water and safe food storage regardless of their role or workload.




For Silver/Gold awards.

1. Provision of active support for staff who wish to change their food choices and eating habits.
2. Implementation of guidance in BITC Healthy Eating Toolkit.
3. Implementation of guidance in North Somerset Healthy Workplaces Eating Well at Work for Employers.
4. Any vending machines have healthy items and limit high fat, high salt, high sugar items.
5. Review ways to improve the food and drink environment within the workplace to ensure staff and visitors have access to affordable, nutritious and sustainable food and drinks.
6. Review ways to improve the food and drink environment that the organisation has control or influence over to ensure access to affordable, nutritious and sustainable food and drinks, for example, via contracts, sponsorship, procurement, event provision and advertising.



Physical activity


 The following criteria is required to be met to achieve a Bronze award:

Staff are encouraged to be active throughout their working week.

  For Silver/Gold awards.

1. Staff are encouraged to actively travel to, during or after work.
2. Participation in an organisational wide activity challenge.
3. Organisations ensure inclusivity to groups who may have higher inactivity levels for example, employees with long term health conditions, older employees, women, ethnic groups and employees on low incomes.
4. A suite of physical activity offers are available to all staff.

Drugs and alcohol


 The following criteria is required to be met to achieve a Bronze award:

A policy is in place regarding the use of alcohol and other substances in the workplace that is clear and consistent.

  For Silver/Gold awards.

1. Managers are confident in raising any concerns with staff around alcohol and substance misuse problems.
2. Organisations make use of the Business in the Community (BITC)/Public Health England (PHE) 'Drugs, Alcohol and Tobacco: a toolkit for employers for management to access'.
3. All managers and staff are aware of local and national support services available to support staff who may need help and support.

Support for all life stages


 The following criteria is required to be met to achieve a Bronze award:

The organisation raises awareness of and supports line managers to show understanding of staff of all ages.

  For Silver/Gold awards.

1. The workplace is active in their support to prepare employees towards retirement.
2. In the last five years of an employees working career, employees are encouraged to be active – physically, cognitively and emotionally in preparation for retirement.
3. Flexible working practices are in place using a personalised approach.
4. Organisation to become an 'Age Friendly Employer' by committing to the five actions.

Prevention and management of health conditions

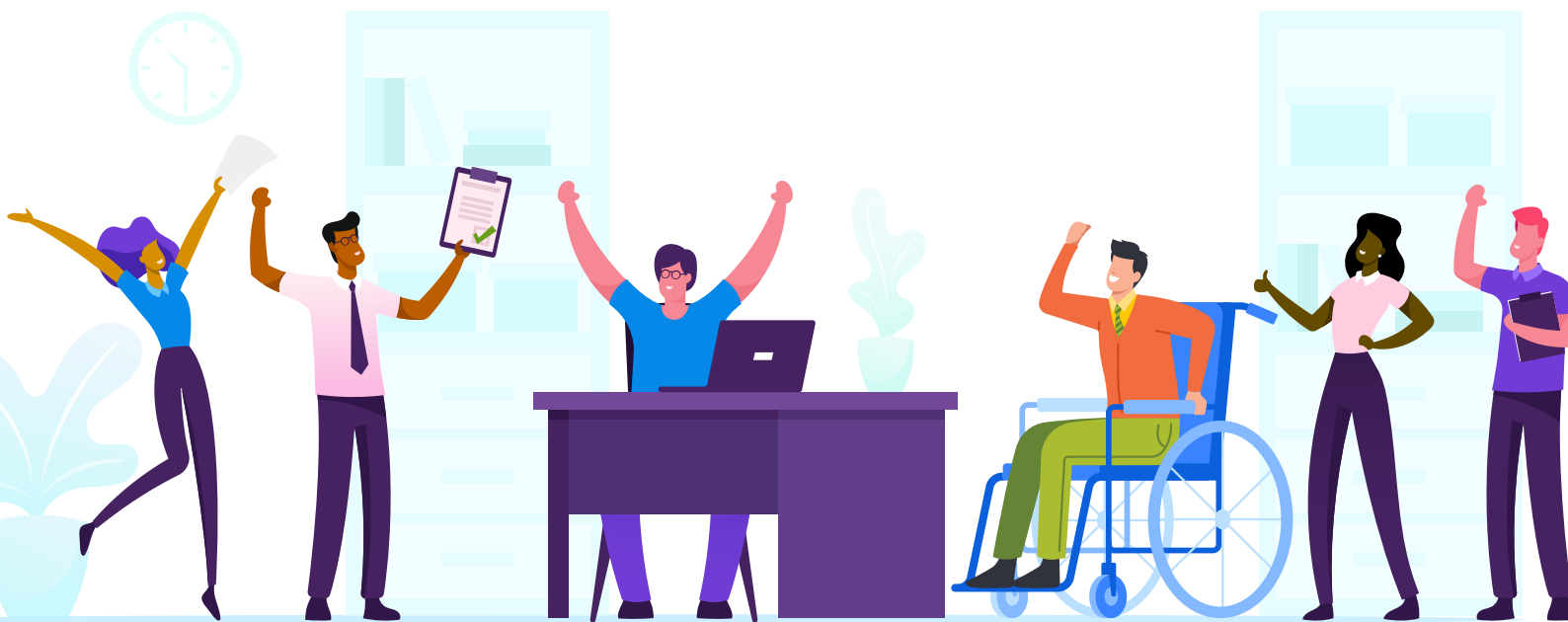
 The following criteria is required to be met to achieve a Bronze award:

There is clear signposting and support in place to help staff to manage long term health conditions.

  For Silver/Gold awards.

Managers treat the menopause with the same support and understanding as they would treat any other ongoing health problems affecting team members.

1. Managers hold regular, informal one-to-one chats with employees and encourage them to share any health and wellbeing issues that are affecting them to aid early intervention.
2. Managers feel well equipped to support women in managing their health within the workplace.
3. There is a women's support group where people can share their experiences and helpful tips.



4. All staff returning from maternity leave whilst breastfeeding and/or expressing are offered the opportunity to discuss specific needs, requirements and support. As a standard of good practice an infant feeding policy should be in place.
5. Organisations access the Men's Health Forum Toolbox Talks and have a Men's Health Network in place.
6. Organisations access the free Macmillan Cancer at Work Resource Pack.
7. Staff are allowed to access health and dental appointments during working hours with no loss of pay.
8. Health checks are available to all eligible staff.
9. Vaccination information and signposting is available to all staff including use of seasonal campaigns.
10. Effective and flexible rehabilitation and return to work policies and procedures are in place with those with absence to due to long term conditions.

Other aspects of health and wellbeing



The following criteria is required to be met to achieve a Bronze award:

Support and signposting to other aspects affecting health is available and accessible to all staff, for example, domestic abuse, financial wellbeing, gambling, sleep.



For Silver/Gold awards.

1. Active support and signposting to promote healthy sleep, for example, for shift workers, drivers, night workers.
2. Implementation of BITC Domestic abuse toolkit.
3. Active support and signposting is available for staff on gambling harm.
4. Active support for staff on financial wellbeing, including planning for retirement.
5. Plans to support staff health and wellbeing and cascade information and signposting in place in cases of unforeseen situations or emergencies e.g. extreme weather events, pandemic.

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Somerset
Council**

Become a Member

To join as a Member, please complete a simple registration form and return to the healthy workplaces team. You can then start to work towards achieving an award using the Healthy Workplaces framework.

Contact us

healthyworkplaces@n-somerset.gov.uk

