Workplace environment audit

## Notes

*Background information about your worksite*

The aim of this section of the questionnaire is to gain an understanding of the working practices and organisational structure of the workplace. Questions need to relate to the size of the organisation and the ethos it promotes.

This section should:

* assess the working practices and policies that affect employees’ participation in physical activity initiatives, e.g. shift work and number of hours worked.
* identify the structure of the organisation i.e. the number of employees, as this will have an impact on the chosen physical activity options.

*Health promotion in the workplace*

The aim of this section is to gain an understanding of the current health promotion practices that exist within the organisation.

This section should:

* establish what personnel are available for the coordination and implementation of the physical activity programme
* determine which communication channels exist within the organisation for promoting and facilitating the programme.

*Facilities*

This section is divided into physical activity, healthy eating and mental wellbeing at work. The aim of this section is to gain an understanding of existing and potential provision of facilities and access needed for people to be healthy at work. Questions need to relate to the practicalities of offering opportunities to be active and eat well in and around the workplace, and to identify and deal with mental health issues across the workplace.

This section should:

* identify what space and facilities are currently or potentially available in and around the workplace
* establish what, if any, equipment is available either locally or within the workplace
* determine what community resources are available – such as areas and services within the local community – to support and provide healthy options in and around your workplace.

## Scoring instructions

Complete the questionnaire. For each completed section, count how many *Yes* answers you have. The table below indicates how well you’re doing. The higher average score per section, the better you’re doing at promoting health at work.

**Number of *Yes* answers**

Poor Average Good

Sections with 1-3 questions 0, 1 2 3

Sections with 4-6 questions 0, 1, 2 3, 4 5, 6

Sections with 7-12 questions 0, 1, 2, 3, 4, 5 6, 7, 8 9, 10, 11, 12

For sections with more than 12 questions, getting 50% *Yes* answers is equivalent to ‘average’ and 75% *Yes* answers is equivalent to ‘good’.

**Calculating your health at work score**
Basically, the more *Yes* answers the better but remember to answer the questions honestly as this tool aims to help you identifying issues that needs to be dealt with to promote health at work.

* For sections with 1-3 questions, you should get at least 1-2 *Yes* answers.
* For sections with 4-6 questions, you should get at least 3-4 *Yes* answers.
* For sections with 7-12 questions or more, you should get at least 6 *Yes* answers.
* For sections with more than 12 questions, you should get at least 50% *Yes* answers.

**Example**

Mental Wellbeing : 1 g) Relationships at work Yes No

Is there a system for reporting and controlling bullying and harassment? x

Is there a system for reporting alcohol and drug abuse? x

Do you have a grievance procedure in place? x

Does your workplace comply with the equal opportunities policy? x

Is there a good two-way communication with employees? x

Section 1g has got five questions and in the example above there are two *Yes* answers. For sections with 4-6 questions, you should get at least 3-4 *Yes* answers. In the example above there are only two Yes answers out of five which is classified as ‘poor’ and a score below average.

**Scores**

**Scores mostly above average:** Good start! This indicates that your workplace has a great many policies and practices already in place to promote health in the workplace. You could use some of the information in our Health at Work resources to try some new ideas and boost your programme even more.

* Look at your Workplace Assessment Score to pinpoint any areas where your organisation may be doing less well. These are the areas you need to prioritise for action.
* Review the situation again at regular intervals to ensure you’re keeping up the good work.

**Scores mostly average:** You’re going in the right direction! This indicates that, although you have made a start on promoting health in the workplace, there are a number of changes that you could put in place to improve the health of your employees.

* Identify which areas have got the lowest scores and make these a priority for action.
* Decide which three areas you’re going to work on first, and use our Health at Work resources to find ideas for options to address those areas.

**Scores mostly below average:** You’ve got a good reason to jump straight into health promotion at work! This indicates that you’ve a great many issues which your organisation needs to work on to improve the wellbeing of your workforce.

* Urgent help should be sought from occupation health, human resources or elsewhere, to develop and implement a workplace wellbeing programme to reduce risks. Have a look at our resources for information about developing health at work programmes.
* Identify which areas have got the lowest scores and make these a priority for action.
* Decide which three areas you’re going to work on first and use our Health at Work resources to find ideas for options to address those areas.

### Workplace environment audit: SAMPLE

### Background information about your worksite

**1 a)** Approximately how many employees are there in your company?

*Please tick.*

0-25 26-50 51-100 101-150 151-200 201-300 301+

**b)** Approximately how many departments are there in your company? *(Please state.)*

**2** What proportion of your employees are … *Please tick.*

 All More than Half Very None Don’t know

 half few

Women

Full-time

(35+ hours/week)

Part-time

Working shifts

Working flexitime

Regularly working at

different locations

other than main site

Disabled and/or

have special needs

Regularly spending

time on the road

People with special

dietary needs

**3 a)** Does your worksite have any practices or policies that … (*Please tick.)*

Yes No

… allow employees to job share

… allow flexible working for employees

 to be active during the working day

… allow flexible working for employees

 to improve their work/life balance

... demonstrate your organisation’s ethos

 to promote healthy eating?

**4 a)** Does your workplace have written policies addressing the following issues? *(Please tick.)*

 Yes No

Health and safety

Healthy eating

Physical activity

Stress in the workplace

Smoking in the workplace

Work-life balance, e.g.

flexible working and

‘family-friendly’ practices

Drugs and alcohol in the workplace

Other *(Please state.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

## b) Is there any corporate advertising or sponsorship involving food and/or drink or fitness and sports in the workplace?

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**c)** How long do employees have for lunch?

Less than 20 minutes 20-29 minutes 30-44 minutes

45-59 minutes 1 hour More than 1 hour

**d)** How long do employees have for other breaks during their working day?

Up to 20 minutes 20-29 minutes 30-44 minutes

45-59 minutes 1 hour More than 1 hour

## Health promotion in the workplace

**1)** How is workplace health and wellbeing promoted within your workplace? For example, is it through a formal committee and/or occupational health, health and safety or human resources?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2)** Who would employees report any health and safety problems to in your workplace?
*(Please give job title.)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**3)** Who would employees report any problems with facilities to in your workplace (for example unclean kitchen)? *(Please give job title.)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**4 a)** Is there a specific group or workplace health champion responsible for the promotion, supervision or coordination of a health at work programme?

 Yes No

 **b)** IfYes, do they have a budget?

 Yes No

**c)** If Yes, are there any constraints on how this money can be spent?

 Yes No

**d)**If you answered *No* to 4a, are there any employees or local health professionals who are willing to support the programme by volunteering?

 Yes No Don’t know

Employees

Health and safety team

Occupational health team

Human resources

Trade union representatives

Catering staff

Dietitians or nutritionists

Social committee

Smoking cessation counsellors

Health professionals e.g. public health team

Food store representatives

Community dietitians

Community health centre staff

GP practice staff

Heart health groups

Chambers of commerce

Private sector consultants

Private insurance providers

**5)** Have you ever had requests from employees for more health initiatives / facilities to be provided in the workplace?

 Yes No Don’t know

If yes, specify**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6)** Does your workplace offer, provide or have access to any of the following activities? *(Please tick all that apply.)*

Yes No

Lunchtime walks

Active stretch breaks

Walking meetings

Physical activity/sports courses and qualifications

Lunchtime activity groups

Sports or activity clubs

Recreational games for employees at lunchtime

or after work

Company leagues or ladders

On-site activity classes

Activity taster sessions

Corporate challenges

Inter-company and/or cross-company competitions

Activity days

Participation in local or national events

Active team-building day for employees

Health-related treatments

Recipes and tips for healthy eating

Cookery classes

Nutrition courses and qualifications

Talks, presentations and workshops on healthy

eating by health professionals, dietitians/nutritionists

Access to health promotion materials such as

leaflets and posters about healthy eating

Access to weekly healthy eating messages via

email and/or bulletin boards

Access to drinking water for all employees

Free fruit in the workplace

Selection of healthy refreshments in meeting

rooms – for example, water and fresh fruits

Fruit and vegetable box delivery scheme with

deliveries to the workplace

Self-check facilities, eg, weighing scales and

tape measures available in a private area

Weight management programmes

Health and fitness assessments and/or health screening

Health-related treatments

Healthy breakfast bar

Healthy meal choices available in the employee restaurant

Healthy sandwich or lunch delivery service

Healthy meal options in the vending machines –

for example, sandwiches, pasta, fresh fruit and yoghurts

Healthy snack options available in the vending machines
or snack bars

On-site facilities, eg, food preparation and storage areas

for employees’ use

Participation in local or national healthy eating events

Team or individual ‘*Eat well!* challenges’

**7 a)** If you have a multi-site workplace, are the options above applicable to every site of the workplace?

 Yes No

**b)** If *No* please state why.

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**8)** Does your organisation actively encourage employee participation in its health promotion programmes?

 Yes No

**9)** Which communication channels are available in your workplace to promote physical activity? *(Please tick whichever ones apply.)*

E-mail Voicemail E-bulletin boards

Intranet Weekly e-notices Employee newsletter

Notice boards Displays/signs Internal mail system

Training Staff room notices Payslip flyers

Other *(Please state.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# Physical activity

# *Facilities*

**1 a)** Does your worksite offer, provide or have access to physical activity facilities in the following ways? *(Please tick.)*

Yes No

On-site exercise facilities/programmes

Free, discounted or employer-subsidised memberships for

off-site facilities

Free, discounted or employer-subsidised memberships for

on-site facilities

Outdoor exercise areas or playing fields for employee use

Access to fitness testing/assessments

Incentives to employees who participate in physical activities/

maintain physical fitness

Showers

Changing areas

Lockers/ storage facilities

A company bicycle pool and storage racks

Stairs

**b)** Are these options available outside work hours? *(Please tick.)*

 Yes No

Please give details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2)** Does your worksite offer any of the following potential sites or facilities for activity? *Please tick all that apply.*

Meeting rooms Space for on-site exercise classes

Grounds for cycling Access to areas for walking

Trails or paths Company grounds

Other *(Please state.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**3)** What improvements could be made to the facilities you have listed in question 2, that would encourage employees to use them more?

Cleanliness Layout Lighting Surface Ventilation

Are the facilities:

Aesthetically pleasing Well designed Well maintained

Other *(Please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**4)** Are there any areas or services in the local community to support physical activity in and around your workplace? *(Please tick.)*

Walking trails Cycling routes

Recreation grounds Local community organisation

Shopping centres University/college

Health and Exercise groups/ Parks

fitness clubs/ classes centres

Other *(Please state.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# Healthy eating

# *Facilities*

**1 a)** Does your workplace offer, provide or have access to any of the following facilities?

*(Please tick.)*

 Yes No

Employee restaurant

Free, discounted or employer-subsidised

Healthy breakfast bar

Lunch service

Salad bar

All-day service that accommodates shift patterns

Evening service

An adequate queuing and service system that allows

employees to access food within their allocated break times

Sufficient seating for all employees

Outdoor seating

Free drinking water

Vegetable and fruit choices

Meal choices

Purchase of alcoholic beverages

Suitable facilities for hand-washing, ie, soap and clean towels

Access to information about the nutritional

content of food and drink

Food tasting sessions

Themed lunches

Identified healthy meal choices

 Yes No

**b)** Vending provision

Accessible to all employees

Free, discounted or employer-subsidised

Range of healthy options available

Fruit and vegetable choices

Healthy meal options available – for example, sandwiches, pasta,

fresh fruit and yoghurts

 Yes No

**c)** Designated areas for employees to take breaks?

If *Yes,* please state where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Yes No

**d)** Designated areas for employees to eat meals?

If *Yes,* please state where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Yes No

**e)** Access to drinking water for all employees?

 Yes No

**f)** Access to drink machines, or facilities to make their own drinks,

for all employees?

 Yes No

**g)** Selection of healthy food and drinks in meeting and training rooms?

**h)** On-site food preparation and storage areas for employee use:

 Yes No

Fridges

Kettles

Microwave

Cooking facilities

Sink

Range of utensils, cutlery and crockery, including chopping board,

knife, bowls and plates

Suitable arrangements in place to keep the area clean

Suitable facilities for hand-washing, ie, soap and clean towels

Other equipment *(Please state.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Yes No

**i)** Access for temporary food outlets outside the workplace

(eg, burger vans)

 Yes No

**j)** Access to health and fitness testing or assessments

 Yes No

**k)** Is data available to allow you to track the usage of these facilities?

*Please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Yes No

**l)** Are any of the options listed above available outside work hours?

*Please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 Yes No

**m)** Are any of the options shared with other organisations?

*Please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**n)** Employee restaurant Yes No

Do you work with on-site caterers to review uptake rates,

choice and cost?

Are catering staff adequately trained in food hygiene and

healthy eating?

Is training available for catering staff to support them in promoting

healthy options?

**2)** Does your workplace offer any of the following potential sites or Yes No

facilities for health promotion activities:

Meeting rooms

Food preparation and storage areas

Space for on-site cookery classes

Grounds for growing fruit and vegetables

Other *(Please state.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**3)** What improvements could be made to the facilities you have listed in question 2, that would encourage employees to use them more?

Cleanliness Layout Lighting Surface Ventilation

Are the facilities:

Aesthetically pleasing Well designed Well maintained

Other *(Please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**4)** Are there any areas or services in the local community to support healthy eating in and

around your workplace? *(Please tick all that apply.)*

Shopping centres Supermarkets Health food shops Farm shops

Sandwich shops Health and fitness centres University or college

Local community organisation Other *(Please state.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**5)** What do you think are the barriers to healthy eating in your workplace?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Mental Wellbeing

*Facilities*

Does your workplace offer or provide any of the following facilities?

*(Please tick.)*

**1 a)** Information and awareness Yes No

Information to employees about mental wellbeing?

Mental health training and awareness-raising for employees?

Mental health training and awareness-raising for managers?

Accessible information about local and national help agencies?

Information about the personal support services your organisation provides?

**b)** Opportunities to promote mental wellbeing Yes No

Opportunities for physical activity before, during or after work?

Stress-buster sessions before, during or after work (e.g. yoga, massage)

Social events after work or at weekends?

Information about common stressors such as debt, time management

or relationship problems?

**c)** Assessing needs Yes No

Do you identify needs and evaluate stress on an on-going basis through:

One-to-one informal meetings with employees?

Regular one-to-one formal review meetings with employees?

Annual staff surveys which include some questions on workplace

mental wellbeing?

Employee mental wellbeing survey?

Regular use of this workplace assessment questionnaire?

**d)** Job control

Do your employees: Yes No

Have the opportunity for flexible working arrangements?

Get an opportunity, where possible, to plan their own work?

Have an opportunity to regularly make decisions with management

on how work problems should be tackled?

Have some control over their work environment?

**e)** Job demand Yes No

Are employees able to cope with the amount and complexity of their work?

Are department objectives realistic and achievable?

Are there adequate resources to do the work?

Are working hour demands reasonable?

Is the work environment monitored for one or more factors such as

noise, ventilation, temperature and humidity?

Are staff benefits or recognition give for good work?

**f)** Job roles Yes No

Do all staff have clear and up-to-date job descriptions that

accurately describe their role?

Is the job evaluation process followed for all new jobs?

Are there clear job descriptions for new jobs?

Is the correct training available for all jobs?

**g)** Relationships at work Yes No

Is there a system for reporting and controlling bullying and harassment?

Is there a system for reporting alcohol and drug abuse?

Do you have a grievance procedure in place?

Does your workplace comply with the equal opportunities policy?

Is there a good two-way communication with employees?

**h)** Management skills Yes No

Do managers have or get support, training and skills for the job?

Are staff given the training and resources to do the job?

Is induction and/or job-change training given?

Is refresher training available?

Are one-to-one supervision sessions held regularly?

Is the appraisal process followed correctly?

Does the recruitment process correctly match skills and ability to do the job?

Is the attendance procedure used correctly?

Is sickness absence monitored for signs of stress-related illness?

Is annual leave monitored to ensure leave entitlements are taken?

Are reports of stress taken seriously and action taken?

Are staff discouraged from working excessive hours?

**i)** Support at work Yes No

Are the organisation’s values and objectives clear to employees?

Is there a supportive environment where employees feel valued and

able to acknowledge problems and ask for help?

Do you provide assistance, advice and support to people who

experience a mental health problem?

Do you provide support for staff returning to work after a period

of absence due to a mental health problem?

**j)** Employing people who have experienced mental health problems Yes No

Are positive statements about employing people who have experienced

mental health problems included in recruitment literature?

Do you offer to make reasonable adjustments to enable a person who

has experienced mental health problems to do their job?

Do you aim to retain staff who have experienced mental health problems

by providing the support they need?

Do you offer support to new members of staff who are making the

transition into work following a mental health problem?

 Yes No

**2)** Are employees consulted and involved in organisational changes

that may affect them?