

# The process

six bitesize chunks

## 1. Sign up

When you have decided that Clock on 2 Health is right for your workplace, you will need to complete an application form (available from our website [www.clockon2health.co.uk](http://www.clockon2health.co.uk)) on which you will be asked to answer some questions. The information you supply in the application process will enable us to estimate the cost of ill health to your business and collate information on which health themes would benefit your staff. At this time you pledge commitment to the programme by signing up to the Healthy Workplace Charter.

## 2. Site Visit

Following receipt of the above, the Clock on 2 Health Team will do some analysis of the information you have submitted. A Business Health Advisor will then come to meet with you on site and present a report and recommendations specific to your business, based on the information provided with your application.

## 3.

### Choose a Champion

You are required to identify a member of staff to be your Workplace Health Champion. He/she will be the main point of contact between your company and the Clock on 2 Health Team. The role of the Champion will be to:

- Conduct a health needs assessment (consult with staff)
- Liaise with staff at all stages of the process for any events/activities
- Share information from all staff that will help management make decisions on which themes your business should carry forward
- Promote/raise awareness of on site activities and health days
- Evaluate events and collate information in the evidence folder

## 4.

### Consult Staff

Use questionnaires or run focus groups to find out what health themes your employees would be interested in and what would motivate them to participate in any events or activities you organise.

## 5.

### Action Plan

In consultation with your Business Health Advisor you will review the information gathered from consulting staff, agree on a priority theme and develop an action plan.

Your advisor will identify resources and agree dates for onsite support programmes. With our support your Workplace Health Champion should begin to deliver your plans and start the first steps towards your healthy business.

## 6.

### Evaluate and Review

As each of your activities comes to an end your Workplace Health Champion will use templates to evaluate the event and the outcome. This will help you to monitor the effects of your programme and review your progress through the award scheme. All such evaluations should be stored in your evidence folder.

