# Bronze level online questionnaire

**Introduction**

Welcome to the online questionnaire that will be used to assess your organisation’s readiness to receive the Bronze Level Award from the ENWHP.

In order to be assessed, you will need to:

* Complete the **qualifying criteria checklist** (Link). This involves submitting a statement that your organisation meets its statutory legal requirements with regard to Health and Safety while also demonstrating a commitment to the [Luxembourg Declaration on Workplace Health promotion](https://www.enwhp.org/resources/toolip/doc/2022/01/26/1_luxembourg_declaration_2018.pdf).
* Complete the **Bronze Level Award Questionnaire** (Link). This involves answering a range of question on your organisation’s WHP activities and providing documentary evidence to support the answers that you have given.

Should the assessors decide that your organisation meets the criteria for the Bronze Level Award you will retain it for 3 years.

The assessors will provide you with feedback on your responses to the questionnaire. You will receive a report in which they will describe the areas where your organisation does well and the areas in which it needs to further improve in order to achieve the Silver Standard. In addition, the report will outline the steps you will need to take should you wish to apply for the Silver or Gold levels of the Standard.

**Register/log on**

***Name***

***Organisation***

***Password***

**Qualifying Criteria checklist**

In order to be assessed for any of the ENWHP awards, you must first meet 2 qualifying criteria. These are:

* Your organisation must submit a signed statement that the organisation is meeting its statutory health and safety obligations.
* Your organisation must commit to the principles of the Luxembourg Declaration on WHP by signing a copy and submitting it to the ENWHP.
* In addition, your organisation must disclose any court decisions against it that may have been made in relation to health and safety during the past 3 years

The person signing these statements should be in a senior position of responsibility for these workplace health features.

Please also provide information on the organisation applying for the award in terms of size, location, and main activities. Please also provide a link to your website.

Text box here

Please click on the link below to submit your evidence that you meet these qualifying criteria:

***Submit Button***

## Bronze Level Award Questionnaire

The answers to this questionnaire are needed to enable the ENWHP to assess your organisation’s readiness to receive the Bronze Level Award.

In order to be assessed, you will need to complete the questionnaire below and provide evidence to support your answers. When you have submitted the questionnaire you will receive written feedback from the ENWHP’s team of assessors. This will normally be provided to you within 21 days.

This feedback will inform you whether your organisation has reached the standard needed to be awarded the Bronze Level Award and will also provide feedback on areas where improvement may be needed. It will also inform you of the next steps that you need to take should you wish to apply for the Silver and Gold Level awards.

Completing the questionnaire will take some time as you are expected not only to answer the questions but also to assemble and submit accompanying supportive evidence. You can do this over multiple sessions as each time you log out your answers to questions will be saved.

When you have answered all the questions and provided accompanying evidence, you can then submit your questionnaire for assessment.

We have provided some examples of the kinds of accompanying evidence that may be submitted In order to help you complete the questionnaire. For the Bronze Level Award this will be in the form of documentary evidence.

*Types of documentary evidence:*

*Written evidence such as policies, plans, posters, signs, leaflets, web pages etc. This material provides a detailed picture of how health and wellbeing are protected and promoted in and through the organisation. Documentary evidence can also include photographs. For example, of the health and wellbeing group, sports / fitness activities, the staff rest areas, food provision, menus etc. This evidence will be collated by the organisation into hard copy files or (preferably) e-document folders with one file / e-folder per dimension*. These should be retained for the Silver and Gold assessments.

The questionnaire is divided into 2 main sections – Corporate Commitment and Health Topics. Each of these sections is subdivided into a number of dimensions – there are 14 dimensions in all.

|  |  |
| --- | --- |
| **Corporate Commitment** | **Health Topics** |
| 1. Senior management commitment
2. Statutory responsibilities
3. The approach to health and safety
4. Occupational Health service provision
5. Meeting the needs of specific groups
6. Rehabilitation and return to work
7. Communication and staff engagement
8. Evaluation
 | 1. Tobacco
2. Alcohol
3. Mental health and wellbeing
4. Physical activity
5. Nutrition
6. Infectious disease control
 |

Please complete each Section and each Dimension. Each question must be answered ‘yes’, ‘no’ or ‘partially’. You will also be asked to refer to the evidence that you are submitting to back up your answer (this may be a document or a photo for example). You also have space to add some notes to explain your answer should you feel this is appropriate.

When you have finished the questionnaire, you will be asked to submit your responses and to attach the supporting evidence that you are providing.

# Dimension 1: Senior Management Commitment

1. Are there specific resources such as a budget, staff allocated to WHP in your organisation?

Yes No Partially

Notes:

Evidence:

1. Has a specific WHP working group been established and approved at senior level within your organisation?

Yes No Partially

Notes:

Evidence:

1. Do employee representative members of the WHP working group have time allocated to enable them to attend Working Group Meetings?

Yes No Partially

Notes:

Evidence:

1. Are reports from the WHP Working Group considered by the Senior Management Team at least once per annum?

Yes No Partially

Notes:

Evidence:

1. Do job advertisements and organisational training courses contain explicit reference to how your organisation approaches health and wellbeing?

Yes No Partially

Notes:

Evidence:

1. Are trade unions recognised? If not, are appropriate arrangements in place to enable the staff voice to be heard?

Yes No Partially

Notes:

Evidence:

1. Do the social partnership arrangements within your organisation (dialogue with trade unions/employee representatives) contain explicit reference to how your organisation approaches health and wellbeing?

Yes No Partially

Notes:

Evidence:

# Dimension 2: Statutory responsibilities

1. Does your organisation have current, valid employer’s liability insurance on view to employees?

Yes No Partially

Notes:

Evidence:

1. Does your organisation have a have a written health and safety policy that has been jointly developed with employee representatives?

Yes No Partially

Notes:

Evidence:

1. Does your organisation display appropriate health and safety signage and notices/information throughout its site(s)?

Yes No Partially

Notes:

Evidence:

1. Does your organisation have access to competent health and safety advice (internal and/or external)?

Yes No Partially

Notes:

Evidence:

1. Are appropriate risk assessments regularly undertaken?

Yes No Partially

1. Are staff involved in undertaking risk assessments?

Yes No Partially

1. Are these undertaken when new workplace equipment is installed?

Yes No Partially

Notes:

Evidence:

1. Are employees provided with appropriate PPE (Personal Protective Equipment) when needed?

Yes No Partially

Notes:

Evidence:

1. Is there a register of all accidents and near misses kept and reported by your organisation?

Yes No Partially

1. Is this register used for learning purposes by management and staff?

Yes No Partially

Notes:

Evidence:

1. Do all staff have onsite access to hot and cold water?

Yes No Partially

Notes:

Evidence:

1. Do all staff have onsite access to somewhere clean to eat?

Yes No Partially

Notes:

Evidence:

1. Do all staff have onsite access to staff toilets?

Yes No Partially

Notes:

Evidence:

1. Induction training for staff includes content on health and safety systems in your organisation, and risk assessment procedures?

Yes No Partially

Notes:

Evidence:

# Dimension 3: Health and safety

##

1. Do all staff receive training in health and safety? (Not induction training)

Yes No Partially

Notes:

Evidence:

1. Is specialist training provided for health and safety representatives in your organisation?

Yes No Partially

Notes:

Evidence:

1. Is there a health and safety committee in each relevant worksite within your organisation?

Yes No Partially

Notes:

Evidence:

1. Are there employee health and safety representatives on this (these) committees(s)?

Yes No Partially

Notes:

Evidence:

1. Are reports from the Health and Safety Committee considered/referred to at Board level in your organisation’s Annual Report?

##

# Dimension 4: Workplace health provision and organisation

##

1. Are Occupational Health Services (internal or external to your organisation) and the Health and Safety team involved in organising your organisation’s WHP programme?

Yes No Partially

Notes:

Evidence:

# Dimension 5: Meeting the needs of specific groups in the workforce

Long term conditions

1. Does your organisation’s WHP programme and Occupational Health Services/Health and Safety provide information on the health needs of specific at-risk groups?

Yes No Partially

Notes:

Evidence:

1. Does your organisation display information on hearing loss and how it can be addressed?

Yes No Partially

Notes:

Evidence:

1. Are sight tests offered to those who need them at appropriate intervals?

Yes No Partially

Notes:

Evidence:

1. Is information on sight loss widely available to employees?

Yes No Partially

Notes:

Evidence:

1. Is information on Type 2 Diabetes widely available to employees?

Yes No Partially

Notes:

Evidence:

1. Is information on coronary heart disease widely available and accessible to employees?

Yes No Partially

Notes:

Evidence:

# Gender related health issues

1. Is information widely available on gender related health issues?

Yes No Partially

Notes:

Evidence:

1. Is information on specific women’s health issues widely available (e.g. breast awareness, osteoporosis, cervical health, and the menopause)?

Yes No Partially

Notes:

Evidence:

1. Is information on specific men’s health issues widely available (e.g. prostate cancer, sexually transmitted diseases)?

##

Yes No Partially

Notes:

Evidence:

# Dimension 6: Rehabilitation and return to work

Return to work (RTW) policy in place

1. Is there a return to work policy (RTW) that has been collaboratively developed with staff representatives?

Yes No Partially

Notes:

Evidence:

1. Is there a named person responsible for the RTW policy and its implementation?

Yes No Partially

Notes:

Evidence:

1. Does the policy contain provision for both administrative measures such as rules on certification of sick leave, as well as active interventions such as adapting workspaces and systems to support the returning employee?

Yes No Partially

Notes:

Evidence:

Does the RTW policy refer to:

1. Health and safety

Yes No Partially

Notes:

Evidence:

1. The role of occupational health services

Yes No Partially

Notes:

Evidence:

1. Support from management and employees

Yes No Partially

Notes:

Evidence:

1. Communications practices regarding the RTW policy

Yes No Partially

Notes:

Evidence:

Information system and monitoring

1. Does your organisation maintain a monitoring and reporting system on the outcomes of RTW interventions?

Yes No Partially

Notes:

Evidence:

# Dimension 7: Communication and staff engagement

Information on health topics and workplace health activities

1. Is information on workplace health related activities is available in an accessible formats for all staff?

Yes No Partially

Notes:

Evidence:

Information collection

1. Does your organisation systematically gather information on workplace health issues from all staff?

Yes No Partially

Notes:

Evidence:

Awareness raising events

1. Does your organisation run workplace health related events in support of external initiatives such as World Mental Health Day?

Yes No Partially

Notes:

Evidence:

# Dimension 8: Evaluation

1. Has your organisation evaluated its WHP programme?

Yes No Partially

Notes:

Evidence:

1. Has your organisation used the results of evaluation to improve the WHP programme?

Yes No Partially

Notes:

Evidence:

# Dimension 9: Tobacco

Tobacco policy

1. Were staff consulted during the development of smoking policy in your organisation?

Yes No Partially

Notes:

Evidence:

1. Is the smoking policy fully implemented across your organisation?

Yes No Partially

Notes:

Evidence:

No-smoking signage

1. Is No Smoking signage displayed at the entrance to the worksite(s) in your organisation?

Yes No Partially

Notes:

Evidence:

1. Is No Smoking signage displayed at the entrance to the building(s) in your organisation?

Yes No Partially

Notes:

Evidence:

Promotion of smoking cessation

1. Does your organisation provide information on smoking cessation to employees? If so, how?

Yes No Partially

Notes:

Evidence:

# Dimension 10: Alcohol

Alcohol, drug and or substance misuse policy is in place

1. Were staff consulted during the development of the alcohol/drug policy in your organisation?

Yes No Partially

Notes:

Evidence:

1. Is the alcohol/drug policy fully implemented in your organisation?

Yes No Partially

Notes:

Evidence:

Alcohol and substance misuse signage

1. Is Alcohol/drug signage displayed at the entrance to the worksite(s) in your organisation?

Yes No Partially

Notes:

Evidence:

Promotion of safe limits of alcohol consumption

1. Does your organisation provide information on Alcohol/drug usage to employees? If so, how?

Yes No Partially

Notes:

Evidence:

# Dimension 11: Mental and emotional wellbeing

Policy implementation

1. Does your organisation have a policy on mental health and emotional wellbeing?

Yes No Partially

Notes:

Evidence:

1. Who is responsible for implementing the policy?

Yes No Partially

Notes:

Evidence:

1. Who is responsible for overseeing the policy?

Yes No Partially

Notes:

Evidence:

1. Are activities/programmes undertaken as part of implementing this policy?

Yes No Partially

Notes:

Evidence:

1. Are the policies and actions communicated to all staff in your organisation? If so, how?

Yes No Partially

Notes:

Evidence:

Risk assessment for stress and bullying

1. Do the Health and Safety statements (or equivalent) in your organisation refer to risk assessments of occupational stress and bullying?

Yes No Partially

Notes:

Evidence:

Control measures implemented when work related stressors identified

1. What control measures are taken in your organisation in relation to occupational stress and bullying?

Yes No Partially

Notes:

Evidence:

1. Are these communicated to staff?

Yes No Partially

Notes:

Evidence:

Managers and staff trained on mental and emotional wellbeing

1. Has training been provided to managers and staff in relation to mental health and wellbeing?

Yes No Partially

Notes:

Evidence:

Mental wellbeing initiatives

1. Does your organisation have a mental health and wellbeing awareness raising programme?

Yes No Partially

Notes:

Evidence:

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## **Dimension 12: Physical activity**

Corporate physical activity policy

1. Were staff consulted during the development of physical activity policy in your organisation?

Yes No Partially

Notes:

Evidence:

1. Is the physical activity policy fully implemented in your organisation?

Yes No Partially

Notes:

Evidence:

1. Is there signage encouraging staff to use stairs at stairwells and lifts in your organisation?

Yes No Partially

Notes:

Evidence:

Promotion of physical activity

1. Are measures are undertaken to promote physical activity?

Yes No Partially

Notes:

Evidence:

1. Does your organisation provide information to staff about physical activity?

Yes No Partially

Notes:

Evidence:

Active travel

1. Does your organisation support active travel to and from work by employees and visitors?

Yes No Partially

Notes:

Evidence:

# Dimension 13: Nutrition

Corporate nutrition policy

1. Were staff consulted during the development of nutrition policy in your organisation?

Yes No Partially

Notes:

Evidence:

1. Is the nutrition policy fully implemented in your organisation?

Yes No Partially

Notes:

Evidence:

Awareness raising activities to promote healthier eating

1. Does your organisation provide information on healthier eating to employees? If so, how?

Yes No Partially

Notes:

Evidence:

Weight loss programmes

1. Does your organisation provide information on weight loss to employees? If so, how?

Yes No Partially

Notes:

Evidence:

For organisations where food is not sold

1. Are there storage facilities for food that staff bring to work in your organisation?

Yes No Partially

Notes:

Evidence:

1. Does your organisation provide facilities for staff to eat away from their worksite/station?

Yes No Partially

Notes:

Evidence:

1. Are there facilities for staff to hygienically prepare food in your organisation?

Yes No Partially

Notes:

Evidence:

1. Is there information on food hygiene is displayed in areas where food is stored/prepared?

Yes No Partially

Notes:

Evidence:

For organisations where food is served or sold

1. Where food is served or sold in your organisation, is information about healthy eating is provided at the point of sale?

Yes No Partially

Notes:

Evidence:

# Dimension 14: Infectious diseases

Policy

1. Is there an infectious diseases policy in place?

Yes No Partially

Notes:

Evidence:

1. Were staff consulted during the development of infectious disease policy in your organisation?

Yes No Partially

Notes:

Evidence:

1. Is the infectious disease policy fully implemented in your organisation?

Yes No Partially

Notes:

Evidence:

Staff health protection and promotion

1. Are measures in place to prevent the occurrence and spread of infectious diseases among staff in the workplace?

Yes No Partially

Notes:

Evidence:

1. Are measures in place to prevent the occurrence and spread of infectious diseases among staff working offsite?

Yes No Partially

Notes:

Evidence:

1. Are measures in place to protect clients from the spread of infectious disease?

Yes No Partially

Notes:

Evidence:

Work organisation changes

1. Have arrangements been made to assess the health and safety risks of any alternative work arrangements that have been made (e.g. teleworking/homeworking, social distancing, shiftworking)?

Yes No Partially

Notes:

Evidence:

Awareness raising activities on infectious diseases

1. Is information about infectious disease control displayed either in hard copy or electronically across all worksites?

Yes No Partially

Notes:

Evidence:

[***At the bottom of each page]***

***Save Button***

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***Attach documents***