**Silver Award Criteria**

**Assessment Sheet**

(workplaces with 50+ employees)

Organisation:

Assessor:

1. **Physical Activity and Active Travel**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria Number** | **Criteria** | **Main points** | **Met** | **Not met** | **Comment** | **Evidence accepted or rejected?** |
|  | **\*\*Silver Award\*\* (To Choose)** |  |  |  |  |  |
| **PA.SG1** | Survey staff to understand how they travel to work, from work and during work. | A survey has been undertaken |  |  |  | .  |
| Survey seeks to understand how staff travel to and from work, as well as during work time |  |  |  |
| Results of the survey have been analysed and summarised |  |  |  |
| **PA.SG2** | Provide adequate cycle parking or storage, for staff and visitors.  | Adequate cycle parking or storage provided within the vicinity of the workplace  |  |  |  |  |
| Cycle parking or storage is available for staff and visitors to use |  |
| **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. | There are discounts available through the employer for local physical activity venues/opportunities **or**, physical activity opportunities have been provided in-house |  |  |  |  |
| **PA.SG4** | Produce an active travel action plan based on a workplace site audit. **DOUBLE WEIGHTED CRITERIA** | An active travel plan for the workplace has been produced |  |  |  |  |
| A workplace site audit has been undertaken to base the plan on |  |  |  |
| **PA.SG5** | Encourage staff to wear footwear and clothing to work that is comfortable and enables activity, where is operationally appropriate. | Staff have been allowed to wear footwear or clothing to work that enables physical activity |  |  |  |  |
| This allowance has been communicated clearly to staff, and encouraged |  |  |  |
| **PA.SG6** | 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. | The local environment around the workplace has been mapped to highlight any local assets that could be used for staff breaks or journeys. |  |  |  |  |
| The map has been shared with staff and promoted |  |
| **PA.SG7** | Offer led walks to employees. | Led walks have been offered and provided for staff |  |  |  |  |
| **PA.SG8** | Provide cycle workshops. | Cycle workshops have been offered and provided for staff |  |  |  |  |
| **PA.SG9** | 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. | There is a mileage allowance in place for staff journeys undertaken by foot and cycle, as well as those for motor vehicle journeys |  |  |  |  |
| There is a favourable mileage allowance in place for staff journeys where vehicle sharing or pooling has taken place |  |  |  |
| **PA.SG10** | Provide adequate changing facilities and storage that are accessible to all staff. | There are adequate changing facilities provided in the workplace |  |  |  |  |
| There are adequate storage facilities provided in the workplace |  |  |  |
| Both are accessible by all staff |  |  |  |  |
| **PA.SG11** | Share instructions of how to travel to events and meetings via public transport and/or active travel with attendees. | The organisation has shared active or public travel information prior to events and meetings |  |  |  |  |
| **PA.SG12** | Encourage staff to take part in team activity sessions, or physically active team challenges, that are inclusive to the whole workforce. | Physical activity challenges or sessions have been offered to the workforce |  |  |  |  |
| Staff have been encouraged to take part |  |  |  |

1. **Healthy Eating**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria Number** | **Criteria** | **Main points** | **Met** | **Not met** | **Comment** | **Evidence accepted or rejected?** |
|  | **\*\*Silver Award\*\* (To Choose)** |  |  |  |  |  |
| **HE.SG1** | Make changes to vending machines in the workplace to encourage and facilitate healthier choices. | Changes have been made to vending machines to facilitate healthier choices. This could be: changing the type of goods sold; changing how the goods are displayed; and/or changing or adding the information provided about the goods or the signage |  |  |  |  |
| **HE.SG2** | Ensure healthy options are included in on site cafes or canteens, as well as in catering for events and meetings. | Site cafes or canteens have offered healthy food options |  |  |  |  |
| Catering for events or meetings has offered healthy food options |  |  |  |
| **HE.SG3** | Ensure kitchens and beverage areas are kept clean and are situated away from work areas. | Kitchen and beverage areas have been kept clean |  |  |  |  |
| Kitchen and beverage areas are away from desks or work areas |  |  |  |
| **HE.SG4** | Encourage employees adopt healthy eating practices. | Healthy eating has been encouraged e.g. fruit ball in the staff canteen; sharing healthy recipes; encouraging staff to take lunch breaks away from their desks; encouraging staff to take the breaks they are entitled to |  |  |  |  |

1. **Mental Health**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria Number** | **Criteria** | **Main points** | **Met** | **Not met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Silver Award\*\* (To Choose)** |  |  |  |  |  |
| **MH.SG1** | Train members of staff as dementia champions. | Dementia champions training has been provided to members of staff – evidence training content and attendees list |  |  |  |  |
| **MH.SG2** | Become a dementia friendly setting. | The organisation has become a dementia friendly setting - Evidence the certificate of achieving dementia friendly status |  |  |  |  |
| **MH.SG3** | Offer mental health awareness training to all members of staff. | Mental health awareness training has been offered to all staff  |  |  |  |  |
| **MH.SG4** | Signpost employees with mental health challenges or conditions to support services. | Information about mental health support services available is accessible by employees who are struggling. Evidence could be an anonymised RH record of a specific case; an anonymised 1:1 meeting record; or an email or message to staff specifically signposting employees with difficulties to support services available. It could also be general posters/articles/emails shared to staff. |  |  |  |  |
| **MH.SG5** | 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. | The document is a policy or statement (not directly related to wellbeing; it’s not a wellbeing policy but has an impact on wellbeing e.g. health and safety policy)  |  |  | .  |  |
| The policy has taken employee wellbeing into consideration and has clearly outlined how, and what is put in place to support employees with any potential impacts, or what has been put in place to lessen the risk of any impacts occurring. |  |  |  |
| **MH.SG6** | 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. | The document is a flexible working statement or policy |  |  |  |  |
| The statement or policy contains information on how and when employees can autonomy over how the work is completed and work schedules |  |  |  |
| **MH.SG7** | Allow and support employees to contribute a minimum of one day per year to volunteering activities, within working hours. | Evidence is a policy, statement or other document that states that employees can take one day off work per year to do volunteering. |  |  |  |  |
| **MH.SG8** | Provide suicide prevention training to key members of staff. | Suicide prevention training has been provided  |  |  |  |  |
| The training has been accessible for key members of staff.  |  |  |  |
| **MH.SG9** | Encourage and support social activities and/or volunteering. | Social activities and/or volunteering are promoted to staff. |  |  |  |  |
| Staff are encouraged to get involved in social activities and/or volunteering.  |  |  |  |
| **MH.SG10** | 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. | Conversations about health are encouraged in the business, including mental health, disabilities and health conditions. e.g. included in 1-1’s; lived experiences are shared in staff newsletters; mental health first aiders are promoted, etc |  |  |  |  |
| The organisation has worked to foster a culture where staff are happy to raise and discuss any issues in the workplace. |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria Number** | **Criteria** | **Main points** | **Met** | **Not met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Silver Award\*\* (To Choose)** |  |  |  |  |  |
| **AS.SG1** | Signpost employees to confidential services for support with alcohol or substance misuse. | Information about alcohol or substance misuse support services available is accessible by employees who are struggling. Evidence could be an anonymised RH record of a specific case; an anonymised 1:1 meeting record; or an email or message to staff specifically signposting employees with difficulties to support services available. It could also be general posters/articles/emails shared to staff. |  |  |  |  |
| **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. | The organisation has a policy or statement that includes the organisations stance on alcohol and substance misuse at work |  |  |  |  |
| The policy is clear and consistent for all roles within the organisation |  |  |  |
| The policy or statement has been shared widely in the workplace |  |  |  |
| **AS.SG3** | Include a toolkit or resources on recognising and managing alcohol and drugs problems in the line managers inductions. | Line managers inductions include information, toolkits or resources on recognising alcohol and drug problems in staff. |  |  |  |  |
| **AS.SG4** | Provide Alcohol Identification and Brief Advice (IBA) training to key members of staff. | IBA training has been provided  |  |  |  |  |
| The training has been accessible for key members of staff.  |  |  |  |
| **AS.SG5** | Encourage staff to refrain from smoking in uniform, work badges, lanyards, branded materials or any item that may identify individuals as an employee of the organisation. Inform staff that is a supportive measure and reaffirm this is not a punitive measure | Staff are encouraged to not smoke in work uniform, badges, branded materials or any other item identifying them as an employee |  |  |  |  |
| **AS.SG6** | 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. **DOUBLE WEIGHTED CRITERIA** | The organisation is a smoke free site, including all outdoor spaces and grounds |  |  |  |  |
| All areas are signposted as being smoke free |  |  |  |
| Steps are being taken to ensure smoking does not occur on the premises |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria Number** | **Criteria** | **Main points** | **Met** | **Not met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Silver Award\*\* (To Choose)** |  |  |  |  |  |
| **SA.SG1** | 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. | Sickness absence data is collected by the organisation |  |  |  |  |
| Proof provided that sickness absence data is reviewed regularly |  |  |  |
| Trends and patterns in sickness absence are identified during review to find where intervention needed |  |  |  |  |
| **SA.SG2** | 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. | Evidence provided shows that employees will be, or have been, given reasonable adjustments to enable them to stay in work |  |  |  |  |
| Evidence provided covers a disability, long term condition, MSK problem, alcohol and/or substance misuse |  |  |  |
| **SA.SG3** | 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. | Employees with sickness absence (4wks + expected) are, or have been, encouraged to access a GP, secondary care specialist, support service, EAP or OH provider |  |  |  |  |
| **SA.SG4** | 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. Signpost them to other possible sources of expert advice and support relevant to their condition. | The organisation offers, or has given, referral to rehab or support services for employees likely to be absent for 4+ weeks |  |  |  |  |
| The employer signposts, or has signposted, staff to other sources of expert advice or support in relation to their absence |  |  |  |
| **SA.SG5** | Provide support for employees going through cancer treatment, or treatment for other long-term health conditions such as diabetes or depression. | Support is, or has been, given to employees going through treatment (for cancer or a long term condition) |  |  |  |  |
| **SA.SG6** | Offer NHS Health Checks on site to staff, or make an interactive health kiosk available for use. | NHS Health checks or an interactive health kiosk has been offered to staff |  |  |  |  |
| This has been accessible on site or within the workplace |  |  |  |
| **SA.SG7** | Allow all staff the flexibility to attend screening and other healthcare appointments during the working day. | All staff have been allowed the flexibility to access healthcare and screening appointments during working hours |  |  |  |  |
| **SA.SG8** | Offer or encourage vaccinations to staff, relevant to job role. | Vaccinations have been promoted or offered to staff |  |  |  |  |
| Role specific vaccinations have been considered  |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria Number** | **Criteria** | **Main points** | **Met** | **Not met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Silver Award\*\* (To Choose)** |  |  |
| **LM.SG1** | Ensure health and wellbeing statements or policies are included in any induction, training and development programmes for new employees. | Health and wellbeing policies/statements are included in induction, training and/or development programmes for new members of staff |  |  |  |  |
| **LM.SG2** | Offer all employees the same opportunities with support, training, CPD, progression, secondment or personal development. | All staff are offered equal opportunities to access support, training, CPD, progression, secondment and/or personal development  |  |  |  |  |
| **LM.SG3** | Become a disability committed employer. | The organisation has become a disability committed employer  |  |  |  |  |
| **LM.SG4** | Become a disability confident employer. **PREVIOUS CRITERIA (DISABILITY COMMITTED, LM.SG3) IS REQUIRED TO UNDERTAKE THIS CRITERIA** | The organisation has become a disability confident employer |  |  |  |  |
| **LM.SG5** | Promote engagement with trade unions, professional bodies and employee organisations amongst staff. | Engagement with trade unions, professional bodies and/or employee organisation has been promoted to staff |  |  |  |  |
| **LM.SG6** | 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. | Key members of staff have been upskilled and given the knowledge to support employees in their roles |  |  |  |  |
| Key members of staff understand that facilitating employee health and wellbeing is a key part of their role |  |  |  |
| **LM.SG7** | Undertake activity to influence community health in a positive way and commit to social value initiatives. | The workplace has undertaken activity to influence community health in a positive way |  |  |   |  |
| The workplace has committed to social value initiatives |  |  |  |
| **LM.SG8** | Conduct an annual staff health and wellbeing assessment, and promote **two** health campaign or activity per year based on the assessment results; plus **one extra** health campaign or event of choice.  Share the results with employees, with actions to be taken to improve any highlighted issues. **MANDATORY CRITERIA FOR SILVER** | Employee survey has been undertaken |  |  |  |  |
| Results of survey and actions have been shared with staff |  |  |  |
| Two activities/ campaigns have been promoted based on results |  |  |  |
| One activity/ campaign of choice has been promoted  |  |  |  |
| **LM.SG9** | **MANDATORY CRITERIA FOR GOLD** |  |  |  |  |  |
| **LM.SG10** | Provide cancer awareness training to key members of staff. | Cancer awareness training has been provided  |  |  |  |  |
| The training has been accessible for key members of staff.  |  |  |  |
| **LM.SG11** | Provide support for employees who have caring responsibilities for family members. | Support has been provided for employees who have caring responsibilities for family members  |  |  |  |  |
| **LM.SG12** | Recognise, promote and support employees with aspects of healthy ageing which aim to help older workers (and prospective workers) thrive. | Employees have been supported with aspects of healthy aging |  |  |  |  |
| Healthy aging has been promoted to staff |  |  |  |
| **LM.SG13** | Raise awareness in the workplace of the environmental agenda such as climate change. | The organisation has taken action to raise awareness of the environmental agenda |  |  |  |  |
| **LM.SG14** | 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. | The organisation has policies or statements on:* Bullying
* Harassment
* Whistleblowing
* Equality and diversity
 |  |  |   |  |
| The policies include procedures which outline how any unfair treatment of employees would be addressed impartially and as a matter of priority  |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria Number** | **Criteria** | **Main points** | **Met** | **Not met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Silver Award\*\* (To Choose)** |  |  |
| **MSK.SG1** | Provide staff with access to referral for early assessment and treatment for MSK conditions. | All staff have access to referral for early assessment and/or treatment of MSK symptoms or conditions |  |  |  |  |
| **MSK.SG2** | Offer training, workshops or prevention programmes on the topic of MSK or aches and pains to employees. | MSK training, workshops or prevention programmes have been provided |  |  |  |  |
| Accessible by all employees |  |  |  |