# **Readiness screening tool for WHP Standard.**

## Introduction

Taking part in the ENWHP’s European WHP Standard should be seen as a developmental process for any applicant organisation. It is about setting out on a journey to improve your practice of workplace health, rather than merely achieving a standard. If your goal in applying for an Award is to improve the health of your workforce over time, then you may be ready to take part in the accreditation process.

Applying for the Standard at any level involves providing evidence that your organisation is active in a range of areas and is meeting certain criteria in those areas. Making an application is not trivial – it involves time and effort on the part of the applicant organisation.

It is in no one’s interest for an applicant organisation to fail to meet the criteria required. We at ENWHP will do what we can to assist the applicant to put in place and evidence the actions needed to attain the Standard. However, some organisations may not yet be sufficiently advanced to have a realistic chance of reaching this level – they may not be active across all the required areas, or the depth and embeddness of activities may be insufficient.

To help organisations understand their level of ‘readiness’ we have developed a self-evaluation tool. Using this tool will enable you to assess your organisation’s preparedness to apply for the Standard. There are two broad dimensions to the self-evaluation - Corporate supports and Health Topics. These aim to assess how committed your organisation is to workplace health activity and also to assess the level and quality of activity across 6 common health issues.

## Are we ready? The readiness screening tool

There are 23 questions in the screening tool. If your organisation can answer YES to most questions (16 or so) in the tool, then you may be eligible to apply for an award.

And finally …..

You will need to submit a statement that you comply with the legal requirements in your country with regard to Health and Safety in order to qualify for an award. You will also need to demonstrate a commitment to the principles of the ENWHP’s [Luxembourg Declaration on Workplace Health Promotion.](https://www.enwhp.org/resources/toolip/doc/2022/01/26/1_luxembourg_declaration_2018.pdf)

**Corporate supports**

*Senior management commitment*

1. Can you provide evidence for Senior Management Team commitment to improving staff health?

*Statutory responsibilities*

1. Does your organisation meet all of its statutory responsibilities for health and safety?
2. Does your organisation meet all of its statutory responsibilities for minimum pay?
3. Does your organisation meet all of its statutory responsibilities for disability, equality and human rights?

*The approach to health and safety*

1. Does your organisation have a corporate health and safety policy?
2. Does your organisation undertake periodic risk assessments for health and safety?

*Occupational Health service provision*

1. Are occupational health services available to staff in your organisation?

*Meeting the needs of specific groups*

1. Can you evidence the ways in which the health needs of staff with specific health conditions (e.g. visual or hearing conditions, asthma, pregnancy) are taking into consdieration when designing / planning their work?

*Rehabilitation and return to work*

1. Is there a specific policy on rehabilitation and return to work for staff who have been absent from work for health reasons?

*Communication and staff engagement*

1. Is there an active communication plan for health issues in your organisation?

*Evaluation*

1. Are the health and wellbeing programmes in your organisation monitored and evaluated?
2. Are the results of evaluation used to improve health activities in your organisation?

**Health topics**

*Tobacco*

1. Is your organisation compliant with smoke free legislation?
2. Does your organisation offer support to smokers who wish to stop smoking?

*Alcohol and drugs usage*

1. Is there an alcohol and drugs policy in place in your organisation?
2. Does your organisation offer support to staff who may have an alcohol or a drugs problem?

*Mental health and wellbeing*

1. Does your organisation have a mental health and wellbeing policy?
2. Does your organisation offer support to staff who may experience mental health issues including anxiety, stress etc.?

*Physical activity*

1. Does your organisation have a policy on promoting physical activity for staff?
2. Does your organisation organise physical activity events for staff?

*Nutrition*

1. Does your organisation have a policy on improving the nutrition of staff?
2. Does your organisation address the issue of helping staff maintain a healthy weight?

*Infectious diseases*

1. Does your organisation have a policy on protecting staff from infectious diseases?