

## Checklist of actions for all small and medium-sized enterprises (SMEs) on employee health and wellbeing

Do you want to make your business more productive and competitive?

The key is to have a healthier workforce. Healthier staff means fewer sick days, less inconvenience and getting more work done. Businesses can make simple low or sometimes zero cost changes to improve the health and well-being of their staff. This checklist sets out some of these simple actions.

### Are there any which you could do?

We will help employees to improve their health and wellbeing, which includes eating a healthy diet, drinking within NHS guidelines, being more physically active and not smoking, by doing one or more of the following:

a) Signing up to Healthier Families <https://www.nhs.uk/healthier-families/>

to promote healthy living behaviours to your workforce using the free, ready-to-use materials.

b) Signing up to the Healthy Telford pledge <https://healthytelford.com/>

to obtain free advice over a twelve-week email campaign with support and information for your employees to become a healthier version of themselves.

c) By involving your organisation on all health issues affecting your employees and/or, if applicable, using an accredited occupational health provider.

d) Providing information on free, local Stop Smoking services and encouraging staff to access these, where possible during work time without loss of pay. The healthiest option is not to smoke or vape. So, if you are vaping to quit smoking, you should aim to eventually stop vaping too. Further information is available at [Help to Stop Smoking](#) and [How-to-quit-vaping](#).

e) Encouraging participation in regular physical activity by employees as a means of improving and maintaining good physical and mental health and wellbeing. For example through:

- promoting the health benefits of regular physical activity, with a focus on achieving the Chief Medical Officers recommended weekly amount for adults (at least 150 minutes of moderate intensity activity per week for adults) and avoiding sitting for extended periods;
- promoting walk and talk meetings to reduce the duration of periods of sitting
- using [Healthier Families - Home - NHS \(www.nhs.uk\)](#) materials and NHS [Live Well - NHS \(www.nhs.uk\)](#) web-based resources;

- creating workplace physical activity challenges for staff or appointing workplace 'wellbeing champions' who can encourage others to be more active;
  - signposting employees to local opportunities to be physically active such as local health and fitness clubs, sport clubs, walking or cycling groups etc. [Green Spaces Are Go - \(healthytelford.com\)](http://healthytelford.com) and/or
  - promoting use of the stairs over the lift within the workplace
- f) Promoting active travel – walking, cycling and running – for example, by:
- providing or improving secure cycle storage, changing and showering facilities;
  - promoting the Cycle to Work Scheme;
  - Promoting [Bikeability](#); and/or
  - using [Travel Telford - Telford & Wrekin Council](#) to reduce travel and ensure it is sustainable;
- g) Where food and drinks are available for our staff (including through vending machines), ensuring there are healthier choices. For example, by working with caterers or suppliers to provide and promote one or more of:
- meals or snacks which are lower in fat, salt, and energy and which do not contain artificial trans fats;
  - responsibly sized portions;
  - fruit and vegetables;
  - information on calories and/or Guideline Daily Amounts on menus per portion;
- and visible, freely available water.
- h) Encouraging employees and any people that you entertain to drink within guidelines. For example by:
- promoting awareness of the [Chief Medical Officer lower risk guidelines](#) ; and/or
  - offering lower and no alcohol options at workplace functions as the default.
  - Online tools such as [Live Well](#) and
  - Attend NHS screening programmes when invited.

This checklist of actions aligns with and compliments the Workplace Wellbeing Toolkit, a locally led initiative which aims to provide a comprehensive framework for organisations' health, work and wellbeing policy.