**Bronze Award Criteria**

**Assessment Sheet**

(workplaces with 50+ employees)

Organisation:

Assessor:

1. **Physical Activity and Active Travel**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comment** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **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. | Awareness of the benefits of physical activity **and** active travel raised |  |  |  |  |
| Promotion mode available to all staff |  |  |  |
| Staff encouraged to be active |  |  |  |
| Signposting included |  |  |  |
| **PA.B2** | 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. | Offer alternative travel initiatives |  |  |  |  |
| Promotion made available to all employees |  |  |  |

1. **Healthy Eating**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **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. | Space is clean and appropriate for workplace size |  |  |  |  |
| Food storage provided |  |  |  |
| Food preparation area provided |  |  |  |
| Facilities to heat food provided |  |  |  |
| **HE.B2** | Raise awareness of the benefits of healthy eating and hydration among employees, and signpost employees to support available. | Awareness of benefits of healthy eating **and** hydration raised |  |  |  |  |
| Promotion available to all staff |  |  |  |
| Signposting included |  |  |  |

1. **Mental Health**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **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. | The document is an action plan or strategy |  |  |  |  |
| Has covered what, when, who and desired outcome? |  |  |  |
| Promotion mode accessible by all employees |  |  |  |
| Covers stigma, stress management, sleep and suicide prevention |  |  |  |
| **MH.B2** | Provide mental health awareness training to key members of staff. | Training provided |  |  |  |  |
| Training available to key members of staff (i.e. line managers, wellbeing leads etc) |  |  |  |
| **MH.B3** | Promote mental health services to employees that can support them with their mental wellbeing, including financial wellbeing initiatives, support or services. | Mental health services promoted |  |  |  |  |
| Financial wellbeing services promoted |  |  |  |

1. **Alcohol, Smoking and Substance Misuse**

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| --- | --- | --- | --- | --- | --- | --- |
| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **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. | Awareness raised of the benefits of stopping smoking and/or reducing alcohol consumption |  |  |  |  |
| Impacts of alcohol, smoking and/or substance misuse on health shared |  |  |  |
| Signposting included |  |  |  |
| **AS.B2** | Produce and promote a smoking statement or policy, after consulting employees, with clear rules on smoking in the workplace, signposting to support services and the health risks of smoking. | The document is a smoking statement/policy |  |  |  |  |
| Employees were consulted |  |  |  |
| Rules on smoking in the workplace included |  |  |  |
| Signposting included |  |  |  |
| Health risks included |  |  |  |
| Promoted to employees |  |  |  |

1. **Sickness Absence, Return to Work and Prevention**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **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. | The document is a sickness absence statement/policy |  |  |  |  |
| Procedures for reporting and managing sickness absence and return to work are covered |  |  |  |
| Promoted or shared with employees |  |  |  |
| **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. | Document covers the process to agree contact with employees on sickness absence or maternity |  |  |  |  |
| Document covers the process to discuss return to work requirements |  |  |  |
| **SA.B3** | Encourage eligible employees to access screening and other health services by sharing information and signposting. | Information on screening and related health services provided |  |  |  |  |
| Signposting included |  |  |  |

1. **Leadership, Management and Workplace Culture**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **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. | Document details the communication channel where updates, messages and changes are shared |  |  |  |  |
| Document details the function that enables how employees can participate in senior decision making |  |  |  |
| **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. | Document details how leaders are committed to employee wellbeing |  |  |  |  |
| At least one example of leaders championing positive health behaviours |  |  |  |
| **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. | Employee survey has been undertaken |  |  |  |  |
| Results of survey and actions have been shared with staff |  |  |  |
| Two activities/ campaigns have been promoted based on results |  |  |  |
| **LM.B4** | Encourage employees to take regular breaks away from their work, and foster a culture where this is deemed acceptable. | Staff have been encouraged to take regular breaks away from the workstation |  |  |  |  |

1. **Musculoskeletal Health (MSK) and Health & Safety**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **MSK.B1** | 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). | Information has been shared on MSK prevention and pain management |  |  |  |  |
| Mode of promotion accessible by all employees |  |  |  |
| Signposting included |  |  |  |
| **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. | Document covers procedures for reporting and recording MSK symptoms |  |  |  |  |
| Document covers procedures for making reasonable adjustments |  |  |  |
| Mode of promotion accessible by all staff |  |  |  |
| **MSK.B3** | Produce a risk assessment for MSK conditions for your workplace. | The document is a risk assessment including MSK conditions |  |  |  |  |
| **MSK.B4** | Ensure the organisation is up to date with current Health & Safety legislation. | Evidence that the organisation has H&S leads – including as examples, manual handling, workstation, MSK |  |  |  |  |