



Workplace health and wellbeing programmes could save between **£130 and £5,020** for each participating employee by reducing their absence or illness at work.

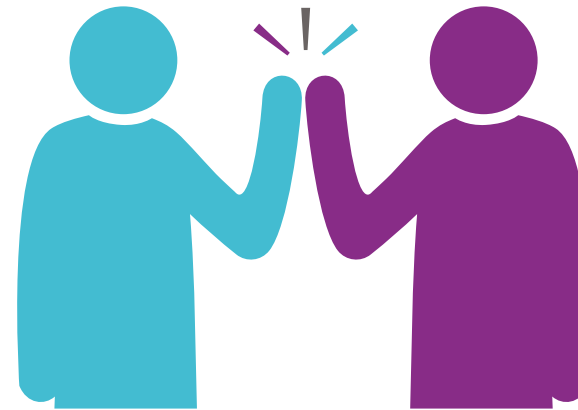
4.4 working days

are lost on average for each worker due to sickness absence.



Organisations that **take a positive, proactive approach** to health and wellbeing can benefit from:

- Attracting the best talent.
- More engaged and motivated staff.
- Retaining staff, less turnover.
- Reduction in absence, and presenteeism.



Average age

39
2016

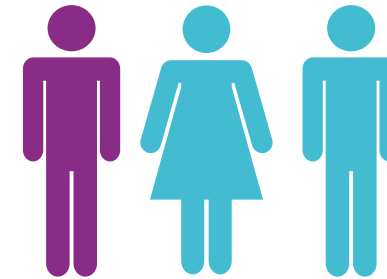
43
2030

In the coming years the **workforce is projected to get older.**



There is no 'one size fits all' and workplace wellbeing approaches should be **tailored to the needs** of the organisation and workforce.

1 in 3 of current UK employees have a **long-term health condition.**



Employees spend on average **a third** of their waking hours **at work**, so the workplace is an **ideal environment** to support employee health and wellbeing.



Taking a strategic approach to workplace health and wellbeing will create a healthier and more productive workforce.

Topic	Criteria
Environment and Culture	<ul style="list-style-type: none"> • Ensure your health and wellbeing group is representative of the organisation and is positioned and supported to drive and embed health and wellbeing effectively. • Undertake the PHE Workplace Health Needs Assessment (or equivalent) to assess the needs of your employees and organisation. • Develop a workplace health and wellbeing action plan with measurable objectives to address findings from the needs assessment. • Identify and promote a minimum of 3 health and wellbeing topics/ campaigns per year. Topics should be based on need and priorities and tailored to your workforce. • Identify at least one standard from the WWW additional standards toolkit to implement within your organisation. The chosen standard should be based on need and priorities and tailored to your workforce.
Leadership and Management	<ul style="list-style-type: none"> • Ensure a comprehensive approach to two-way communication and consultation across the organisation. This includes developing a policy that promotes effective and open communication. • Develop a culture that recognises and rewards good work. • Ensure managers/supervisors demonstrate effective people management skills. This includes: <ul style="list-style-type: none"> » Development for managers/ supervisors in effective people management practices. » Ensuring all employees have the opportunity for regular communication and reviews with managers/ supervisors as well as conversations about their health and wellbeing. • Ensure effective policies are in place that promote a positive working environment. • Ensure managers/ supervisors are aware of health and well-being issues which impact or potentially may impact on their teams, and ensure that supportive action is taken when necessary. • Ensure change is well managed. Organisational change should include consultation, communication and involvement of employees.
Attendance Management	<ul style="list-style-type: none"> • Analyse sickness absence data including the information provided on self-certification forms to establish trends in absence and ensure interventions are put into place when appropriate. • Ensure documented return to work procedures are followed and return to work interviews are conducted when appropriate. • Ensure managers/ supervisors are supported to deal with attendance/ absence management. • Ensure that your organisation follows recommendations on fit notes with regular review points to establish effectiveness and consider whether further intervention is needed. • When appropriate and to comply with the provisions of the Equality Act, ensure that your organisation considers making reasonable adjustments to work patterns, structures and the environment to facilitate employees with difficulties to return to/ stay in work. • Implement proactive attendance management protocol/ processes by providing support to all employees.

Topic	Criteria
Health and Safety	<ul style="list-style-type: none"> • Appoint a Health and Safety Champion. • Implement a management system for health and safety. • Involve employees in health and safety policy and practice. • Ensure systems are in place for employees to raise health and safety issues.
Mental Health and Wellbeing	<ul style="list-style-type: none"> • Provide mental health training and support to managers/ supervisors. This should include: <ul style="list-style-type: none"> » Legal responsibilities » Supporting people with mental health problems » Spotting signs and symptoms » Signposting. • Ensure policies and practices promote good mental health at work. • Carry out a stress management risk assessment and act on the results. • Provide appropriate support for employees who have recognised mental health problems including making reasonable adjustments to work patterns and structures if appropriate. • Promote a positive working environment to support employee mental health and wellbeing. • Ensure your approach is tailored and supportive of employees through times of transition and change
Alcohol, Smoking and Substance Misuse	<ul style="list-style-type: none"> • Develop a supportive workplace culture and environment around smoking, alcohol and substance misuse. • Develop and implement a written alcohol and substance misuse policy.
Healthy Eating	<ul style="list-style-type: none"> • Support and enable employees to make healthy eating and drinking choices. • Develop and implement a written healthy eating policy/ statement.
Physical Activity and MSK	<ul style="list-style-type: none"> • Develop an active working environment for employees and encourage employees to move more and reduce sedentary behaviour • Offer physical activity opportunities within the workplace • Ensure that your organisation develops its approach to prevent and reduce MSK problems