



WORKPLACE WELLBEING CHECKLIST

To build a resilient workforce, employers need to focus of the wellbeing of their employees, and helping them to be happy and healthy

1. Train Mental Health First Aiders:

Early intervention and support can be invaluable for someone who may be experiencing ill mental health

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2. Launch an Employee Wellbeing Survey:

Measure various aspects of wellbeing by asking employees what they need so you can address any underlying issues. Preferably you would give this survey to each department to see if there's any common issues surrounding certain departments within the company

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3. Promote Safe Working Conditions and Training:

Make sure to communicate a robust health and safety policy while providing up to date training to encourage an open conversation between employer and employee

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4. Encourage Collaboration:

Creating cross team activities or away days for better employee collaboration can help to re motivate staff members while building stronger relationships within teams

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5. Provide Correct Working Stations:

Provide the essential support to prevent risk and injury whilst your employees are working. This could include ergonomic chairs or providing training on how to complete responsibilities safely

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6. Provide Your Staff With the Tools and Equipment They Need:

Empowering your staff with the correct tools and equipment can help make the job be done more effectively while helping to prevent frustration and stress

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7. Consider New Processes:

By adopting new technologies that remove manual processes, this can help boost productivity, reliability and reduce costs around the organisation

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PHYSICAL WELLBEING CHECKLIST

Ensuring your employees have a great working environment can contribute to their physical wellbeing and help to reduce absences and boost overall productivity. There are lots an employer can do to support your employees physical wellbeing.

1. Encourage Healthy Eating:

If you have in house catering, ensure that there are healthy options available. You can also share advice through your internal communications on healthy meal ideas and easy, healthy and quick recipes for those who struggle with timings

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2. Promote a Work-Life Balance:

Maintain a healthy culture around timekeeping and breaks. Make sure employees are taking full use of their breaks to help reduce stress and allow time to get into nature and get some fresh air

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3. Encourage Walking Meetings:

Like a traditional meeting, it serves as a time to collaborate and discuss but with the bonus of fresh air and getting some exercise in!

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4. Support Fitness Membership:

Support your employees' fitness by creating company sport clubs or offering employee gym memberships as a part of your employee benefits

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5. Offer Facilities to Promote Good, Healthy Habits:

Offering bike sheds, maintenance areas and shower facilities to encourage employees to integrate good habits in and around their workday

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6. Offer a 24/7 GP Helpline:

Getting an appointment with a GP can be a nightmare and puts people off wanting to call. However if you offer a 24/7 GP helpline as a benefit, it provides easier access to help when it is needed.

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7. Create Fun Incentives and Challenges:

Team health challenges can motivate employees to commit and create long lasting behavioural changes to improve engagement and motivation

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FINANCIAL WELLBEING CHECKLIST

If an employee has money worries, it can have a huge impact on their mental health and wellbeing. Sleepless nights and the stress and anxiety of financial concerns can result in employees not being able to fully focus on their work. As an employer, you can help your employees to manage their financial wellbeing.

1. Offer a Financial Coach as an Employee Benefit:

If you are able to provide your employees with access to a qualified financial expert to talk to, so they feel more secure, less stressed and more settled in their job.

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2. Allow Access to Pay Before Pay Day:

Earned wage access tools allow your employees to access already earned pay before pay day - to alleviate the stress of unexpected costs.

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3. Provide Real-Time Pay Information:

Real-time payslips as a part of a financial budgeting app allow employees to view what they are earning whilst they are earning it. This encourages planning and saving based on what they actually get paid.

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4. Offer Shift Bidding for Extra Opportunities:

Shift bidding allows employees to express interest in working additional available shifts. They can bid for shifts and earn more money which can help when there are money worries

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5. Get Pay Right:

44% of people would consider leaving their job if they weren't being paid correctly. The negative impact of incorrect pay is not only stress but can have financial implications too. And it happens more then you'd think...

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6. Review Your Benefits and Rewards:

Offer your employees benefits and rewards they'll actually use and proved them opportunity to save money and harness key added value from your organisation

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7. Offer Greater Flexibility Around Work Hours and Location:

Flexibility can help your employees save on the costs incurred through travel and childcare.

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EMOTIONAL AND SOCIAL WELLBEING CHECKLIST



Support well-being habits that allow your employees to work productively, cope with normal stress in work and life, contribute to their team and realise their abilities.

1. Reward and Recognise Great Work:

Ensure your employees feel valued with regular recognitions for doing well. Remember to get the message out to the whole organisation and not just the direct team.

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2. Help Employees Work Towards Long Term Goals:

Support your employees to develop their careers with clear, documented goals and objectives to boost satisfaction

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3. Encourage Regular Breaks:

Maintaining a healthy work-life balance will help reduce stress and burnout in the workplace to create a positive culture.

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4. Hold Regular Two-Way Check Ins:

Help managers keep up to date with how their team is feeling, alerting them to potential problems so they can course correct before things get out of control.

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5. Implement a Collaborative HR Platform:

The right platform can support Health and well-being in a multitude of ways. A place to create clear channels of communication, boost engagement and support company activities.

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6. Build a Community Within your Organisation:

Utilise your digital HR platform to create communities that encourage people to share their interests and create networking time for cross-department collaboration.

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7. Provide an Employee Assistance Programme:

Provide your employees with free confidential advice on issues that may be causing them stress, that they may not want to share with HR.

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