

# London Healthy Workplace Charter

## Submission form for accreditation against commitment.

This form sets out how London employers can be accredited against the commitment standard of the London Healthy Workplace Charter through an online review.

The questions below require testimonial information as to how your organisation meets the requirements. In addition you are asked to submit seven pieces of supporting evidence. Please ensure that all evidence is correctly labelled.

Please email the completed form to [londonhealthyworkplace@london.gov.uk](mailto:londonhealthyworkplace@london.gov.uk).  
If you require further assistance please get in touch at the same email address.

### Application

Name of organisation (as it should appear in any publicity):

Nature of the organisation and short summary of why this standard is being sought:

(300 words max)

Address:

Number of employees:

Contact name:

Contact email:

Contact telephone number:

### Section one: Corporate support

To meet commitment level of the London Healthy Workplace Charter you are required to show that:

- Your organisation has assessed its needs and priorities around health and work.
- Your management can demonstrate the process for ongoing consultation and communication with employees on relevant workplace health issues.
- Senior Management encourage a consistent and positive approach to employee well-being throughout the organisation.
- Your organisation is aware of its responsibilities under the Equality Act 2010 and other equality legislation is known and adhered to.
- There is an effective communication policy/ process in place.

Please describe how you meet the above requirements, stating appropriate evidence to the size of your organisation.

(500 words max)

### **Section two: Attendance management**

To meet commitment level of the London Healthy Workplace Charter you are required to show that:

- A clear attendance management policy is in place and procedures are known to employees.
- Contact is maintained with absent employees to provide support and aid return to work.
- Documented return to work procedures are in place and followed.
- Return to work interviews are conducted and recorded with concerns/appropriate support recorded and provided.
- Specific risk assessments for individuals are conducted and take into account a person's health status.
- Reasonable adjustments are available to employees in line with recommendations made in a Statement of Fitness for Work.

Please describe how you meet the above requirements, stating appropriate evidence to the size of your organisation.

(500 words max)

### **Section three: Health and Safety**

To meet commitment level of the London Healthy Workplace Charter you are required to show that:

- You can demonstrate an awareness of legal obligations in relation to health and safety.
- Relevant health and safety policies and procedures are in place to demonstrate compliance with health and safety legislation.
- A risk assessment programme has been implemented and all employees are informed of the workplace risks that affect them and the controls in place.

- The workplace environment is conducive to health and employee welfare is addressed – including drinking water, washing facilities, clean toilets, eating facilities etc.
- Health and safety training has been given to all employees.

Please describe how you meet the above requirements, stating appropriate evidence to the size of your organisation.

(500 words max)

#### **Section four: Mental Health**

To meet commitment level of the London Healthy Workplace Charter you are required to show that:

- You provide information to employees that helps reduce the stigma around mental ill-health.
- You provide information about mental health and wellbeing, including work-related stress.
- Your organisation ensures that employees are made aware of their legal entitlements regarding working conditions.
- Your organisation is aware of risks relating to work-related stress (for example, as set out in the Health and Safety Executive's Management Standards) and takes action to prevent it being a problem for employees.
- You ensure that employees are aware that mental health and wellbeing issues are valid and people seeking to address these issues are fully supported by the organisation at all levels.

Please describe how you meet the above requirements, stating appropriate evidence to the size of your organisation.

(limit to 500 words)

#### **Section five: Smoking and Tobacco**

To meet commitment level of the London Healthy Workplace Charter you are required to show that:

- Your management are aware of their duties under smoke-free legislation and are in compliance.
- All employees are aware of the smoke-free and tobacco control laws and how they are applied in their workplace.
- Sources of further information and support to quit smoking are regularly available.
- A smoke-free policy is in place and all staff are aware of it and kept informed of any changes.

Please describe how you meet the above requirements, stating appropriate evidence to the size of your organisation.

(500 words max)

### **Section six: Physical Activity**

To meet commitment level of the London Healthy Workplace Charter you are required to show that:

- Information is made available on the benefits of physical activity.
- The minimum legally required breaks are taken by all employees and employees are encouraged to take regular breaks.

Please describe how you meet the above requirements, stating appropriate evidence to the size of your organisation.

(500 words max)

### **Section seven: Healthy Eating**

To meet commitment level of the London Healthy Workplace Charter you are required to show that:

- Appropriate, acceptable and accessible information on healthy eating is provided.
- Any kitchen facilities or beverage areas are in good condition and conform to the highest possible standards and requirements of food hygiene.

- Wherever possible, eating facilities that are clean and user friendly are provided away from work areas. Use of these facilities is promoted to enable regular breaks away from the work area.
- All workplaces have access to fresh drinking water.

Please describe how you meet the above requirements, stating appropriate evidence to the size of your organisation.

(500 words max)

### **Section eight: Alcohol & Substance Misuse**

To meet commitment level of the London Healthy Workplace Charter you are required to show that:

- A working alcohol and substance misuse policy/ statement is in place, regarding the use of alcohol and other substances in the workplace that is clear and consistent.
- Alcohol policy/ statement includes guidelines on the use of alcohol at business functions.
- Employees are provided with information about the effects of alcohol and substance misuse that is appropriate, acceptable and accessible.
- Employees are supported in seeking help to treat alcohol or substance misuse issues. This includes providing sources of further information and support that are readily available.

Please describe how you meet the above requirements, stating appropriate evidence to the size of your organisation.

(500 words max)

### **Key supporting evidence to submit with your application:**

- 1) An action plan on the organisation's priorities around health and work.
- 2) Evidence of senior management support (for example, a nominated senior management champion for health and wellbeing; emails, meeting agendas/notes and other documents showing that health and wellbeing are regularly considered by senior managers; resources sanctioned by senior management for spending on health and wellbeing initiatives).

- 3) Evidence that employees are consulted and involved in health and wellbeing policies, initiatives and activities (for example, employee survey results showing questions asked about areas relating to health and wellbeing, meeting agendas/notes, Trade Union involvement, working groups involving employees from across the organisation).
- 4) The organisation's attendance management policy.
- 5) Three examples of evidence on promoting healthy lifestyle initiatives (which can cover smoking cessation, physical activity, mental health and well-being, healthy eating and alcohol and drug misuse).

Please note that the reviewers may come back to you for more information or clarification.