

Bronze Awards Criteria Handbook (workplaces with 50+ employees)

Bronze Award Criteria User Handbook (50+ employees)

This document will walk you through each of the 20 criteria in the Wellbeing at Work Bronze Award for organisations with over 50 employees. It will cover the criteria, ideas to implement it in your workplace, resources to support you and examples of the evidence for you to provide, once the criteria has been completed.

Guidance on using this document:

- Each of the programme criteria are listed beneath their topic areas in the table below, you can find the criteria by clicking on the expandable arrow next to the topic title. Criteria can be identified using the unique '**criteria number**'.
- To inspire your workplace activities and improvements, we have listed some ideas to implement the criteria within your organisation, alongside links to external resources to provide further guidance or to signpost your employees to. This can be found in '**ideas and resources**'.
- When building your evidence portfolio, you can provide us with any type of evidence, as long as it clearly displays what your organisation has done to meet the criteria. However, to provide some guidance we have listed some suggestions of what you could provide in '**evidence examples**'.
- Our website only takes **one file** (Word, PDF, JPEG or PNG) against each criteria. If you'd like to submit two pieces of information as evidence, e.g. copy of the sickness absence policy and screenshot of the intranet page where it can be accessed, please save both in the same file before uploading, e.g. copying and pasting the screenshot in the policy word document.

If you have any questions or queries, you can get in touch with the team at HealthyWorkplace@eastsussex.gov.uk

1. Physical Activity and Active Travel

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	Bronze Award (Mandatory)		
PA.B1	Raise awareness of the benefits of physical activity and active travel among employees, encourage staff to be physically active and signpost employees to support available.	Give active travel advice and information in an induction pack for new employees; signpost stair use instead of lifts; place bins/printers/water coolers in communal areas; champion having a chat in person	A copy or an image of any promotion completed (e.g. a screenshot of the intranet page with relevant information, photo of posters or leaflets including where they had

		<p>rather than sending an email; accessible walkways around office; enable standing and walking meetings; display information about the benefits of physical activity or run a physical activity campaign or event; signpost to local classes and leisure facilities.</p> <ul style="list-style-type: none"> • Move More One You East Sussex • Physical Activity, Healthy Eating and Healthier Weight: A Toolkit For Employers (bitc.org.uk) • Workplaces - Sustrans.org.uk Walking in workplaces Living Streets 	<p>been displayed, copy of emails sent to staff, photo of a physical activity event, etc.)</p>
PA.B2	<p>Offer and promote initiatives that support alternative work travel arrangements, such as tax efficient cycle purchase schemes, public transport discount initiatives and/or season ticket loan schemes.</p>	<p>Nominate a champion in the workplace to advise other employees. You may want to consider coordinating an internal season ticket loan scheme that deducts from the employees monthly pay, or use one of the existing initiatives.</p> <ul style="list-style-type: none"> • The UK's Most Popular Cycle to Work Benefit - Cyclescheme • Network - easitEAST SUSSEX 	<p>Image of where the information can be found (e.g. a page on the intranet, poster including where it had been displayed, email sent to employees including signposting, etc.)</p>

2. Healthy Eating

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	Bronze Award (Mandatory)		

HE.B1	Provide adequate space for safe food storage, as well as clean, appropriate food preparation areas and facilities to heat food in the workplace.	Consider placing kitchens/food areas away from working areas where possible to aid employees in having a break from workspace. <ul style="list-style-type: none"> • Food Safety at the Office (eatright.org) • Food hygiene for your business Food Standards Agency 	Photograph of provision e.g. staff kitchen, fridge/microwave in staff room, etc.
HE.B2	Raise awareness of the benefits of healthy eating and hydration among employees, and signpost employees to support available.	Display information about the benefits of healthy eating, run a healthy eating event, promote healthy eating support groups or cooking lessons/groups. Consider information of the impacts of healthy eating on mental health, or providing free fruit for employees. Encourage staff to bring in healthy options when celebrating events. Check our healthy eating resources: Resources Archive - East Sussex Healthy Workplace	Image of where the information can be found (intranet, poster, leaflet, email, etc).

3. Mental Health

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	Bronze Award (Mandatory)		
MH.B1	Produce a mental health action plan and share with employees, considering the following topics: breaking down stigma, stress management, sleep and suicide prevention.	When producing the action plan, consider the nature of the work, the characteristics of your workforce and organisation, and how you will communicate it to staff.	Copy of the mental health action plan and where this is available for staff to access.

		<p>Include how staff can raise concerns about workplace issues impacting wellbeing, and how these concerns are dealt with.</p> <ul style="list-style-type: none"> • An example of a stress policy (hse.gov.uk) • What are the Management Standards? - Stress - HSE • Tackling work-related stress using the Management Standards approach (hse.gov.uk) <p>See our website for templates: Resources Archive - East Sussex Healthy Workplace</p>	
MH.B2	Provide mental health awareness training to key members of staff.	<p>Provide a type of mental health awareness training for key workers in your organisations, such as line managers and wellbeing champions</p> <ul style="list-style-type: none"> • line_managers_resource.pdf (mentalhealthatwork.org.uk) • Mental Health Awareness (e-learningforhealthcare.org.uk) • Acas Learning OnLine 	Copy of attendees list or certificate of conclusion, emails to staff, screenshot of promotion on intranet, testimonial from trainer or screenshot of completed e-learning, etc.
MH.B3	Promote mental health services to employees that can support them with their mental wellbeing, including financial wellbeing initiatives, support or services.	<p>Promote services to employees somewhere that is clear and readily accessible by all workers</p> <ul style="list-style-type: none"> • Address Your Stress · MHFA England • StepChange Debt Charity - Free Expert Debt Advice. • English (moneyhelper.org.uk) 	Image of where the information can be found (intranet, poster, leaflet, email, etc).

4. Alcohol, Smoking and Substance Misuse

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	Bronze Award (Mandatory)		
AS.B1	Raise awareness of the benefits of stopping smoking and/or reducing alcohol consumption. As well as the impacts of alcohol, smoking and/or substance misuse on health and wellbeing. Signpost to support available.	<p>Share information with employees that explains what risky drinking is and the recommended level of maximum consumption. Share practical advice on reducing consumption. Display information or signpost employees to support services or ensure appointments are accessible to employees.</p> <ul style="list-style-type: none"> • STAR – East Sussex Drug and Alcohol Recovery Service - East Sussex 1Space • Drink less - Better Health - NHS (www.nhs.uk) • Quit Smoking One You East Sussex <p>Check our website for more resources: Resources Archive - East Sussex Healthy Workplace</p>	Image of where the information can be found (intranet, poster, leaflet, email, etc).
AS.B2	Produce and promote a smoking statement or policy, after consulting employees, with a clear rules on smoking in the workplace, signposting to support services and the health risks of smoking.	<ul style="list-style-type: none"> • Check this toolkit for a template: bitc-wellbeing-toolkit-drugsalcoholtobacco-may2018.pdf • Employers and Businesses (smokefreeengland.co.uk) 	Copy of statement or policy, and any documents to support staff engagement - e.g. feedback from consultation, emails. Identify where the policy is accessed in the workplace.

5. Sickness Absence, Return to Work and Prevention

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	Bronze Award (Mandatory)		
SA.B1	Produce a statement or policy on sickness absence, which includes clear and accessible procedures for reporting and managing sickness absence, and return to work. Share the statement or policy with staff.	<p>Include this in the induction process for new employees and regular refresher sessions.</p> <ul style="list-style-type: none"> • Checking how your workplace deals with absence: Absence from work - Acas <p>Example of a sickness absence policy: Sickness Absence Policy UCL Human Resources - UCL – University College London</p>	Copy of the policy or statement, and where this can be accessed.
SA.B2	Have processes in place for team leaders to agree regular contact with employees who are on sickness absence or maternity leave; and for team leaders to discuss return to work requirements with employees who are returning to work after a period of sickness absence or maternity leave.	<ul style="list-style-type: none"> • Checking how your workplace deals with absence: Absence from work - Acas • Managing sick leave and return to work - HSE • Managing a return to work after long term absence Guides CIPD 	Copy of the process, or where the information can be found (intranet, policies, emails, etc).
SA.B3	Encourage eligible employees to access screening and other health services by sharing information and signposting.	<p>Display information about health services such as NHS Health Checks, cervical screening and eye tests, and allow time off to attend appointments. Consider covering the stance on medical/healthcare appointments in your sickness absence policy.</p> <ul style="list-style-type: none"> • NHS Health Checks One You East Sussex • NHS screening - NHS (www.nhs.uk) 	Image of where the information can be found (intranet, poster, leaflet, email, etc).

6. Leadership, Management and Workplace Culture

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	Bronze Award (Mandatory)		
LM.B1	Agree a communication channel with staff where organisational updates, messages and changes are shared. Ensure there is a function to include employees in senior decision making.	This could be intranet, newsletter, team or all staff meetings, etc. Employees could contribute to senior decisions via Staff Forums and/or Groups, champions or representatives, or staff surveys, engagement or consultations.	Copy of a newsletter, screenshot of the intranet or e-mail invitations to team or staff meetings. Minutes of a staff forum meeting, or copy of a staff survey results.
LM.B2	Ensure all leaders in the organisation, including line managers, directors and board members, are committed to the health and wellbeing of their workforce, and champion positive health behaviours.	Senior leaders could get involved in wellbeing activities, take part in physical activity challenges, share their lived experience or their personal stories regarding health and wellbeing. Consider including wellbeing as part of 1-2-1 meeting's or check in's with employees, and you can use the Wellness Action Plan as a tool for this. Consider to proactively challenge behaviour and actions that may adversely affect employee health and wellbeing. <ul style="list-style-type: none"> mind-guide-for-employees-wellness-action-plans_final.pdf 	Photo of a senior leader doing a challenge event; copy of a blog post written by a senior leader about their own lived experience; copy of guidance to line managers on how to include wellbeing in their 1-2-1s and handle challenging conversations, etc.
LM.B3	Conduct an annual staff health and wellbeing assessment, and promote two health campaigns or activities based on the assessment results. Share the results with employees, with actions to be taken to improve any highlighted issues.	<u>This criteria must be addressed first when undertaking Bronze Award.</u> Consider including questions about job quality, management styles and support available for workers. The campaigns or activities should	Copy of the wellbeing survey results and images of posters and location (e.g. intranet, wellbeing boards, etc) of some activity. Copy of any

		<p>be fully promoted using campaign materials such as posters, email footers, employee events and activities, messages from senior leaders, toolkits etc., and it can be led by workplace champions, HR or the awards lead.</p> <p>Check our website for an assessment template and calendar of wellbeing dates: Resources Archive - East Sussex Healthy Workplace</p>	<p>messages sent to employees about the events/activities.</p>
LM.B4	<p>Encourage employees to take regular breaks away from their work, and foster a culture where this is deemed acceptable.</p>	<p>Consider how line managers and senior leaders could role model this, showing best practice, and also communicate this to staff</p> <ul style="list-style-type: none"> • Work routine and breaks - Display screen equipment - HSE 	<p>Copy of any messages sent to employees, or of the policy or statement where this is covered.</p>

7. Musculoskeletal Health (MSK) and Health & Safety

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	Bronze Award (Mandatory)		
MSK.B1	<p>Raise awareness of MSK pain and disorders, providing information on prevention and pain management to all staff (including signposting to support services and resources available).</p>	<p>Check our website for resources: Resources Archive - East Sussex Healthy Workplace</p>	<p>Image of where the information can be found (intranet, poster, leaflet, newsletter, email to employees, etc). Or photos of any related health and wellbeing activity.</p>

MSK.B2	Ensure the organisation has procedures in place for reporting and recording MSK symptoms, as well as for making reasonable adjustments for individuals where an issue is raised. Share with staff.	<p>Consider self-assessment or assessment by a professional as ways of reporting MSK symptoms. Consider accessing Government grants to aid reasonable adjustments.</p> <ul style="list-style-type: none"> • Get support in work if you have a disability or health condition (Access to Work) - GOV.UK (www.gov.uk) 	Copy of internal process, relevant policy or statement. Copy of piece of communication to staff, e.g. email, newsletter.
MSK.B3	Produce a risk assessment for MSK conditions for your workplace.	<p>Risks identified could be addressed through staff training and workplace adjustments. Self-assessments could be undertaken, e.g. DSE/ workstation assessment. Check our website for templates: Resources Archive - East Sussex Healthy Workplace</p>	Copy of risk assessment templates or results.
MSK.B4	Nominate a designated party or employee responsible for health and safety, that ensures the organisation is up to date with current legislation.	<p>This may be their sole responsibility or included as part of their wider job role, or you may choose to outsource this role to a consultant or advisor.</p> <ul style="list-style-type: none"> • Have the right workplace facilities - Overview - HSE 	Copy of job description or job responsibilities, copy of contract with a service provider.