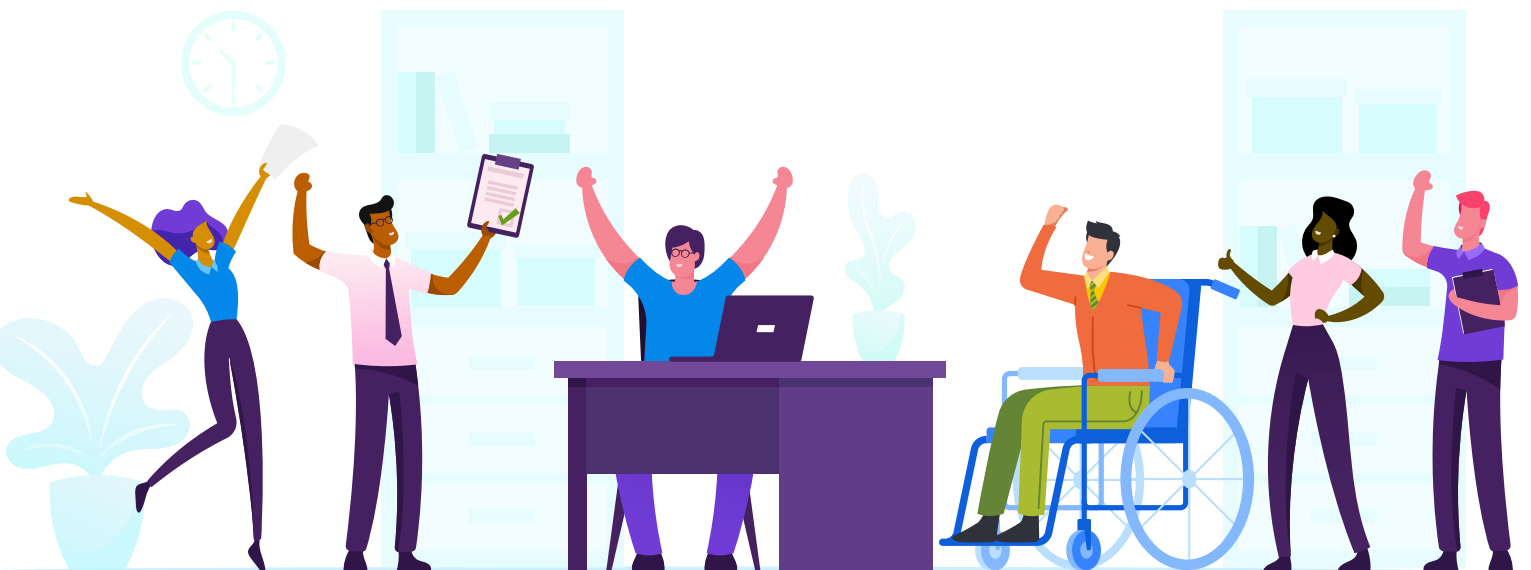# The North Somerset Healthy Workplace Awards

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.

Contents

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 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 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).

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 for Members?

1. Support from the Healthy Workplaces team
2. Networking opportunities
3. Workplace health and wellbeing events
4. Training
5. Newsletter
6. Toolkit

References

1. Office for National Statistics (ONS) Employment, unemployment and economic inactivity in North Somerset https://www.ons.gov.uk/visualisations/labourmarketlocal/E06000024/

2. GOV UK – Health matters: health and work (2019) www.gov.uk/gover...d-work

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 https://www.statista.com/statistics/1133968/causes-of-long-term-absence-in-the-uk/

6. CIPD – Health and wellbeing at work (2022) https://www.cipd.org/globalassets/media/comms/news/ahealth-wellbeing-work-report-2022_tcm18-108440.pdf & 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-crisis-with-2-7-million-people-considering-suicide-because-of-financial-pressure/

Bronze, Silver and Gold Healthy Workplace Awards

All levels of award are based on the following criteria:

5 key healthy workplace goals

1. Leadership and commitment
2. Compassionate, inclusive and effective line management
3. Engaged and supported staff
4. Understanding employee health needs
5. Environment

8 health and wellbeing topics

1. Mental health
2. Musculoskeletal health
3. Smoking
4. Food and nutrition
5. Physical activity
6. Drugs and alcohol
7. Healthy ageing
8. Women's health, men's health, cancer at work & oral health

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 13 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 Gold, all the criteria for the Bronze award plus 40 additional criteria.

- Bronze – 13 criteria
- Silver – 13 Bronze criteria + additional 20 criteria
- Gold – 13 Bronze criteria + additional 40 criteria

MEMBER
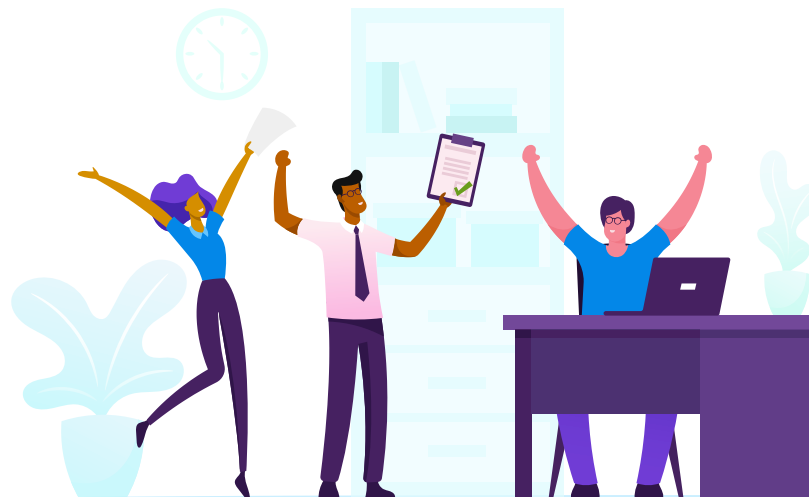
BRONZE

SILVER

GOLD

How to apply for an award

As a Member of the awards programme you can start to work towards applying for a 'Healthy Workplaces' award. Once your organisation has met the criteria for either a Bronze, Silver or Gold level award, please complete the application form to apply for the appropriate award. Please send completed application forms 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 Awards is valid for 3 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 Workplace Awards criteria

Leadership and commitment

Bronze criteria:

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

Silver and Gold criteria:

1. The board or senior leaders actively promote a clear vision and strategy for employee health and wellbeing.

2. Dedicated board / senior leader health champions in place.

3. The board or 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

Bronze criteria:

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

Silver and Gold criteria:

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

2. Line managers have regular health and wellbeing conversations with their staff.

3. Leaders and managers model good health and wellbeing behaviours and lead by example.

4. Line managers are adequately supported (e.g. human resources and occupational health) when supporting staff who are experiencing poor health and wellbeing.

5. A commitment to a healthy workplace and the importance to the organisation of staff health and wellbeing is explicit in the induction process.

6. Teams are effectively resourced.

7. Positive and supported contact is maintained with absent employees to provide support and return to work.

8. 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.

Engaged and supported staff

Bronze criteria:

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

Silver and Gold criteria:

1. Leaders and managers support an empathetic culture.

2. Peer, coaching or mentoring schemes in place.

3. A 'Healthy Workplace Team' in place to help advance and embed staff health and wellbeing across the organisation.

4. Health and wellbeing champions in place who are supported, valued and offered training.

5. People treat each other with professionalism and courtesy.

6. Employee focus groups in place that represent the diversity of staff groups who are engaged as key stakeholders in strategic and operational activities and initiatives. The organisation ensures these staff groups can access the information, support and services they require.

7. People feel like they are in a safe environment and can comfortably raise their concerns and challenge any behaviours of concern.

8. A 'menu' of wellbeing support interventions in place for your employees, which is funded and evaluated for impact.

Understanding employee health needs

Bronze criteria:

The organisation assesses and collects the health and wellbeing needs of staff using a variety of methods.
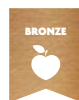
Silver and Gold criteria:

1. Data is recorded (baseline and subsequent timepoint measurement) and used regularly to help inform decisions, actions and progress.

2. The organisation has a healthy workplace action plan in place.

3. The organisation measures the impact of health and wellbeing interventions.

4. The organisation assesses and monitors the cost of absenteeism, presenteeism, retention and turnover within the organisation.

Environment

Bronze criteria:

The working environment is safe for all staff.

Silver and Gold criteria:

1. Staff are aware of their contribution towards a healthy and safe working environment.

2. The organisation has initiatives in place to promote a healthy workplace environment.

Mental health

Bronze criteria:

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.

Silver and Gold criteria:

1. The organisation signs up to the Mental Health at Work Commitment and adheres 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

Bronze criteria:

The risks to musculoskeletal health and problems related to it are identified and addressed in the organisation.

Silver and Gold criteria:

1. People and managers are upskilled and enabled to improve their own physical or musculoskeletal health and wellbeing.

2. Staff with musculoskeletal health problems have access to treatment (e.g. physiotherapy) and support to remain in work.

3. Provision of specific musculoskeletal workshops and prevention programmes.

Smoking

Bronze criteria:

A smoke-free policy (including vaping) is in place, where no smoking or vaping is allowed across all workplaces areas, and all employees are aware of it. Sources of further information and support to stop smoking are readily available.

Silver and Gold criteria:

1. The workplace is a smoke free site/s including grounds that are clearly marked as 'smokefree'.

Food and nutrition

Bronze criteria:

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.

Silver and Gold criteria:

1. Provision of active support for staff who wish to change their food choices and eating habits.

2. Promote national campaigns and guidance around healthy eating such as the Eatwell guide and the Change4Life campaign.

3. Encourage and provide healthier food choices that are lower in saturated fat, sugar and salt and higher in fibre, fruit and vegetables, including those found in vending machines and visiting sandwich vans as well as any other food provision within the workplace.

4. Healthy eating and healthy catering policies are in place and all staff are aware of them.

Drugs and alcohol

Bronze criteria:

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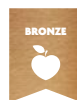
A policy is in place regarding the use of alcohol and other substances in the workplace that is clear and consistent.

SILVER GOLD

1. Managers are confident in raising any concerns with staff around alcohol and substance use problems and addiction. Organisations make use of the Business in the Community (BITC) or Public Health England (PHE) 'Drugs, Alcohol & Tobacco: a toolkit for employers for management to access'.

2. All managers and staff are aware of local and national substance use support services available to support staff.

Physical activity

Bronze criteria:

BRONZE

Staff are encouraged to be active throughout their working week.

Silver and Gold criteria:

SILVER GOLD

1. Staff are encouraged to actively travel to, during or after work (walk, cycle).

2. Participation in an organisational wide activity challenge.

3. Organisations ensure inclusivity to groups who may have higher inactivity levels e.g. employees with long term health conditions, older employees, women, certain ethnic groups and employees on low incomes.

Healthy ageing

Bronze criteria:

BRONZE

The organisation raises awareness of and supports line managers to show understanding of staff of all ages and offers support to manage long term conditions.

Silver and Gold criteria:

SILVER GOLD

1. The workplace is active in their support to prepare employees towards retirement.

2. In the last 5 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 5 actions.

Women's health, men's health, cancer at work and oral health

Bronze criteria:

BRONZE

There is clear signposting in place in the workplace to support relevant women's health, men's health, cancer at work and oral health issues.

Silver and Gold criteria:

SILVER GOLD

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

2. Managers hold regular, informal one-to-one chats with employees and encourage them to share any issues that could be affecting their workplace wellbeing.

3. Women feel supported in the workplace, and that taboos are broken down through open conversations.

4. Managers feel well equipped to support women in managing their health within the workplace.

5. There is a women's support group where people can share their experiences and helpful tips.

6. All staff returning from maternity leave and wishing to combine breast feeding with returning to work should be offered the opportunity to discuss specific needs, requirements and support. As a standard of good practice an infant feeding policy should be in place.

7. Organisations access the Men's Health Forum Toolbox Talks.

8. There is a Men's Health Network in place.

9. Organisations access the Free Macmillan Cancer at Work Resource Pack.

10. Staff are allowed to access dental appointments during working hours.

Become a Member

To become a Member, a short registration form is required. Following this, the healthy workplaces team can provide support with your staff health and wellbeing work and help you achieve an award.

Contact us

healthyworkplaces@n-somerset.gov.uk