



Cymru Iach ar Waith
Healthy Working Wales

Healthy Working Wales Status Check – A Guide

August 2021

Introduction

This guide is intended to help you to prepare for your forthcoming status check meeting. It outlines the process and what you can expect from the meeting, as well as giving answers to the most frequently asked questions.

If you have any further questions, please contact Healthy Working Wales at WorkplaceHealth@wales.nhs.uk who will be able to help you.

Very best of luck for your status check!

The Status Check process

Step 1

You will receive an email from Public Health Wales inviting you to have a status check to extend your CHS or SWHA award by a period of 12 months.

Step 2

Once Public Health Wales receive confirmation that you would like to have a status check, they will arrange a date with you for this to take place, and an assessor will be assigned to your organisation.

Step 3

You will be sent a template to complete and return in advance of the status check taking place. The purpose of the template is to capture a summary of the progress your organisation has made since your last assessment. This template is the only documentation that you are required to submit prior to your status check (i.e. no supporting evidence is needed).

Step 4

Your status check meeting is held either via telephone or via a video meeting (your choice). If you opt for a video meeting, you will be required to host it. This meeting will last no longer than 1 hour.

Step 5

Following your successful status check meeting, you will be emailed a brief feedback report and receive a certificate that confirms the extension of your award for a period of 12 months.

Frequently Asked Questions

Q1) How many people from my organisation should attend the status check meeting?

A meaningful status check meeting can take place with just 1 or 2 members of your organisation; however we suggest a maximum of 4 so that everyone on the call can have the opportunity to contribute.

Q2) What do I need to prepare in advance of the status check?

You are required to complete the template that you are sent and return this to Public Health Wales in advance of your meeting taking place. It is important that the length of your completed template does not exceed 10 pages, but may be as few as 3-4 pages depending on the size of your organisation. You do not need to send in any further evidence in support of your status check.

Q3) Is there a word limit for the template that we complete?

Whilst there is no word limit assigned to each individual question on the template, overall we suggest that the template does not exceed 5-10 pages. If you are a small organisation it may be that your completed template is 3-4 pages in length, and for a larger organisation this may be up to 10 pages.

Q4) How is the status check meeting conducted?

The meeting is held in a 'question and answer' format, with the assessor using your completed template as the basis for any further questions and discussions. The aim is for the experience to be positive and developmental in nature.

Q5) What will I receive following the status check?

Upon successful completion of the status check you will receive a certificate that extends your current award for a period of 12 months (from the date of the status check).

Q6) We are having a Platinum level status check, is this any different?

The status check process is the same for every level of award, however, for platinum level a bespoke template has been created that focuses on the platinum award criteria around sustainability.

Q7) How long will it take?

The maximum duration of a status check meeting is 1 hour.

Q8) What is the assessor looking for?

Your assessor is looking to understand the impact that the Covid-19 pandemic has had on your organisation, how this has affected health and wellbeing, and how you have responded to this, and what future challenges and opportunities lie ahead relating to staff health and wellbeing.

The assessor will also enquire about how any development points / areas noted at your last assessment have been addressed.