**Small Business Bronze Award Criteria Assessment Sheet**

(workplaces with 2-49 employees)

**Workplace:**

**Assessor:**

# **Mandatory criteria (compulsory to complete for Small Business Bronze):**

## **Mental Health**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **SB.MH.B1** | 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 |  |  |  |

## **Sickness Absence**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **SB.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 |  |  |  |

## **Leadership, Management and Workplace Culture**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **SB.LM.B1** | Conduct an annual staff health and wellbeing assessment, and promote **one** health campaign or activity based on the assessment results.  Share the results with employees, with action to be taken to improve any highlighted issues. | Employee survey has been undertaken |  |  |  |  |
| Results of survey and actions have been shared with staff |  |  |  |
| One activity/ campaign has been promoted based on results |  |  |  |

## **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\*\*** |  |  |  |  |  |
| **SB. 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 |  |  |  |
| Mode of promotion accessible by all staff |  |  |  |
| **SB.MSK.B2** | 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 |  |  |  |  |

# **Optional criteria (choose 5 criteria from this list):**

## **Physical Activity and Active Travel**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comment** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **SB.PA.1** | 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 |  |  |  |
| **SB.PA.2** | 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 |  |  |  |
| **SB.PA.3** | Allow staff to wear footwear and clothing to work that is comfortable and enables activity, where is operationally appropriate | Staff allowed to wear comfortable clothing that allows activity to work |  |  |  |  |
| Staff have been told where and when this is operationally appropriate |  |  |  |  |
| **SB.PA.4** | Encourage staff to take part in team activity sessions, or physically active team challenges, that are inclusive to the whole workforce | Team activities or challenges have been organised or offered |  |  |  |  |
| Staff have been encouraged to take part in challenges or activities |  |  |  |  |
| The activities or challenges are inclusive to the whole workforce |  |  |  |  |

## **Healthy Eating**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **SB.HE.1** | 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 |  |  |  |
| **SB.HE.2** | 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 |  |  |  |
| **SB.HE.3** | Encourage employees adopt healthy eating practices. | Information about healthy eating practices has been shared |  |  |  |  |
| Staff have been encouraged to adopt healthy eating practices |  |  |  |  |

## **Mental Health**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **SB.MH.1** | Provide mental health awareness training to key members of staff. | Mental Health awareness training provided |  |  |  |  |
| Training available to key members of staff (i.e. line managers, wellbeing leads etc) |  |  |  |
| **SB.MH.2** | Signpost employees with mental health challenges or conditions to support services. | Employees experiencing mental health challenges are being / have been signposted to support services |  |  |  |  |
| **SB.MH.3** | Provide suicide prevention training to key members of staff | Suicide prevention training provided |  |  |  |  |
| Training available to key members of staff (i.e. line managers, wellbeing leads etc) |  |  |  |  |
| **SB.MH.4** | Encourage and support social activities and/or volunteering. | Staff social activities or volunteering is supported by the organisation |  |  |  |  |
| Communication has been shared with staff to encourage involvement in social or volunteering activities |  |  |  |  |

## **Alcohol, Smoking and Substance Misuse**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **SB.AS.1** | 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 |  |  |  |
| **SB.AS.2** | 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 |  |  |  |
| **SB.AS.3** | 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 organisations premises **(double weighted criteria)** | The site is smoke free |  |  |  |  |
| Smoke free policy covers the outdoor space or grounds in the workplace |  |  |  |  |
| Clear signposting to communicate that the site is smoke free is visible on the workplace premises |  |  |  |  |
| The organisation is / has taken steps to ensure that smoking is not taking place on the premises |  |  |  |  |

## **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\*\*** |  |  |  |  |  |
| **SB.SA.1** | 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 |  |  |  |
| **SB.SA.2** | 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. | The organisation ensures that staff who are expected to be off sick for 4 weeks or longer are encouraged to speak with the OH programme, EAP, GP or other care specialist for further support. |  |  |  |  |
| **SB.SA.3** | Allow all staff the flexibility to attend screening and other healthcare appointments during the working day | Staff can access screening or healthcare appointments during the working day with no loss of pay |  |  |  |  |
| Staff have been communicated to so that the know that they can do this |  |  |  |

## **Leadership, Management and Workplace Culture**

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| --- | --- | --- | --- | --- | --- | --- |
| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Bronze Award\*\*** |  |  |  |  |  |
| **SB.LM.1** | Recognise, promote and support employees with  aspects of healthy ageing which aim to help older  workers (and prospective workers) thrive. | Healthy ageing information has been shared or promoted to staff |  |  |  |  |
| Staff have been supported to undertake healthy ageing practices |  |  |  |
| **SB.LM.2** | Raise awareness in the workplace of the  environmental agenda such as climate change. | Awareness has been raised in the workplace about sustainability and the environment |  |  |  |  |
| **SB.LM.3** | 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. | A communication channel/s is in place so that staff can be kept up to date with changes, messages and organisational updates. |  |  |  |  |
| A function/s are available to ensure that staff can be included in decision making at a senior level. |  |  |  |
| **SB.LM.4** | Ensure health and wellbeing statements or policies are included in any induction, training and development programmes for new employees. | Information on the organisations policies or statements have been included in induction, training or development pathways for employees |  |  |  |  |
| **SB.LM.5** | Offer all employees the same opportunities with support, training, CPD, progression, secondment or personal development. | The organisation has taken steps to ensure that all employees can access the same opportunities in terms of training, support, CPD, progression, secondments and/or personal development |  |  |  |  |