



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

Assessment process

To complete the Foundation level:

- Train a minimum of 1 Health Advocate
- Run a light-touch staff survey ([download template here](#)) to provide baseline data and a trackable metric
- 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.)

As part of your campaigns:

- develop one new communications method (eg. noticeboard, newsletter, team meeting standing agenda item, HWB intranet page, social media group, teams channel, etc)

How does your organisation comply?



- 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>Workplace campaigns</p> <p>Describe the 2 health campaigns you delivered covering the bullet points in the guidance.</p>	
<p>Communication and Facilities</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"> • 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 • Facilities eg. noticeboard, water bottles and supply, better choices in vending, weighing scales in a suitable area, alternatives to caffeinated tea and coffee, etc 	



Assessor's comments	
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Appendix 1: Supplementary information

Health Advocates Information

Name	Job Title	Email / Telephone
Helen Parry	TUC	hparry@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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