



**Better Health  
at Work Award**

# **Foundation Assessment Record: 2026**

**Organisation Name:** Criteria Documents Test

**Local Authority Area:**

**Assessors:**

**Assessment Date:**



# Health Campaigns and Activity Log

**Number of employees**

1

**Number Health Advocates trained**

**Date**



## Foundation Award

<b>Assessment process</b>	<b>How does your organisation comply?</b>
<p>To complete the Foundation level:</p> <ul style="list-style-type: none"><li>• Train a minimum of 1 Health Advocate</li><li>• Run a light-touch staff survey (<a href="#">download template here</a>) to provide baseline data and a trackable metric</li><li>• Run 2 workplace campaigns on the topics that staff have chosen as their priorities (we can provide materials and resources to deliver appropriate activities or you can design your own activities.)</li></ul> <p>As part of your campaigns:</p> <ul style="list-style-type: none"><li>• develop one new communications method (eg. noticeboard, newsletter, team meeting standing agenda item, HWB intranet page, social media group, teams channel, etc)</li></ul>	



- make/create/demonstrate an improvement to your workspace/facilities to support health and wellbeing (eg. noticeboard, water bottles and supply, better choices in vending, weighing scales in a suitable area, alternatives to caffeinated tea and coffee, etc)

**For Foundation you should submit 5-10 pieces of evidence to support all of the above.**

### **Health Advocate training**

Confirm the name and training date of at least 1 Health Advocate

### **Staff survey**

Describe how you delivered and analysed your staff survey. You can use the [template provided here](#). (\*The response rate should be a minimum of 30% of staff to ensure the information gathered is as representative as possible.)



<p><b>Workplace campaigns</b></p> <p>Describe the 2 health campaigns you delivered covering the bullet points in the guidance.</p>	
<p><b>Communication and Facilities</b></p> <p>Describe how you have developed and implemented a new communication method and improved facilities/workspace to support health and wellbeing.</p> <ul style="list-style-type: none"> <li>• Comms eg. noticeboard, newsletter, team meeting standing agenda item, HWB intranet page, social media group, teams channel, staff wellbeing handbook, healthy eating recipe folder, etc</li> <li>• Facilities eg. noticeboard, water bottles and supply, better choices in vending, weighing scales in a suitable area, alternatives to caffeinated tea and coffee, etc</li> </ul>	



Assessor's comments



## Appendix 1: Supplementary information

### Health Advocates Information

Name	Job Title	Email / Telephone
Helen Parry	TUC	harry@tuc.org.uk / 01912275556

### Health Needs Analysis statistics

Total number staff employed	Number completing survey
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### Accident statistics

From	To	Total no of employees	No of accidents	No of RIDDOR reportable accidents
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### Sickness absence

From	To	Total no of employees	Full time equivalent employees	Total days sick per full time equivalent employee
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