

# Silver Award Criteria Handbook (workplaces with 50+ employees)

## Silver Award Criteria User Handbook (50+ employees)

This document will walk you through each criteria in the Wellbeing at Work Silver 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. **To achieve Silver Award, you have to implement 20 criteria, being one mandatory and the other 19 chosen from a list of 54 criteria.**

Please note that criteria PA.SG4 and AS.SG6 are double-weighted, so if you choose one of these you will only need to implement 19 criteria in total, or if you choose both of them you will only need to implement 18 criteria in total.

### 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](mailto:HealthyWorkplace@eastsussex.gov.uk)**

## 1. Physical Activity and Active Travel

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	<b>**Silver Award** (To Choose)</b>		
PA.SG1	Survey staff to understand how they travel to work, from work and during work.	This can be combined with the health needs assessment. <ul style="list-style-type: none"> <li><a href="https://www.tfl.gov.uk/roadshows/research-innovation/2016-employee-travel-survey-template.pdf">employee-travel-survey-template.pdf (tfl.gov.uk)</a></li> </ul>	Copy of the survey or the result analysis, or piece of communication to staff about the survey.
PA.SG2	Provide adequate cycle parking or storage, for staff and visitors.	Consider partnering with another local organisation to pool resources or share facilities. <ul style="list-style-type: none"> <li><a href="https://www.cycling-embassy.org.uk/cycling-embassy/2016/04/cycle-parking-information-sheet/">Cycle parking information sheet (cycling-embassy.org.uk)</a></li> <li><a href="https://www.sustrans.org.uk/active-travel/active-travel-for-work/active-travel-for-work-how-to-improve-bike-storage-for-offices-and-employees/">How to improve bike storage for offices and employees - Sustrans.org.uk</a></li> </ul>	Photograph or map of the facilities.
PA.SG3	Partner up with local physical activity providers to enable discounted physical activity for staff, or provide physical activity opportunities for staff in house.	You may want to approach a gym or physical activity provider in close proximity to your workplace, or located near your workforce, to see if they would be willing to offer a discounts or physical activity opportunities for your staff members. <ul style="list-style-type: none"> <li><a href="https://www.waveleisure.co.uk/gyms-swimming-pools-leisure-centres-in-sussex/">Wave Leisure   Gyms, Swimming Pools &amp; Leisure Centres in Sussex</a></li> <li><a href="https://www.freedomleisure.co.uk/freedom-leisure-centre-trust-fitness-centres-gyms/">Freedom Leisure Centre Trust   Gyms (freedom-leisure.co.uk)</a></li> </ul>	Screenshot of the intranet page with relevant information, photo of posters or leaflets, copy of emails to staff, photo of a physical activity event, etc.
PA.SG4	Produce an active travel action plan based on a workplace site audit. <b>DOUBLE WEIGHTED CRITERIA</b>	Consider combining the site audit with the staff travel survey for a more robust active travel action plan.	Copy of the action plan.

		<ul style="list-style-type: none"> <li>• <a href="#">Change the way your staff travel to work - Sustrans.org.uk</a> Sustrans available for active travel planning</li> </ul>	
<b>PA.SG5</b>	Encourage staff to wear footwear and clothing to work that is comfortable and enables activity, where is operationally appropriate.	Consider how senior leaders or champions could role model this.	Copy of the piece of communication to staff, or image of where the information can be found (intranet, poster, etc).
<b>PA.SG6</b>	Support employees to access the outdoor environment by mapping and promoting any local assets that could be utilised for breaks and journeys to/from work.	Consider producing a list of the local green spaces and publicise it to your employees.	Image of where the information can be found (intranet, poster, leaflet, email, etc).
<b>PA.SG7</b>	Offer led walks to employees.	<p>You can work alongside an external provider, or send members of staff on walk leader training.</p> <ul style="list-style-type: none"> <li>• <a href="#">Walking Works   Living Streets</a></li> </ul>	Staff training certificate or proof of walk delivery (photos, list of attendees, etc).
<b>PA.SG8</b>	Provide cycle workshops.	<ul style="list-style-type: none"> <li>• <a href="#">Pedal Power - Bikes, Bike Rental (eastsussexpedalpower.com)</a></li> <li>• <a href="#">Dr Bike Lewes</a></li> <li>• <a href="#">Promoting cycling for all - Bike For Life - Training in Sussex - About Us (bikeforlifesouth.org.uk)</a></li> <li>• <a href="#">Dr Bike – Cycle Seahaven</a></li> <li>• <a href="#">BikeLab Hastings   Hastings &amp; St Leonards Community Bicycle Workshop</a></li> </ul>	Emails to organise, photos of the workshops in action or posters to promote.
<b>PA.SG9</b>	Introduce a mileage allowance for business journeys undertaken by foot and by cycle, as well as favourable mileage payments where there are passengers in a vehicle to encourage sharing/pooling.	<ul style="list-style-type: none"> <li>• <a href="#">Travel - mileage and fuel rates and allowances - GOV.UK (www.gov.uk)</a></li> <li>• <a href="#">Expenses and benefits: business travel mileage for employees' own</a></li> </ul>	Travel/mileage claim policy.

		<a href="http://www.gov.uk">vehicles: Passenger payments - GOV.UK (www.gov.uk)</a>	
<b>PA.SG10</b>	Provide adequate changing facilities and storage that are accessible to all staff.	Best practice would also include showering facilities. Where not possible, consider partnering with another local organisation to share facilities.	Photograph of the facilities.
<b>PA.SG11</b>	Share instructions of how to travel to events and meetings via public transport and/or active travel with attendees.	When sending out meeting invitations, make it standard practice to send out instructions of how to travel to the venue via active or public transport, not just providing car parking information. If you have a choice of meeting venues, consider choosing a venue which is easily accessible by active or public transport by your attendees.	Copy of meeting invitation with public transport/active travel information.
<b>PA.SG12</b>	Encourage staff to take part in team activity sessions, or physically active team challenges, that are inclusive to the whole workforce.	Annual physical activity challenges, charity challenge events, walking meetings, etc.	Photograph of employees doing the challenge, copy of communication sent to staff or the results achieved.

## 2. Healthy Eating

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	<b>**Silver Award** (To Choose)</b>		
<b>HE.SG1</b>	Make changes to vending machines in the workplace to encourage and facilitate healthier choices.	Consider locating vending machine away from immediate workspaces and increasing distance needed to access them. Reduce the number of items available that are high in fat and sugar, or display those items out of eye level. Display the nutritional value of products available in vending machines.	Photograph of the vending machine or product list from supplier.

		<ul style="list-style-type: none"> <li><a href="#">Healthy-Vending-Report_FINAL-OCTOBER-2018.pdf (bdaworkready.co.uk)</a></li> </ul>	
<b>HE.SG2</b>	Ensure healthy options are included in on site cafes or canteens, as well as in catering for events and meetings.	<p>Consider making changes to ensure your café or canteen on site provides healthy options, for workers on all shift patterns</p> <ul style="list-style-type: none"> <li><a href="#">Healthier and more sustainable catering: a toolkit for serving food to adults (publishing.service.gov.uk)</a></li> </ul>	Copy of the café/canteen menu, list of items from catering supplier, or copy of catering contract.
<b>HE.SG3</b>	Ensure kitchens and beverage areas are kept clean and are situated away from work areas.	Consider if your kitchens and/or beverage areas can be situated from work stations to ensure that workers get a break away from their work station	Photograph of those areas.
<b>HE.SG4</b>	Encourage employees adopt healthy eating practices.	Consider encouraging eating away from workstations and enable workers to take a flexible meal breaks to source, prepare and/or consume food.	Image of where the information can be found (intranet, poster, leaflet, email, etc).

### 3. Mental Health

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	<b>**Silver Award** (To Choose)</b>		
<b>MH.SG1</b>	Train members of staff as dementia champions.	<p>Consider training key members of staff as dementia champions e.g. those in client facing roles</p> <p><a href="https://www.dementiafriends.org.uk/WEB/Article?page=become-dementia-friend">https://www.dementiafriends.org.uk/WEB/Article?page=become-dementia-friend</a></p>	Emails, certificates or testimonial from Dementia Friends proving staff have attended training.

<b>MH.SG2</b>	Become a dementia friendly setting.	<ul style="list-style-type: none"> <li>• <a href="https://www.alzheimers.org.uk">Guidance for dementia-friendly organisations   Alzheimer's Society (alzheimers.org.uk)</a></li> </ul>	Emails, certificates or testimonial from Alzheimers Society proving the organisation has completed to become a dementia friendly setting.
<b>MH.SG3</b>	Offer mental health awareness training to all members of staff.	<p>Provide a type of mental health awareness training which is available to all workers in your organisation to access or sign up to</p> <ul style="list-style-type: none"> <li>• <a href="https://www.acas.co.uk/learning">Acas Learning OnLine</a></li> </ul>	Emails, certificates, testimonial from trainer or screenshot of completed e-learning proving staff have attended or completed the training.
<b>MH.SG4</b>	Signpost employees with mental health challenges or conditions to support services.	<p>Promote services to employees somewhere that is clear and readily accessible by all workers, and ensure this is part of a support pathway for workers who have identified or been diagnosed with mental health challenge</p> <ul style="list-style-type: none"> <li>• <a href="https://www.ablefutures.co.uk">Support for mental health at work   Able Futures Mental Health Support Service (able-futures.co.uk)</a></li> <li>• <a href="https://www.eastsussex.gov.uk">Preventing Suicide in Sussex services   East Sussex County Council</a></li> </ul>	Image of where the information can be found (intranet, poster, leaflet, email, etc). Support services include EAPs, occupational health professionals, support groups, GPs, etc.
<b>MH.SG5</b>	Ensure that health and wellbeing are embedded into policies or statements that have the potential to impact staff wellbeing. Health and wellbeing are considered as a priority when developing new policies or statements.	Consider what policies your organisation has, or is developing, that have the potential to impact on employee wellbeing. Ensure that wellbeing has been considered and is addressed within the policy	List of existing policies or statements, and copy of the relevant policies or statements.
<b>MH.SG6</b>	Have a flexible working statement or policy that allows employees a degree of autonomy and control over how work is completed and work schedules, where operationally viable.	See our website for a template: <a href="#">Resources Archive - East Sussex Healthy Workplace</a>	Copy of the flexible working statement or policy.
<b>MH.SG7</b>	Allow and support employees to contribute a minimum of one day per year to volunteering activities, within working hours.	<ul style="list-style-type: none"> <li>• <a href="https://www.eastsussex.gov.uk">Volunteering   East Sussex County Council</a></li> </ul>	Image of where the information can be found (intranet, poster, leaflet, email, policy or statement, etc).

<b>MH.SG8</b>	Provide suicide prevention training to key members of staff.	Provide a type of suicide prevention training for key workers in your organisations, such as line managers and wellbeing champions <ul style="list-style-type: none"> <li>• <a href="#">Find the ZSA Zero Suicide Alliance training</a></li> </ul>	Emails, certificates, testimonial from trainer or screenshot of completed e-learning proving staff have attended or completed the training.
<b>MH.SG9</b>	Encourage and support social activities and/or volunteering.	Consider groups or workers in your organisation that may be socially isolated e.g. shift workers, lone workers, remote workers, employees going through key life transitions such as parenthood, retirement or bereavement etc. Consider how you can support these employees to look after their social wellbeing e.g. by facilitating staff social events, staff volunteering groups, formation of staff groups such as book clubs. <ul style="list-style-type: none"> <li>• <a href="#">Volunteering   East Sussex County Council</a></li> </ul>	Image of where the information can be found (intranet, poster, leaflet, email, etc).
<b>MH.SG10</b>	Encourage honest and open conversations about mental health and wellbeing, including disabilities and health conditions. Foster a culture where employees feel comfortable to raise concerns about workplace issues.	Consider creating a network of wellbeing champions to start the conversation about mental health at work, training a few Mental Health First Aiders, or having a confidential support line for staff managed by the champions or HR. Provide regular opportunities for employees to discuss their own health and wellbeing e.g. in team meetings, in 1-2-1s, in staff groups or wellbeing coffee talks. You can use the Wellness Action Plan to start and guide the conversations.	Image of where the information can be found (intranet, poster, leaflet, email, policy or statement, etc).



		<ul style="list-style-type: none"> <li>• <a href="#">Wellness Action Plan download   Mind, the mental health charity - help for mental health problems</a></li> </ul>	
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## 4. Alcohol, Smoking and Substance Misuse

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	<b>**Silver Award** (To Choose)</b>		
AS.SG1	Signpost employees to confidential services for support with alcohol or substance misuse.	<p>Support services could include a local provider, Employee Assistance Programme, Occupational Health etc.</p> <ul style="list-style-type: none"> <li>• <a href="#">Drug and alcohol services   East Sussex County Council</a></li> </ul>	Image of where the information can be found (intranet, poster, leaflet, email, etc). Or copy of policy or agreement regarding attendance at appointments, e.g. email trail.
AS.SG2	Produce an alcohol and substance misuse policy or statement, regarding the use of alcohol and other substances at work that is clear, consistent for all roles and well publicised.	<p>A policy could include a code of conduct. Check this toolkit for a template: <a href="#">bitc-wellbeing-toolkit-drugsalcoholtobacco-may2018.pdf</a></p> <ul style="list-style-type: none"> <li>• <a href="#">East Sussex Services - Oasis Project</a></li> <li>• <a href="#">Overview - Cgl - East Sussex Drug And Alcohol Recovery Service - NHS (www.nhs.uk)</a></li> <li>• <a href="#">Managing drug and alcohol misuse at work - Overview - HSE</a></li> </ul>	Copy of the policy or statement and where it can be accessed.
AS.SG3	Include a toolkit or resources on recognising and managing alcohol and drugs problems in the line managers inductions.	<p>Ensure that a standard part of a line managers training or induction is recognising and managing alcohol or drug problems in the workplace</p> <ul style="list-style-type: none"> <li>• <a href="#">Guidance for managing drug and alcohol misuse at work   CIPD</a></li> </ul>	Example of where this is covered in managers induction or training.

		<ul style="list-style-type: none"> <li>• <a href="#">Managing drug and alcohol misuse at work: Guidance for line managers on providing support and dealing with disclosures (cipd.co.uk)</a></li> </ul>	
<b>AS.SG4</b>	Provide Alcohol Identification and Brief Advice (IBA) training to key members of staff.	<p>Key members of staff could be line managers, wellbeing champions, mental health first aiders, HR staff, team leaders.</p> <ul style="list-style-type: none"> <li>• <a href="#">Alcohol Identification and Brief Advice - e-Learning for Healthcare (e-lfh.org.uk)</a></li> </ul>	Copy of the workplace training log or the mandatory training offer or list.
<b>AS.SG5</b>	Prohibit staff from smoking in uniform, work badges, lanyards, branded materials or any item that may identify individuals as an employee of the organisation.	Ensure that this is communicated to all employees, consider signage to remind employees of this.	Copy of policy or statement, picture of signage, or email to all staff.
<b>AS.SG6</b>	<p>Create a smoke free site, including all open and outdoor spaces/grounds, that are clearly signposted as smoke free and steps are taken to ensure smoking does not happen on the organisation's premises.</p> <p><b>DOUBLE WEIGHTED CRITERIA</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Employers and Businesses (smokefreeengland.co.uk)</a></li> <li>• Example of a smoke free site policy <a href="#">smoke-free-policy.pdf (slam.nhs.uk)</a></li> </ul>	Pictures of signage or copy of policy or statement.

## 5. Sickness Absence, Return to Work and Prevention

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	<b>**Silver Award** (To Choose)</b>		
<b>SA.SG1</b>	Review regularly the sickness absence data to identify trends and patterns, to identify areas in which intervention may be needed to support employees' health and wellbeing.	<p>Considering reviewing your policies based on your sickness absence data trends.</p> <ul style="list-style-type: none"> <li>• <a href="#">Absence Measurement &amp; Management   Factsheets   CIPD</a></li> </ul>	Copy of sickness absence data analysis and report.

		<ul style="list-style-type: none"> <li>• <a href="#">Information on Absence Management   CIPD</a></li> </ul>	
<b>SA.SG2</b>	Make reasonable adjustments for employees that have a disability, long term conditions or MSK problem, or are experiencing difficulties with alcohol or substance misuse, to enable them to stay in work.	<p>It is best practice to monitor adjustments put in place to see if they are meeting the needs of both the employee and the workplace. E.g. Agree with employee a written return to work plan with a timeframe, and review this regularly. Consider workstation set up, flexible work routine, the tasks undertaken and breaks.</p> <ul style="list-style-type: none"> <li>• <a href="#">Get support in work if you have a disability or health condition (Access to Work) - GOV.UK (www.gov.uk)</a></li> <li>• <a href="#">Reasonable adjustments in practice   Equality and Human Rights Commission (equalityhumanrights.com)</a></li> <li>• <a href="#">What reasonable adjustments are: Reasonable adjustments - Acas</a></li> </ul>	Copy of the reasonable adjustment process or policy.
<b>SA.SG3</b>	Encourage employees whose sickness absence is expected to continue beyond 4 weeks to discuss with their GP or secondary care specialist any options for referral to support services such as physiotherapy, counselling or occupational therapy. If you have an Employee Assistance Programme and/or Occupational Health Service, you may encourage employees to access these instead.	<ul style="list-style-type: none"> <li>• <a href="#">Getting the most out of the fit note: guidance for employers and line managers (publishing.service.gov.uk)</a></li> <li>• <a href="#">Support for mental health at work   Able Futures Mental Health Support Service (able-futures.co.uk)</a></li> </ul>	Copy of the policy, HR or management guidelines where this recommendation can be found. Information about the Employee Assisted Programme or the Occupational Health provider and where this can be found.
<b>SA.SG4</b>	Offer referral to health rehabilitation and support services, (e.g. physiotherapy, counselling or occupational therapy) to employees that are likely to be absent from work for more than 4 weeks.	<ul style="list-style-type: none"> <li>• <a href="#">Support for mental health at work   Able Futures Mental Health Support Service (able-futures.co.uk)</a></li> </ul>	Information the provision and where this can be found.

	Signpost them to other possible sources of expert advice and support relevant to their condition.		
<b>SA.SG5</b>	Provide support for employees going through cancer treatment, or treatment for other long-term health conditions such as diabetes or depression.	Check out our website for some resources on this: <a href="#">Resources Archive - East Sussex Healthy Workplace</a>	Copy of the relevant policy or statement covering e.g. reasonable adjustments, attending appointments during the workday, etc. Or copy of signposting information about support services (this could be on the intranet, in an email to staff, a poster on a board or leaflet).
<b>SA.SG6</b>	Offer NHS Health Checks on site to staff, or make an interactive health kiosk available for use.	One You East Sussex can do NHS Health Checks in the workplace, and offers health kiosks to hire. <ul style="list-style-type: none"> <li>• <a href="#">NHS Health Checks   One You East Sussex</a></li> </ul>	Pictures of the health checks being done or the health kiosk on site; or list of employees who have done the checks; or copy of the contract or agreement with One You East Sussex.
<b>SA.SG7</b>	Allow all staff the flexibility to attend screening and other healthcare appointments during the working day.	Consider including smoking, substance misuse or alcohol support services appointments too. This could be achieved via paid time to attend within the workday, enabling shift-swaps, allowing employees to make up time lost, via flexible working practices, etc. <ul style="list-style-type: none"> <li>• <a href="#">Screening – East Sussex Healthcare NHS Trust (esht.nhs.uk)</a></li> </ul>	Copy of the relevant policy or statement, or copy of an email to staff, or where the relevant information can be found on the intranet.
<b>SA.SG8</b>	Offer or encourage vaccinations to staff, relevant to job role.	Consider what vaccinations are needed for role, especially frontline staff, and general vaccinations of importance e.g. flu, Covid, HEP B <ul style="list-style-type: none"> <li>• <a href="#">Vaccinations - NHS (www.nhs.uk)</a></li> </ul>	Copy of the relevant policy or statement, or copy of an email to staff, or where the relevant information can be found on the intranet.

## 6. Leadership, Management and Workplace Culture

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	<b>**Silver Award** (To Choose)</b>		
LM.SG1	Ensure health and wellbeing statements or policies are included in any induction, training and development programmes for new employees.	Ensure this is part of procedure for inductions, for all employees	Copy of any induction or training materials regarding health and wellbeing. Those materials should contain the policies or statements or where they can be found.
LM.SG2	Offer all employees the same opportunities with support, training, CPD, progression, secondment or personal development.	In line with the organisations equal opportunities or HR statement or policy (if the organisation has one). These should be offered to all employees regardless of age, gender, ethnicity or any other protected characteristics under the Equality Act 2010. Check our website for more resources on equality, diversity and discrimination: <a href="#">Resources Archive - East Sussex Healthy Workplace</a>	Copy of relevant HR policy or statement; or copy of email to staff about personal development opportunities; or screenshot of intranet page with relevant information.
LM.SG3	Become a disability committed employer.	<ul style="list-style-type: none"> <li>• <a href="#">How to sign up to the Disability Confident employer scheme - GOV.UK (www.gov.uk)</a></li> <li>• <a href="#">Level 1: Disability Confident Committed - GOV.UK (www.gov.uk)</a></li> <li>• <a href="#">Disability Confident - committed level 1 pack (publishing.service.gov.uk)</a></li> </ul>	Emails, certificates or equivalent from the Department for Work and Pension proving the organisation has completed to become a disability committed employer.
LM.SG4	Become a disability confident employer. <b>PREVIOUS CRITERIA (DISABILITY COMMITTED, LM.SG3) IS REQUIRED TO UNDERTAKE THIS CRITERIA</b>	<ul style="list-style-type: none"> <li>• <a href="#">Disability Confident – Are you disability confident? (campaign.gov.uk)</a></li> </ul>	Emails, certificates or equivalent from the Department for Work and Pension proving the organisation has

		<ul style="list-style-type: none"> <li>• <a href="http://www.gov.uk">Level 2: Disability Confident Employer - GOV.UK (www.gov.uk)</a></li> <li>• <a href="http://publishing.service.gov.uk">Disability confident employer level 2 pack (publishing.service.gov.uk)</a></li> </ul>	completed to become a disability confident employer.
<b>LM.SG5</b>	Promote engagement with trade unions, professional bodies and employee organisations amongst staff.	<ul style="list-style-type: none"> <li>• <a href="http://www.gov.uk">Joining a trade union - GOV.UK (www.gov.uk)</a></li> </ul>	Copy of relevant policy or statement; or copy of email to staff; or screenshot of intranet page with relevant information.
<b>LM.SG6</b>	Ensure key members of staff are equipped with the skills and knowledge they need to support employees in their roles, and understand that facilitating employee health and wellbeing is also a central part of their role.	This could be done via training, key performance indicators, job description or specification, appraisal processes, etc. Consider management and leadership training to support staff with training, or upskill sessions. Key members of staff could be HR professionals, team leaders, line managers, wellbeing champions, senior leaders, etc.	List of training offer, or copy of HR policy or statement, or copy of a management job description.
<b>LM.SG7</b>	Undertake activity to influence community health in a positive way and commit to social value initiatives.	Consider donating to, sponsoring or funding a local community project or charity, contributing specific skills to other local organisations, working in partnership with local groups, charities or organisations, including families of employees in appropriate workplace health activities or offer. <ul style="list-style-type: none"> <li>• <a href="http://supplytoeastsussex.co.uk">East Sussex Social Value Marketplace (supplytoeastsussex.co.uk)</a></li> </ul>	Image of where the information can be found (intranet, poster, leaflet, local newspaper, email to employees and to the project or charity coordinator, etc). Photos of the project funded or sponsored, or photos of the workplace health activity including family and community members. Or copy of work agreement with local groups or organisation, or proof of donation.
<b>LM.SG8</b>	Conduct an annual staff health and wellbeing assessment, and promote <b>two</b> health campaign or activity per year based on the assessment results; plus <b>one extra</b> health campaign or event of	<b><u>This criteria must be addressed first when undertaking Silver Award.</u></b> The campaigns or activities should be fully promoted in the workplace (emails, posters, intranet,	Copy of the wellbeing survey results and images of posters and location (e.g. intranet, wellbeing boards, etc) of wellbeing activities. Copy of any

	choice. Share the results with employees, with actions to be taken to improve any highlighted issues. <b>MANDATORY CRITERIA FOR SILVER</b>	newsletter, etc) and can be led by workplace champions, HR or the awards lead. Check our website for an assessment template and calendar of wellbeing dates: <a href="#">Resources Archive - East Sussex Healthy Workplace</a>	messages sent to employees about the events/activities.
<b>LM.SG9</b>	<b>MANDATORY CRITERIA FOR GOLD</b>		
<b>LM.SG10</b>	Provide cancer awareness training to key members of staff.	Key members of staff could include managers, supervisors, MHFAers, wellbeing leads etc. You may choose to promote and make this available to the rest of your workforce too. <ul style="list-style-type: none"> <li>• <a href="#">Cancer Awareness (learnzone.org.uk)</a></li> <li>• <a href="#">Cancer in the workplace for Managers (learnzone.org.uk)</a></li> </ul>	Image or screenshot of the list of trainings or e-learning on the organisations training page, intranet or board; emails to promote training to staff, or screenshots showing inclusion in induction/line manager mandatory training.
<b>LM.SG11</b>	Provide support for employees who have caring responsibilities for family members.	Consider allowing the employee to accompany the family member in health appointments, e.g. those who have substance misuse issues, relatives with a long-term health condition, employees with dependents, etc. You may want to develop a childcare policy or provide carers leave to your employees. <ul style="list-style-type: none"> <li>• <a href="#">Support for carers   East Sussex County Council</a></li> <li>• <a href="#">Time off for family and dependants - GOV.UK (www.gov.uk)</a></li> <li>• <a href="#">Time off to help someone else: Absence from work - Acas</a></li> </ul>	Copy of relevant policy or statement; email sent to staff; image of where this information could be found (screenshot of intranet, newsletter, poster, etc).

<b>LM.SG12</b>	Recognise, promote and support employees with aspects of healthy ageing.	<p>Consider reasonable adjustments for those going through the menopause, supporting employees transitioning into retirement, etc.</p> <ul style="list-style-type: none"> <li>• <a href="#">The midlife MOT: take control of your future now - Your Pension</a></li> <li>• <a href="#">bitc-age-toolkit-midlifemotseniorhrmanagers-apr2019.pdf</a></li> </ul> <p>Check our website for more resources: <a href="#">Resources Archive - East Sussex Healthy Workplace</a></p>	Image of where the information can be found (intranet, poster, leaflet, newsletter, email to staff, copy of relevant policy or statement, etc).
<b>LM.SG13</b>	Raise awareness in the workplace of the environmental agenda.	<p>Encourage use of video or phone calls, or other types of technology to facilitate meetings remotely, that would have otherwise been in person. Invest in energy efficiency or reduce energy consumption, e.g. solar panels. Ban or reduce consumption of single use plastics and water consumptions, enable recycling. Encourage efficient use of resources, e.g. paper free policy, sustainable deliveries such as e-cargo bikes or electric vehicles.</p> <ul style="list-style-type: none"> <li>• <a href="#">Green business – East Sussex County Council</a></li> </ul>	Image of where the information can be found (intranet, poster, leaflet, newsletter, email to staff, copy of relevant policy or statement, etc).
<b>LM.SG14</b>	Produce statements or policies on bullying, harassment, whistleblowing and equality and diversity. Include procedures to ensure unfair treatment of employees is addressed impartially and as a matter of priority.	Check our website for resources and template: <a href="#">Resources Archive - East Sussex Healthy Workplace</a>	Copy of the statement or policy, and image of where it can be accessed.



## 7. Musculoskeletal Health (MSK) and Health & Safety

Criteria Number	Criteria	Ideas and Resources	Evidence Examples
	<b>**Silver Award** (To Choose)</b>		
<b>MSK.SG1</b>	Provide staff with access to referral for early assessment and treatment for MSK conditions.	You could provide an occupational health service, either in-house or externally.	Image of where the information can be found (intranet, poster, leaflet, newsletter, email to employees, etc). Copy of contract with a service provider.
<b>MSK.SG2</b>	Offer training, workshops or prevention programmes on the topic of MSK or aches and pains to employees.	Consider addressing the link between MSK and mental health in the training/workshop offer, communication of issues, feedback to ensure training meets needs. Check our website for a free e-learning: <a href="#">Training - East Sussex Healthy Workplace</a>	Image or screenshot of the list of trainings or e-learnings on the organisations training page, intranet or board; emails to promote training to staff; or copy of the attendees list, or testimonial of a training provider.