

## Tips for completing the London Healthy Workplace Charter Commitment accreditation application form

- It is a good idea to ask a lead person for a topic area to complete that section of the application form and then ask other colleagues to contribute extra information where applicable.
- The London Healthy Workplace Charter self-assessment framework (available [here](#)) offers some guidance on the standards/criteria, but it might be confusing to look at if you aren't planning to compile a portfolio at this stage. This is because the booklet details the types of evidence to include in your portfolio for all of the criteria, but a full portfolio is only strictly necessary for the higher accreditation levels.
- Bullet points are fine!
- Make sure that it is **clear how employees are made aware of policies/risk assessment findings/support services/campaigns** and how they are involved in the design/development where relevant. (The Charter places emphasis on communication with staff, both in terms of informing and listening to employees – so this is essential.)
- If you have more than one site, make sure that the information given either **applies to all sites**, or if different things are happening in the different sites, that you make it clear which information applies in which site.
- **It is not a problem if you find that you are not yet meeting all the standards** – that is part of the purpose of the exercise! Please just complete it with all that you are doing and then you can discuss any areas for development with your healthy workplace business advisor if needbe.

**Please do not hesitate to contact your healthy workplace advisor with any queries.**

If you have not yet been assigned an advisor, register your interest [here](#).