

Wellbeing at Work Awards

Bronze Level Assessment Criteria

Name of Business:

Contact Name:

Contact Email:

Date Submitted:

Date Achieved:

Date of Two-Year Review:

The Bronze Award recognises an organisation's commitment to promote and manage the health and wellbeing of staff.

Four core criteria must be achieved to achieve the Wellbeing at Work Bronze Award:

- 1 Set up a Working Group
- 2 Workplace Needs Assessment
- 3 Wellbeing Champions
- 4 Develop a Staff Health and Wellbeing Action Plan

- **Red = Poor progress:** There are issues with this particular action. It may be that action is yet to be taken or there have been some significant delays in implementing the action.
- **Amber = Good progress:** The action has been partially achieved and requires further attention. More evidence may be required.
- **Green = We meet the action:** The action is fully implemented and is performing to a high standard and no further action needed.

Assessment Criteria	Narrative describing how you are meeting the criteria	Evidence required	Comments from Wellbeing at Work	Red Amber Green
1. Setting up a Steering Group				
1.1 Describe how you have set up a working group to steer the Wellbeing vision and strategy, who are its members? How are Senior Management represented on the steering group? How are your workforce represented on the group? How often does the group meet? Is it time protected?		Terms of Reference/ Minutes/ Agendas		
1.2 How does the Steering Group communicate to the whole organisation?				
1.3 Please tell us about your organisation's Health and Wellbeing Policy/Statement/Mission/Strategy?		Recent copy of organisation's Health and Wellbeing Policy/Statement/Mission/Strategy		
2. Workplace Needs Assessment				
2.1 Evidence that you have carried out a Workplace Needs Assessment Workplace to gather anonymous information about the health of		Copy of Health Needs Assessment		

<p>a company's workforce. It is important to decide before you start, what you hope to change and how you are going to measure that change. Workplace Needs Assessments can take the form of questionnaires or more quantitative measures of staff absence and perceptions of their workplace, depending on what your organisation feels best reflects their vision of healthy change. Taking measurements before you make changes to become a healthier workplace will give you a 'baseline' against which you can compare future measurements to track progress against and to show how much you have changed. It also helps employers to understand where to organise investment in staff Health and Wellbeing, especially beyond the basic legal health and safety requirements.</p> <p>It is expected that this will be carried out annually. You may also wish to include travel to work questions in this survey.</p> <p>Public Health England: Workplace Health Needs Assessment</p>		Report of the Results		
2.2 How have the results been communicated to staff?				
3. Wellbeing Champions				
3.1 How many Wellbeing Champions have you trained in your organisation? Is there representation from across the whole workforce? Aim for 10% of your workforce being trained as a Wellbeing Champion by your Two Year Bronze		List of Champions, their Roles. Training		

Review				
3.2 How do you recruit Wellbeing Champions? How is their activity supported in the workplace? E.g., is there protected time for their role? How do you intend to grow your Wellbeing Champion base?				
3.3 What activities have Wellbeing Champions been involved in? Do you ensure the Wellbeing Champions feedback their activity to Wellbeing at Work?		Case Studies/ Photos/ Feedback		
4. Develop an Action Plan				
Develop a Staff Health and Wellbeing action plan which considers areas identified within your Health Needs Assessment.				