

Wellbeing at Work Awards

Sleep and Recovery

Name of Business:

Contact Name:

Contact Email:

Date Started:

Date Submitted:

Date Achieved:

Date of Three-Year Review:

Employers should read through the [Sleep Recovery Toolkit](#) before completing the assessment.

Businesses should prepare for a review every three years for each toolkit completed.

- **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 further evidence is 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) What is your understanding of the importance of sleep quality and recovery to your employees and how do you inform employees that you recognise the impact of sleep deprivation?				
2) How will you consult employees about their sleep and any problems they experience with getting the right amount and quality of sleep?		Copy of survey.		
3) Conduct a workplace assessment for good lighting and ventilation. Make sure staff have access to natural light and consider the use of daylight simulator lamps, which emit a bright flicker-free light close to natural sunlight, particularly during the winter.		Copy of workplace assessment.		
4) What information and guidance do you provide to employees on sleep and recovery? How do Wellbeing Champions promote sleep and recovery?		Examples of communications, information and guidance provided.		

5) How do you empower line managers to intervene when necessary and to approach the subject of sleep in a caring and concerned way?				
6) How do you collaborate with employees to create shift patterns which allow for recovery, adjusting for those who work out of the office, particularly those who spend time on the road and will sometimes be long distances from home when their regular working day ends?				
7) How do you encourage workers to take regular breaks and allow some choice as to when breaks are taken? How do you ensure staff take their full holiday entitlement? Time off work is not 'nice to have' but an essential element of work/life balance.				
8) How do you help employees to understand the impact of excessive screen time on their mental wellbeing, work/life balance and sleep?				
<p>9) Show that measures for safe driving have been put into practice:</p> <ul style="list-style-type: none"> • Working practices, journey schedules, appointments and routes should enable drivers to stay within the law • Foster a culture that encourages drivers to acknowledge when they are fatigued and should not drive 				

<ul style="list-style-type: none"> • Provide training on the importance of sleep and recovery to employees who drive at work for significant periods of time • Understand driver fatigue risk factors (both at-work and non-work) • Make sure there are enough drivers to cover work schedules while maintaining required safety standards • Ensure vehicles are well maintained, which reduces risk of breakdowns and delays • Maintenance should include the environment within the driver's area and cabin • Be aware of drivers who swap shifts among themselves and the impact this can have on working hours 				
<p>10) What facilities do you provide for staff to have quiet spaces for rest and relaxation, where they can switch off completely from work for a period? How do you ensure staff have a quiet space away from their desks to eat lunch?</p>		<p>Photo of facilities</p>		
<p>11) Hydration aids recovery, what facility do you have to make drinking water available throughout the workplace?</p>				

12) What is included within your Health & Wellbeing Action plan with regards Sleep & Recovery?		Copy of Health & Wellbeing Action Plan		
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Resources

- [Ramblers Wellbeing Walks](#) One You Plymouth, in partnership with the Ramblers, organise several walks across the city which are free to attend and cater for all ages and abilities.
- [NHS Talking Therapies Plymouth](#) offers help and advice on anxiety and depression. Self-referral available.
- [Sleepio](#) Studies have shown that Sleepio helps people fall asleep 54% faster and spend 62% less time awake at night.
- [NHS - Better Health Every Mind Matters](#) Top tips to get to sleep and sleep better.
- [HSE guidance on shift work](#) gives good practice guidelines on shift design, as well as general guidance on shift work and fatigue.