Workplace assessment: SAMPLE QUESTIONNAIRE

Notes

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:

- identify the structure of the organisation, ie, the number of employees and number of hours worked, as this will have an impact on the chosen healthy eating options
- assess the working practices and policies that affect provision of or access to food within the workplace, eg, access to drinking water, or provision for food during shift work.

Background information about your workplace

1 a) Approximately how many employees are there in your organisation? *(Please tick.)*

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

b) Approximately how many worksites are there in your organisation? *(Please state.)*

_____

c) Approximately how many departments are there in your organisation? *(Please state.)*

_____

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

	All	More than half	Half	Very few	None	Don't know
Women	☐	☐	☐	☐	☐	☐
Full-time (35+ hours a week)	☐	☐	☐	☐	☐	☐
Part-time	☐	☐	☐	☐	☐	☐
Working shifts	☐	☐	☐	☐	☐	☐
Working flexitime	☐	☐	☐	☐	☐	☐
Regularly working at different locations other than the main site	☐	☐	☐	☐	☐	☐
Regularly spending time on the road	☐	☐	☐	☐	☐	☐
People with special dietary needs	☐	☐	☐	☐	☐	☐
Disabled and/or have special needs	☐	☐	☐	☐	☐	☐

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

… demonstrate your organisation's ethos to promote healthy eating?

☐ Yes

☐ No

Notes

… allow employees to job share?

☐ Yes

☐ No

… allow flexible working for employees to improve their work/life balance?

☐ Yes

☐ No

b) Is there any corporate advertising or sponsorship involving food or drink in the workplace?
(Please give details.)

c) How long do employees have for lunch?

☐ Less than 20 minutes ☐ 45-59 minutes

☐ 20-29 minutes ☐ 1 hour

☐ 30-44 minutes ☐ More than 1 hour

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

☐ Up to 20 minutes ☐ 45-59 minutes

☐ 20-29 minutes ☐ 1 hour

☐ 30-44 minutes ☐ More than 1 hour

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 coordinating and implementing the healthy eating programme
- determine which communication channels exist within the organisation for promoting and facilitating the programme.

Health promotion in the workplace

4 a) How is workplace wellness promoted within your workplace? For example, is it through a formal committee and/or occupational health, health and safety, or human resources? Consider how healthy eating is promoted to individuals and groups in both formal and informal settings.

b) Does your organisation communicate consistent messages about healthy eating and drinking?

c) Have you ever had requests from employees for more healthy foods to be provided in the workplace?

Notes	

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

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

6 a) Is there a specific group or 'champion' responsible for the promotion, supervision or coordination of a healthy eating programme? *(Please tick.)*

- ☐ Yes
- ☐ No
- ☐ Don't know

b) If *Yes*, do they have a budget?

- ☐ Yes
- ☐ No
- ☐ Don't know

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

- ☐ Yes
- ☐ No
- ☐ Don't know

d) If you answered *No* to 6a, are there any employees or local health professionals who are willing to support the programme by volunteering?

- ☐ Yes
- ☐ No
- ☐ Don't know

If *Yes* please state who:

Employees

- ☐ Employees
- ☐ Health and safety team
- ☐ Occupational health team
- ☐ Human resources
- ☐ Trade union representatives
- ☐ Catering staff
- ☐ Dietitians or nutritionists
- ☐ Social committee
- ☐ Smoking cessation counsellors

Health and other professionals

- ☐ Public health teams
- ☐ Community dietitians
- ☐ Community health centre staff
- ☐ GP practice staff
- ☐ Heart health groups
- ☐ Chambers of commerce
- ☐ Private sector consultants
- ☐ Private insurance providers
- ☐ Food store representatives

Notes

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

	Yes	No	Don't Know
Health and safety	☐	☐	☐
Healthy eating	☐	☐	☐
Physical activity	☐	☐	☐
Stress in the workplace	☐	☐	☐
Smoking in the workplace	☐	☐	☐
Drugs and alcohol in the workplace	☐	☐	☐
Work/life balance, eg, flexible working and 'family-friendly' practices	☐	☐	☐
Other *(Please state.)*			

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

	Yes	No
Recipes and tips for healthy eating	☐	☐
Cookery classes	☐	☐
Nutrition courses and qualifications	☐	☐
Talks, presentations and workshops on healthy eating by health professionals, dietitians or 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	☐	☐

Continued on next page

Notes

	Yes	No
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'	☐	☐

9 a) If you have a multi-site workplace, are the options listed in question 8 generally available at every worksite?

☐ Yes
☐ No

b) If *No,* please state why.

10 Does the workplace actively encourage employee participation in its health promotion programmes?

☐ Yes
☐ No

11 Does the workplace actively encourage employee participation in its health promotion programmes? *(Please tick whichever ones apply.)*

☐ Email
☐ Voicemail
☐ E-bulletin boards
☐ Intranet
☐ Weekly e-notices
☐ Employee newsletter
☐ Internal mail system
☐ Noticeboards
☐ Displays or signs
☐ Training
☐ Staff room notices
☐ Wageslip flyers

Other *(Please state.)*

The aim of this section is to gain an understanding of existing and potential provision of facilities and equipment needed for people to make healthy eating choices.

Questions need to relate to the practicalities of offering opportunities to eat well in and around the workplace.

Facilities

12 a) Does your workplace offer, provide or have access to any of the following facilities? *(Please tick.)*

a) Employee restaurant	Yes	No
Free, discounted or employer-subsidised	☐	☐
Healthy breakfast bar	☐	☐
Lunch service	☐	☐
Salad bar	☐	☐
All-day service that accommodates shift patterns	☐	☐

Notes

The questions in this section should:

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

	Yes	No
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	☐	☐

b) Vending provision	Yes	No
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	☐	☐

c)	Designated areas for employees to take breaks If *Yes*, please state where:	☐	☐
d)	Designated areas for employees to eat meals If *Yes*, please state where:	☐	☐
e)	Access to drinking water for all employees	☐	☐
f)	Access to drink machines, or facilities to make their own drinks, for all employees	☐	☐
g)	Selection of healthy food and drinks in meeting and training rooms	☐	☐
h)	Provision for client entertaining	☐	☐

Notes

i) 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
j)	Access for temporary food outlets outside the workplace (eg, burger vans)	☐	☐
k)	Access to health and fitness testing or assessments	☐	☐
l)	Is data available to allow you to track the usage of these facilities?	☐	☐

Please give details:

		Yes	No
m)	Are any of the options listed above available outside work hours?	☐	☐

Please give details:

		Yes	No
n)	Are any of the options shared with other organisations?	☐	☐

Please give details:

o) **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?	☐	☐

Notes	
	13 Does your workplace offer any of the following potential sites or facilities for health promotion activities? *(Please tick all that apply.)* ☐ Meeting rooms ☐ Food preparation and storage areas ☐ Space for on-site cookery classes ☐ Grounds for growing fruit and vegetables Other *(Please state.)*
	14 What improvements could be made to the facilities you have listed in question 13, that would encourage employees to use them more? You may want to think about: ☐ Cleanliness ☐ Layout ☐ Lighting ☐ Surface ☐ Ventilation You may want to think about whether the facilities are: ☐ Aesthetically pleasing ☐ Well designed ☐ Well maintained ☐ Other *(Please state.)*
	15 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 ☐ Sandwich shops ☐ Farm shops ☐ Health and fitness centres ☐ University or college ☐ Local community organisation Other *(Please state.)*
	16 What do you think are the barriers to healthy eating in your workplace?

Evaluating the responses to the workplace assessment

Questions 1 to 3

These questions will help you find out about the size of your organisation and the reach that your healthy eating programme will need to have.

Questions 4 to 11

These questions will help you to understand how your organisation is already using the workplace to promote healthy eating, so that you can build on existing practices and develop actions in the areas that are not yet being used.

Questions 12 to 16

These questions have been included to help you consider the physical environment within which you work and how this influences the choices made by employees. Try to develop the things that are already working, making small changes at the start. Use the information provided in this *Think fit! Eat well!* pack to help identify actions that will remove barriers to healthy eating that you have identified in question 16.