

HALTON HEALTH IMPROVEMENT

Halton Healthy Workplace Awards



GOLD



SILVER



BRONZE

For more information call the team on:

0300 029 0029

or visit www.haltonhealthimprovement.co.uk



@HaltonBC



Halton BC



Contents

Introduction 3

Workplace Health Needs Assessment 4

Sign up for our Workplace Newsletter 4

Timescales 5

Evidence to support your application 5

Award Criteria 6

Micro and Small Businesses 6

Medium Sized Businesses 7

Evidence 12

Micro and Small Business Health Award 12

Medium Sized Business Health Award 14

Large Business Health Award 16

How to enter the Halton Healthy Workplace Awards 19

Submitting Evidence for the award 19

Introduction

Halton Borough Councils Public Health is committed to supporting local businesses to improve the health and wellbeing of its employees, regardless of size, sector or familiarity with the subject. We want to give all employers the opportunity to participate in our Healthy Workplace Award Scheme.

Many employers are unaware of the benefits associated with investing in health and wellbeing and are unaware of the information, initiatives and advice that can be provided to employees to affect a change. For small and medium sized organisations, affordable and sources of support and advice are not readily accessible.

Participation in the Healthy Workplace Award scheme will provide a framework for organisations of all sizes to promote health and wellbeing in their workplace. The Award scheme provides evidence based resources and advocates best practice to support a workplace culture and positive actions, which champion good mental and physical health for all.



Health of UK employees

Health and Work



The conditions in which people work can greatly affect their health as employment is a social determinant of health (Marmot, 2010). A healthy working environment can also be of benefit to the employer as healthy employees achieve better productivity rates (Adams, 2019). Another reason that workplace health services could be seen as a lucrative business is the cost of absenteeism to businesses.

Absenteeism is estimated to cost UK businesses £28.8 billion per year.

When our staff experience good mental and physical health at work they are able to develop their potential, be productive and creative, build positive relationships with colleagues and customers, cope better with stressful situations and make more meaningful contributions.

Halton Health Improvement Team have a range of resources available to support you to achieve these outcomes so if any area is new to the setting this can be discussed and an action plan created on how to implement.

Portfolios will be assessed and awards will be presented at two points throughout the year.

Workplaces who achieve the award will be provided with a certificate to display their commitment to employee health and wellbeing.

There are three levels to our Healthy Workplace Awards - Bronze, Silver and Gold. Depending on the size of your business, you will need to fulfil a minimum number of criteria at each stage of the awards. These are detailed in the next section.

How to achieve the award

Workplace Health Needs Assessment

All employers have a responsibility to protect and support the health and wellbeing of their staff.

Evidence shows that employers who invest in the health and wellbeing of their staff see higher rates of retention, reduced sickness absence and increased productivity.

Sometimes it can be hard to understand where to prioritise investment in staff health and wellbeing, especially when moving beyond the basic health and safety legislative requirements. A workplace health needs assessment (WHNA) can be a useful and simple way to gather anonymous information about the health of a company's workforce and provides a baseline of data against which to track progress.

Using a nationally recognised format, the Health Improvement Team can coordinate a Workplace Needs Assessment with your employees and deliver a report and action plan based on the information we receive. Responses are confidential and only anonymous data is fed back to managers and senior teams in order to make critical decisions. Employees confidentiality is protected throughout the process.

Based on the results of the WHNA, our team can work with you to offer support, training and advice to your employees.

Sign up for our Workplace Newsletter

Our monthly Healthy Workplaces newsletter shares new developments, training, updates, guidance and good practice in relation to workplace health. We will also include information about the latest public health campaigns with links to download resources you can use to promote key messages to your own workforce.

[Sign up here.](#)

Timescales

Register for the award by contacting the Workplace Team at HBC's Health Improvement Team.

With help from HIT, carry out a workplace needs assessment to identify the key priorities for your workplace.

Identify organisational champion(s) who will be responsible for collating your evidence for the award criteria.

Collect and provide evidence for your portfolio. Training and support is available from HIT - please ask for our training brochure.

Once the criteria at each stage has been met and evaluated, a certificate will be awarded.

Your organisation will be invited to an annual Health and Wellbeing Celebration Day to celebrate your good work, meet other healthy workplaces in Halton and the HIT team.

There is no limit on how long an organisation will take to complete each level of the award and employers can register any time of the year.

However, we would expect that any organisation should not take longer than one year to complete each level of the award.

Evidence to support your application

At each stage of the award you will need to submit evidence to show how you have achieved each set of criteria.

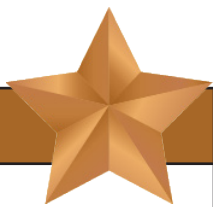
Your evidence can be emailed to: HITworkplace.health@halton.gov.uk or you can use our [online form](#).

For large files (over 5mb) please use We Transfer (free to use).

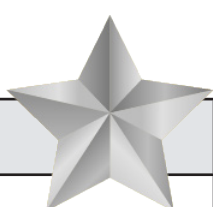
Award Criteria

Micro and Small Businesses

The table below shows the criteria the organisation must fulfil to achieve each level of the award. Lower level criteria must be achieved before moving onto the higher levels (i.e. organisations must start with Bronze, then Silver before progressing to Gold).



Bronze Award	
To complete the Workplace Health Needs Assessment for each staff member.	1 point
To offer staff members Workplace NHS Health Checks	1 point
To ensure health and wellbeing is a part of staff supervisions.	1 point
Total Points Required (Micro Businesses)	2 points
Total Points Required (Small Businesses)	3 points



Silver Award	
For managers to complete CPD/training to support staff health and wellbeing.	1 point
To make information available for staff around health and wellbeing.	1 point
To complete a risk assessment to identify how the workplace could affect employees health and wellbeing.	1 point
Total Points Required (Micro Businesses)	2 points plus Bronze Award
Total Points Required (Small Businesses)	3 points plus Bronze Award



Gold Award	
To run two relevant health campaigns around health and wellbeing across the year.	1 point
To implement positive actions within the workplace to support employees health and wellbeing.	1 point
Staff training/awareness sessions made available on relevant health topics.	1 point
Total Points Required (Micro Businesses)	2 points plus Bronze & Silver Award
Total Points Required (Small Businesses)	3 points plus Bronze & Silver Award

Medium Sized Businesses

Medium sized Businesses employ 50 and 100 staff members in total.

Bronze Award	
To complete the Workplace Health Needs Assessment for each staff member.	1 point
To offer staff members Workplace NHS Health Checks	1 point
To ensure health and wellbeing is a part of staff supervisions.	1 point
Encouraging staff to discuss mental health and wellbeing tackle mental Health, stigma and discrimination.	1 point
To complete a risk assessment to identify how the workplace could affect employees health and wellbeing.	1 point
Total Points Required	5 points



Silver Award	
Calculate baseline metrics for your organisation, to work out the costs of employees' health to the organisation. This will help build the business case for taking action and evaluate your progress.	1 point
To have a workplace health champion.	1 point
Managers to complete CPD/training to support health and wellbeing.	1 point
Trained staff to be able to tackle mental health and the effects and effectively respond to mental health within the workplace.	1 point
To run 3 relevant health and wellbeing campaigns throughout the year.	1 point
Total Points Required	5 points plus Bronze Award

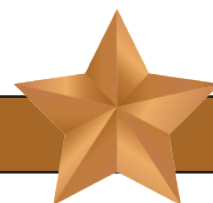


Gold Award	
Analysing sickness absence data, employee assistance programme usage and occupation health data if it is available.	1 point
Workplace Health Champions have received MECC training or the RSPH Level 2 qualification understanding Health Improvement	1 point
Workplace culture improved to get staff more physically active. Active Travel Scheme/ workplace ergonomics etc.	1 point
Staff supported to improve their mental health and wellbeing within the workplace. Mental Health embedded within policy.	1 point
Create a workplace environment which encourages staff to incorporate healthy eating into their daily routine.	1 point
Total Points Required	3 points plus Bronze and Silver Award

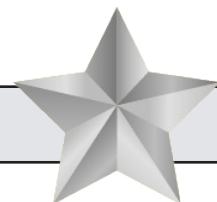


Large Businesses

Large Businesses employ over 100+ staff members in total. To achieve the bronze award, 8 points from the bronze section must be completed. For silver, 16 points from the bronze and silver section must be completed. For gold award all points must be completed from the bronze and silver sections and 5 points from gold.



Large Business Bronze Award	
To complete the Workplace Health Needs Assessment for each staff member.	1 point
To offer staff members Workplace NHS Health Checks	1 point
To ensure health and wellbeing is a part of staff supervisions.	1 point
Identify a named senior manager who makes employee health and wellbeing a core priority and have identified a person(s) to coordinate the Healthy Workplace programme.	1 point
Staff activity levels assessed Offered advice and information on how to get more active.	1 point
Develop MSK awareness among employees by providing accessible information about how they can look after their MSK health and what to do if they have a problem.	1 point
To have a workplace health champions to support employee health and wellbeing.	1 point
Promote tools and resources for employees around health and wellbeing.	1 point
Total Points Required	8 points



Large Business Silver Award	
Calculate baseline metrics for your organisation, to work out the costs of employees' health to the organisation. This will help build the business case for taking action and evaluate your progress.	1 point
Create a workplace environment which encourages staff to incorporate healthy eating into their daily routine.	1 point
To run 4 relevant health and wellbeing campaigns throughout the year.	1 point
Staff are educated on how sleep affects their health and wellbeing.	1 point
Workplace culture improved to get staff more physically active .Active Travel Scheme in place/ workstation ergonomics etc.	1 point
Staff affected by MSK issues or conditions are encouraged to access and enquire about self-management courses or training.	1 point
Workplace Health Champions have received MECC training or the RSPH Level 2 qualification understanding Health Improvement	1 point
To create a staff health and wellbeing newsletter to be regularly distributed.	1 point
Total Points Required	8 Points plus Bronze Award



Large Business Gold Award	
Analysing sickness absence data, employee assistance programme usage and occupation health data if it is available	1 point
To facilitate office weight management/nutritional support in the workplace environment.	1 point
Health is embedded within all policies/ procedures within the workplace to best support the staff while maintaining an effective workforce.	1 point
Procedures are set out to encourage staff to get regular amounts of sleep. E.g. A/L taken, regularly having breaks and not burning out.	1 point
Provide staff opportunities to take part in Office Fitness sessions	1 point
To make equipment available to support staff MSK health.	1 point
Health Champions to run specific projects to improve staff health and wellbeing.	1 point
To make health and wellbeing workshops available for employees specific to the needs of the workforce.	1 point
Total Points Required	5 points plus Bronze and Silver Award

Workplace Health Checks for Halton Businesses

Did you know that Halton Borough Council's Health Improvement Team is here to support you and your employees with our FREE Healthy Workplaces scheme? As part of this incredible offer, we can provide FREE Health Checks directly at your workplace!

Boost morale, productivity, and employee well-being with our convenient on-site Health Checks. Our team is dedicated to ensuring the health and happiness of your workforce, making it easier than ever to prioritise wellness in the workplace.

Don't miss out on this amazing opportunity! Contact us today to schedule your FREE Health Check event and discover the difference they can make for your business and your team. Together, we can build a healthier and happier workplace.



Register your interest today - scan the QR code, complete the online form and our team will be in touch in a few days to arrange a visit.



In partnership with

Halton Health Improvement Team



Evidence

Standards to complete to ensure you achieve the Health Award Please send your evidence to HIT Workplace Health HITworkplacehealth@halton.gov.uk	Please circle what size business you are. • Micro - under 10 employees • Small - under 50 employees • Medium - 50 – 100 employees • Large 100+ - employees
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Micro and Small Business Health Award

Criteria	Date	Evidence to show the work has been completed	Points
Bronze Award			
Complete Workplace Health Needs Assessment.			
Provide Health Checks for all employees.			
To ensure health and wellbeing is a part of staff supervisions.			
Points Required - Micro Business 2 points			
Points Required - Small Business 3 points			
Completed Bronze Award			
Silver Award			
To ensure health and wellbeing is a part of staff supervisions.			
Managers to complete CPD/training to support staff health and wellbeing (this will be MECC/MHA Managers).			
To make information available for staff around health and wellbeing (Generic Leaflets/Newsletter/campaigns).			
Total Points Required (Micro Businesses) 2 points plus Bronze Award			
Total Points Required (Small Businesses) 3 points plus Bronze Award			
Completed Silver Award			

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Criteria	Date	Evidence to show the work has been completed	Points
Gold Award			
To run two relevant health campaigns around health and wellbeing across the year.			
To implement positive actions within the workplace to support employees' health and wellbeing.			
Signpost employees to training/awareness sessions made available on relevant health topic.			
Total Points Required (Micro Businesses) 2 points plus Bronze & Silver Award			
Total Points Required (Small Businesses) 3 points plus Bronze & Silver Award			
Completed Award all standards - Gold Award			

Medium Sized Business Health Award

Criteria	Date	Evidence to show the work has been completed	Points
Bronze Award			
To complete the Workplace Health Needs Assessment for each staff member (50% of employees).			
To offer staff members Workplace NHS Health Checks .			
To ensure health and wellbeing is a part of staff supervisions.			
Encouraging staff to discuss mental health and wellbeing tackle mental Health stigma and discrimination (5 ways to wellbeing and MIND resources).			
To complete a risk assessment to identify how the workplace could affect employee's health and wellbeing. (Example HSE resources Stress Questionnaire).			
Total Points			
Completed Bronze Award			
Silver Award			
Calculate baseline metrics for your organisation, to work out the costs of employees' health to the organisation. This will help build the business case for taking action and evaluate your progress.			
To have a workplace health champion.			
Managers to complete CPD/training to support health and wellbeing.			
Trained staff to be able to tackle mental health and the effects and effectively respond to mental health within the workplace.			
To run 3 relevant health and wellbeing campaigns throughout the year.			

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Criteria	Date	Evidence to show the work has been completed	Points
Total Points Required 5 points plus Bronze Award			
Completed Award			
Gold Award			
Analysing sickness absence data, employee assistance programme obtained for employees and occupation health data if it is available. (Workshop and Action Plan).			
Workplace Health Champions have received training or the RSPH Level 2 Qualification Understanding Health Improvement.			
Workplace culture improved to get staff more physically active. Active Travel Scheme/ workplace ergonomic etc.			
Staff supported to improve their mental health and wellbeing within the workplace. Mental Health embedded within policy. (Examples policy for MH/HHW)			
Create a workplace environment, which encourages staff to incorporate healthy eating into their daily routine. (Workplace nutritional assessment, canteen nutrition qualification).			
Total Points Required 3 points plus Bronze and Silver Award			
Completed Award			

Large Business Health Award

Criteria	Date	Evidence to show the work has been completed	Points
Bronze Award			
To complete the Workplace Health Needs Assessment for each staff member.			
To offer staff members Workplace NHS Health Checks.			
Identify a named senior manager who makes employee health and wellbeing a core priority and have identified a person(s) to coordinate the Healthy Workplace programme.			
Staff activity levels assessed offered advice and information on how to get more active.			
Develop MSK awareness among employees by providing accessible information about how they can look after their MSK health and what to do if they have a problem. (MSK Policy SOP).			
To have a workplace health champions to support employee health and wellbeing.			
Promote tools and resources for employees around health and wellbeing.			
Total Points Required 8			
Completed Award			

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Criteria	Date	Evidence to show the work has been completed	Points
Silver			
Calculate baseline metrics for your organisation, to work out the costs of employees' health to the organisation. This will help build the business case for taking action and evaluate your progress.			
Create a workplace environment that encourages staff to incorporate healthy eating into their daily routine.			
To run 4 relevant health and wellbeing campaigns throughout the year.			
Staff are educated on how sleep affects their health and wellbeing.			
Workplace culture improved to get staff more physically active. Active Travel Scheme in place/ workstation ergonomics/ Healthy Canteen/Flexible working etc.			
Staff affected by MSK issues or conditions are encouraged to access and enquire about self-management courses or training. (Exercise on Referral form/Pain Management course).			
Workplace Health Champions have to complete RSPH Level 2 Qualification Understanding Health Improvement.			
To create a staff health and wellbeing newsletter to be regularly distributed to all employees.			
Points required Total 8 Points plus Bronze award required			
Completed Award			

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Criteria	Date	Evidence to show the work has been completed	Points
Gold Award			
Analysing sickness absence data, employee assistance programme obtained for employees and occupation health data if it is available.			
To facilitate office weight management/nutritional support in the workplace environment.			
Health to be embedded within all policies/ procedures within the workplace to best support the staff while maintaining an effective workforce.			
Encourage staff to get regular amounts of sleep. E.g., A/L taken, regularly having breaks and not burning out.			
Provide staff opportunities to take part in Office Fitness sessions (e.g. Health Walks).			
To make equipment available to support staff MSK health (occupational health).			
Health Champions to run specific projects to improve staff health and wellbeing.			
To make health and wellbeing workshops available for employees specific to the needs of the workforce. (We need to develop workshops)			
Total points required 5 points plus Bronze and Silver Award required			
Completed Award.			

Award to be verified by the Workplace Health Programme Team	Assessors Signature:	
	Date	
	Assessors Name:	

How to enter the Halton Healthy Workplace Awards

[Please complete our online form.](#)

Once you have completed the form, one of our team will be in touch with you to arrange a meeting and next steps.

Submitting Evidence for the award

You can submit your evidence online [on this form](#).

Examples of evidence to support your application might include photos of events and campaigns, staff health days, as well as details of training courses attended by your staff, improvements in wellbeing, etc. If you need further advice please contact us by email on HITworkplacehealth@halton.gov.uk.

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