



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

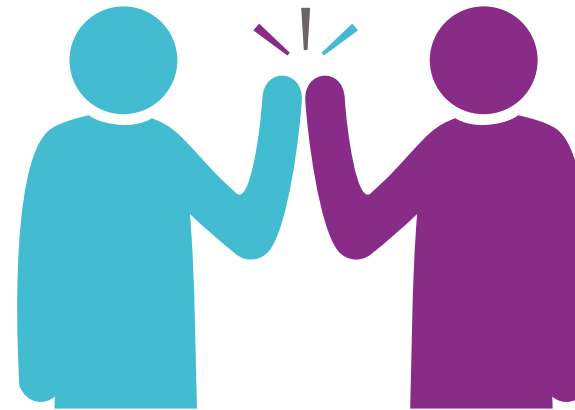
## 4.4 working days

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
<b>Environment and Culture</b>	<ul style="list-style-type: none"> <li>• Develop a long term sustainable organisational Health and Wellbeing Strategy building on the health and wellbeing needs assessment and action plan.</li> <li>• Develop and implement an organisational annual action plan/ programme of health and wellbeing activities, events, initiatives and campaigns. Ensure that: <ul style="list-style-type: none"> <li>» Activity is based on need and priorities and tailored to your workforce</li> <li>» Activity is evaluated to demonstrate impact and shape future activity</li> <li>» The action plan allocates responsibilities and includes timeframes for implementation</li> <li>» Evidence exists that the leadership team is committed to the achievement of the action plan and associated objectives.</li> </ul> </li> <li>• Enhance your organisational approach to a healthy culture and behaviours maximising the impact beyond the immediate workforce.</li> <li>• Ensure your organisation has systems in place to evaluate the impact of health and wellbeing initiatives, this includes the impact on employees and the organisation.</li> <li>• Share your workplace wellbeing approach with other organisations to promote best practice and exchange ideas for new approaches.</li> <li>• Identify at least two standards from the WWW additional standards toolkit to implement within your organisation. The chosen standards should be based on need and priorities and tailored to your workforce.</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Ensure that senior leaders are ambassadors of good health and wellbeing throughout the organisation.</li> <li>• Roll out a health and wellbeing training programme to leaders and managers. Ensure training investment and activity is formally evaluated and whether it supports the organisation's overall health and wellbeing objectives.</li> <li>• Carry out an organisational training needs analysis and develop a training plan which will support the delivery of the objectives contained in the organisations health and wellbeing strategy.</li> </ul>
<b>Attendance Management</b>	<ul style="list-style-type: none"> <li>• Review and analyse reasons for time off work, other than sickness absence, and the impact that this has on the organisation. Develop appropriate approaches/ policies to support individual employees when appropriate.</li> <li>• Review and analyse the impact of presenteeism on your organisation and develop an appropriate organisational approach to presenteeism.</li> <li>• Develop an attendance/ absence management strategy. Ensure the strategy includes key performance indicators and that sickness absence data is systematically and regularly analysed.</li> <li>• Support employees to manage long-term health conditions in the workplace. This could include offering a range of services, initiatives, signposting and working arrangements.</li> <li>• Consider flexible and innovative working arrangements to enhance a positive work-life balance.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Evidence that a health and safety and wellbeing culture is well embedded across the organisation.</li> <li>• Implement the principles of a Learning Organisation in relation to how your organisation manages health and safety and demonstrate how you have embedded this.</li> </ul>

Topic	Criteria
<b>Mental Health and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Produce, implement and communicate a mental health at work plan that promotes good mental health and outlines the support available for those who may need it.</li> <li>• Ensure robust monitoring/ reporting on the organisation's progress on mental health to increase transparency and accountability.</li> <li>• Demonstrate a proactive, open and supportive culture during recruitment and throughout employment.</li> <li>• Regularly review in-house mental health provision, tools, and/or support and ensure that it is tailored to the needs of your employees.</li> <li>• Increase mental health literacy of employees and provide opportunities for employees to learn about how to manage their own mental health.</li> </ul>
<b>Alcohol, Smoking and Substance Misuse</b>	<ul style="list-style-type: none"> <li>• Create a smokefree workplace to include all open areas belonging to the organisation. This should include: <ul style="list-style-type: none"> <li>» Consulting and engaging with employees</li> <li>» Communicating your approach in your smoke-free workplace policy</li> <li>» Active promotion of stop smoking support</li> </ul> </li> <li>• Provide alcohol and substance misuse information/ training and support to managers/ supervisors. This should include: <ul style="list-style-type: none"> <li>» Recognising problems with alcohol and drugs</li> <li>» Policy, processes and procedures around alcohol and substance misuse</li> <li>» Having open and supportive conversations</li> <li>» Signposting to further support</li> </ul> </li> </ul>
<b>Healthy Eating</b>	<ul style="list-style-type: none"> <li>• Provide employees with facilities/ schemes enabling them to eat healthily and achieve/ maintain a healthy weight.</li> <li>• Develop and implement a healthy eating action plan with ongoing employee engagement, supported by senior leaders. This plan should: <ul style="list-style-type: none"> <li>» Outline the healthy eating activities, events, initiatives, campaigns</li> <li>» Ensure initiatives/ activities/ changes to food provision are monitored and evaluated to demonstrate impact and inform and shape further developments</li> <li>» Provide evidence of employee engagement including regular employee surveys/ feedback mechanisms and evidence of how survey recommendations are progressed</li> <li>» Be reviewed regularly including food policies</li> </ul> </li> </ul>
<b>Physical Activity and MSK</b>	<ul style="list-style-type: none"> <li>• Provide employees with facilities/ schemes enabling them to participate in physical activity and active travel.</li> <li>• Develop and implement a physical activity action plan with ongoing employee engagement, supported by senior leaders. This plan should: <ul style="list-style-type: none"> <li>» Outline the physical activity/ active travel activities, events, initiatives, campaigns</li> <li>» Ensure initiatives/ activities/ changes are monitored and evaluated to demonstrate impact and inform and shape further developments</li> <li>» Provide evidence of employee engagement including regular employee surveys/ feedback mechanisms and evidence of how survey recommendations are progressed.</li> </ul> </li> <li>• Develop a workplace culture and environment to support physical activity and good MSK health within the workplace.</li> </ul>