

East Sussex Wellbeing at Work Welcome Pack

Welcome

Thank you for registering for the East Sussex Wellbeing at Work Accreditation Programme. It's great to have you on board!

This user handbook provides a step-by-step guide of how to become a Wellbeing at Work Accredited Employer.

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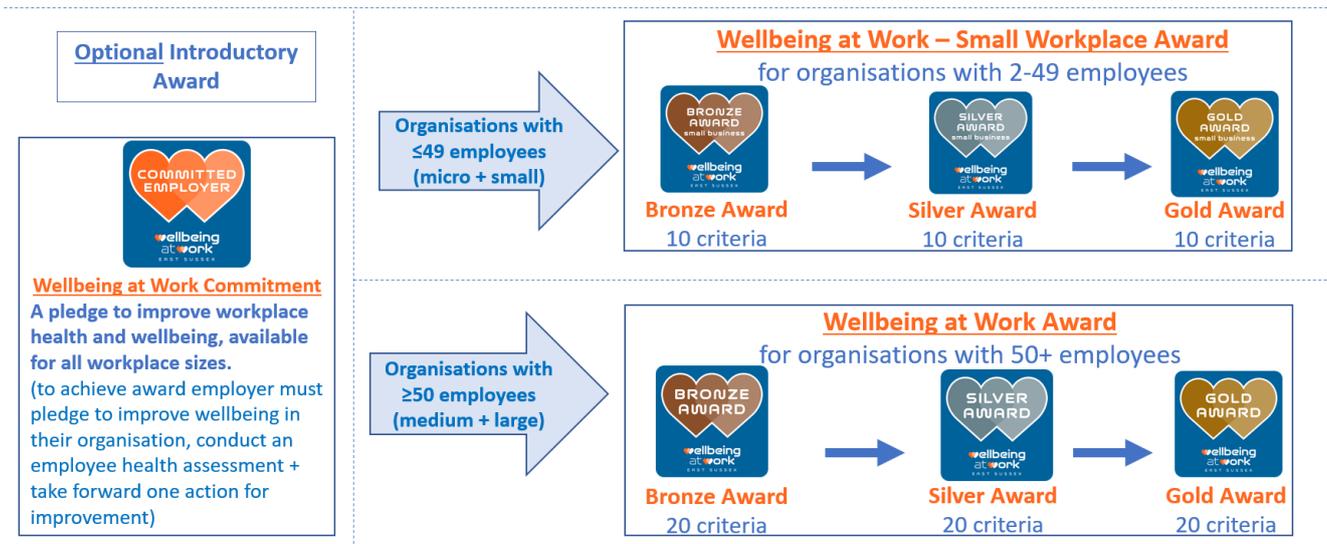
The Programme

The East Sussex Wellbeing at Work (ESWAW) accreditation programme is the county standard of good practice in workplace health and wellbeing. It provides a framework for workplaces to achieve recognition for their commitment to employee wellbeing. It is funded and delivered by Public Health at East Sussex County Council.

The programme will guide you on a journey of health improvement through a series of awards, which contain specific criteria to achieve across a range of topic areas:

- Physical Activity and Active Travel;
- Healthy Eating;
- Musculoskeletal Health and Health & Safety;
- Mental Health;
- Sickness Absence, Return to Work and Prevention;
- Alcohol, Substance Misuse and Stop Smoking;
- Leadership, Management and Workplace Culture.

Available Awards



Commitment Award

The Commitment Award is open to organisations of all sizes.

Commitment Award (optional): This is a great place for you to start if you are thinking about undertaking a wellbeing improvement journey for the first time. To achieve this award, all you need to do is run an employee health needs assessment survey and highlight one action to take forward from the results. We provide a done-for-you survey and analysis documents that you can access.

Small Workplace Award (2-49 employees):

If you are a small, or micro, organisation (a workplace with 2 to 49 employees), the following awards are available to you:

- **Small Business Bronze Award:** to achieve Bronze, 10 criteria must be achieved with five already defined and five of your choice from a pool of criteria. This award is focused on **promoting and encouraging positive health behaviours through providing information, starting the conversation and signposting to support services available.** At this level, you would have built the foundations for a healthy workplace with minimal financial investment.
- **Small Business Silver Award:** to achieve Silver, Bronze Award must have already been completed. A further 10 criteria must be achieved with five already defined and five of your choice from a pool of criteria. This award is focused on **enabling positive health behaviours and wellbeing, by starting to take action and bringing about organisational change.** At this level, you would have developed health and wellbeing in your workplace.
- **Small Business Gold Award:** to achieve Gold, Silver Award must have already been completed. A further 10 criteria must be achieved with five already defined

and five of your choice from a pool of criteria. This award is focused on **fostering positive health behaviours, and positive workplace culture is part of the organisation's values**. At this level, health and wellbeing is embedded in your organisation.

You can find the full list of criteria for the Small Business Bronze, Silver and Gold Awards on our website here: [Small Business Awards Criteria - East Sussex Wellbeing At Work](#)

For ideas, useful resources and examples of evidence you may want to provide, please refer to the Criteria Handbooks, available on our website here: [Accreditation Supporting Documents - East Sussex Wellbeing At Work](#)

Wellbeing at Work Award (Larger Workplaces, 50+ employees):

If you are a medium, or large, organisation (a workplace more than 50 employees), the following awards are available to you:

- **Bronze Award:** to achieve Bronze, 20 criteria must be achieved, all of which are mandatory and defined. At this level, you will **build the foundations for a healthy workplace with minimal financial investment**.
- **Silver Award:** to achieve Silver, Bronze Award must have already been completed. A further 20 criteria must be achieved, one mandatory and 19 chosen by the organisation from a pool of optional criteria. At this level, you would have **developed health and wellbeing in your workplace**.
- **Gold Award:** to achieve Gold, Silver Award must have already been completed. A further 20 criteria must be achieved, one mandatory and 19 chosen by the organisation from a pool of optional criteria. At this level, **health and wellbeing is embedded in your organisation**.

You can find the full list of criteria for the Wellbeing at Work Bronze, Silver and Gold Awards on our website here: [Wellbeing at Work Awards Criteria - East Sussex Wellbeing At Work](#)

For ideas, useful resources and examples of evidence you may want to provide, please refer to the Criteria Handbooks, available on our website here: [Accreditation Supporting Documents - East Sussex Wellbeing At Work](#)

How It Works

1. Sign up to ESWAW websites online portal
2. The ESWAW Team will email you this Welcome Pack and to book a Welcome Call, to:
 - Answer any questions you may have
 - Explore your organisation's wellbeing experience so we can best support you on your journey
 - Discuss your timelines – do you have any goals you are working towards?
 - Agree our expectations

- Discuss Workplace Wellbeing Champion training and booking
 - Approve your website account and receive log in details
3. Decide whether to begin your journey at Commitment Award **or** Bronze Award
 4. Sign our [Participation Pledge](#) to demonstrate your commitment to the programme
 5. Start building your award portfolio
 6. Book your next check-in call with the ESWAW Team. At this call, you can bring along any questions criteria you're in the process of completing, or completed. The ESWAW team will be able to assess these criteria and provide guidance or feedback to support your journey towards award status
 7. Continue to build your award portfolio
 8. Access check-in calls until you are ready to submit your award application via the online portal
 9. Once evidence is approved, a site visit is booked to cross-check evidence and present the organisation with their accreditation certificate.

Once an organisation has achieved an award, it can choose to progress to the next award level, or re-validate the current award level every two years.

Assessment Process

1. Submit your award application on the online portal, once you feel you have completed all of the award criteria and uploaded evidence for each one. (the 'Submit' button will only be active once you have uploaded once piece of evidence against each criteria required for the award level)
2. Once your portfolio has been submitted, you won't be able to change any evidence until the ESWAW team review it.
3. The ESWAW team will review your portfolio.
4. Once your portfolio has been approved, the ESWAW team will request to book a site visit to your workplace to confirm you meet the criteria and for you to showcase all the brilliant things you have been doing as an organisation! The team will want to meet and speak with representatives across different levels of your organisation.
5. Confirmation of your award will be sent and you will be invited to the Annual Wellbeing at Work Award Presentation Event.

Time Scales

There is no set time scale for an organisation to complete an award; the accreditation is flexible to your organisation's needs. We appreciate that all workplaces will have different goals and varying capacity to support their journey towards the Wellbeing at Work Accreditation. The programme allows you to complete it at a pace suitable to your organisation.

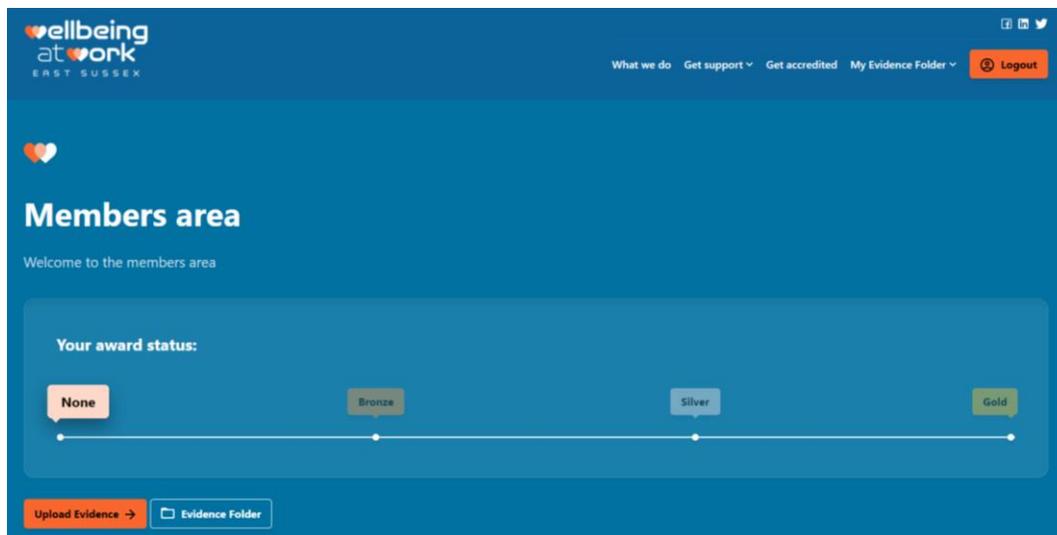
We ask that you stay in contact with us regarding your progress and estimated time scales, so that we can best support you with your accreditation journey, providing guidance where needed.

Uploading Evidence to the Online Portal

If you haven't already, you can register [here](#) to our Wellbeing at Work website, where you can manage your application toward award status.

Dashboard

On your dashboard, evidence for each award criteria can be uploaded digitally on the Evidence Folder. You will be able to build your portfolio of evidence at your own pace, track the status of completed criteria and submit your application to be assessed once you are happy that your portfolio is complete. You will also be able to track your award status. This is the dashboard, once you are logged in:



Evidence Folder

You will also have an Evidence Folder, where you will be able to upload evidence against each criteria completed in your awards application. Please note that the 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 a policy and screenshot of the intranet page where it can be accessed, please save both in the same file before uploading.

The ESWAW team will be able to remotely assess your evidence, providing feedback and guidance where needed. You will also be able to track the assessment status (either pending, approved or rejected), and edit or delete uploaded evidence. This is your Evidence Folder:

wellbeing at work EAST SUSSEX

What we do Get support Get accredited My Evidence Folder Logout

Home > Homepage > My Evidence Folder

My Evidence Folder

[View Archived Evidence →](#)

Title	Description	Filename	Date uploaded	Criteria	Assessment status	Date submitted
TEST - mental health action plan	Mental health action plan for test workplace	MH action plan TEST.docx	26/07/2021	Mental Health & Wellbeing MH.B1	N/A	

[Upload Evidence →](#) [Submit Evidence](#)

Workplace Health Assessment

Undertaking workplace health assessments, or employee surveys, within your organisation is an important task to ensure that your employees voices are heard, to understand more about your workforce, but it also helps you to measure the impact of any health and wellbeing improvements you are making. That's why the workplace health survey or assessment is a mandatory criteria at each award level of the Accreditation programme.

According to best practice, an anonymous employee survey or questionnaire should be conducted annually, and you should analyse the results to understand where to target further improvements to health and wellbeing.

We have pulled together a template workplace health assessment for your organisation to use, there is also guidance on using the template and assessing the results. We will send you this template after your initial welcome call.

Workplace Wellbeing Champion Training

As part of the East Sussex Wellbeing at Work Programme, we provide free Workplace Health Champions Training. We encourage you to send at least one employee on this crucial training. Having a Workplace Health Champion in your organisation can help to drive forward your accreditation journey, and wellbeing improvements.

Wellbeing Champions promote healthy lifestyles by inspiring others to take a more active role in their health. Having Workplace Health Champions in place is a great way of ensuring that your entire organisation has access to support and that there are regular activities in place to encourage people to connect with each other.

The course equips champions to:

- Run health campaigns and activities in your workplace
- Initiate and sustain health related conversations with their colleagues

- Gain awareness of local services and resources that colleagues can be signposted towards for support

Champions will gain access to networking meetings, hosted by the Wellbeing at Work team. They will access support; best practice examples can be shared; health campaign materials will be distributed and expert-led, topic-based upskill sessions led.

It is expected that an employee being sent on champion training will already have an interest or passion for health and wellbeing, but they don't need any prior knowledge or training in the area. It is helpful to get your future champions booked onto a course as soon as you start the accreditation journey, as they will be able to support your wellbeing initiatives.

You can find out more about the training, and access the booking forms, on the [website](#).

Contact us

If you have any queries about the accreditation process or the website, please contact us at HealthyWorkplace@eastsussex.gov.uk