**Small Business Gold Award Assessment Sheet**

(workplaces with 2-49 employees)

Organisation:

Assessor:

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

## **Mental Health**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Gold Award\*\* (mandatory)** |  |  |  |  |  |
| **SB.MH.G1** | 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 |  |  |  |

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

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Gold Award\*\* (mandatory)** |  |  |  |  |  |
| **SB.LM.G1** | 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 |  |  |  |
| **SB.LM.G2** | 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 |  |  |  |
| **SB.LM.G3** | 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 |  |  |  |  |

## **Musculoskeletal Health (MSK) and Health & Safety**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Gold Award\*\* (mandatory)** |  |  |  |  |  |
| **SB. MSK.G1** | 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 |  |  |  |

# **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?** |
|  | **\*\*Gold Award\*\***  **(to choose)** |  |  |  |  |  |
| **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?** |
|  | **\*\*Gold Award\*\***  **(to choose)** |  |  |  |  |  |
| **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?** |
|  | **\*\*Gold Award\*\***  **(to choose)** |  |  |  |  |  |
| **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?** |
|  | **\*\*Gold Award\*\***  **(to choose)** |  |  |  |  |  |
| **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 |  |  |  |  |

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

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Gold Award\*\* (to choose)** |  |  |  |  |  |
| **SB.LM.1** | Recognise, promote and support employees with aspects of healthy ageing which aim to help older workers (and prospective workers) thrive. | Healthy aging information has been shared or promoted to staff |  |  |  |  |
| Staff have been supported to undertake healthy aging 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 |  |  |  |  |

## **Sickness Absence, Return to Work and Prevention**

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| **Criteria Number** | **Criteria** | **Main Points** | **Met** | **Not Met** | **Comments** | **Evidence accepted or rejected?** |
|  | **\*\*Gold Award\*\* (to choose)** |  |  |  |  |  |
| **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 |  |  |  |