

Workplace Wellbeing Starter Pack

Your step-by-step guide to building
a healthier, happier workplace.



Contents

Introduction

A healthy workplace starts with **small steps**

You don't need specific wellbeing job roles or a big budget to prioritise the wellbeing of your staff. Regardless of size or sector, this Starter Pack is designed to help you take those important first steps.

Healthy Working Wales has created this practical guide to support organisations who care about their people and want to make work a healthier, more positive place to be.

Inside, you'll find:

- A simple checklist to help you get started
- A best practice guide for building a supportive culture
- Case studies from a range of employers already making wellbeing work
- A blank action plan to help you set and track your goals

Whatever stage you're at, this pack will help you move forward, one step at a time.

Because a healthy workplace leads to a healthy workforce and a stronger, more resilient organisation.

Checklist

Get started in five practical steps

Not sure where to begin? Start with these key actions to build the foundation for a healthier workplace.

- ☐ Identify a wellbeing lead within your team (this can be informal)
- ☐ Talk to your staff – what are their biggest wellbeing needs or concerns?
- ☐ Look at your current policies (e.g. sickness absence, flexible working) – do they fully support wellbeing?
- ☐ Set one small wellbeing goal for the next three months (e.g improve return to work process)
- ☐ Explore the HWW Employer Survey Tool and free resources on healthyworking.wales

Action plan template

Workplace Wellbeing Action Plan

Use this template to plan, implement and track your workplace wellbeing goals. Start small, assign responsibility and review progress regularly.

	Your plan	Example
Wellbeing goal	What do you want to achieve?	Improve sickness absence.
Actions	What steps will you take?	Create a clear managing attendance at work process and provide basic training for line managers.
Who's responsible?	Who will lead this?	Senior management and people managers.
Resources	What resources are needed? E.g. tools, budget, time, support	Time for training sessions, access to <u>HWW sickness absence management topic page</u>
Deadline	When will this be reviewed?	End of Q2 (September 30).
How will success be measured?	E.g. feedback, sickness rates, staff surveys	Fewer short-term absences, positive feedback from line managers and staff during review.

Best practice guide

Creating a healthy workplace culture, even on a small budget

You don't need big initiatives or unlimited resources to build a healthy, supportive workplace. A positive workplace culture is shaped by the way people are treated, supported and included every day – and the small things really do add up. This guide outlines practical actions you can take to create a healthier work environment that benefits both your team and your business.

1. Listen before you act

Start by asking your staff what matters to them. A short team discussion, anonymous survey or one-to-one check-ins can reveal simple changes that make a big difference. Involving employees early encourages engagement, builds trust and makes them feel heard.

Tip: Not everything needs to be formal – a regular space to check in can be just as powerful.

2. Lead by example

When leaders talk openly about wellbeing, take regular breaks and make use of flexible working themselves, it sets a positive example and empowers others to do the same. Culture starts at the top, even in small teams.

3. Make support easy to find

Signpost internal or external support clearly. Whether it's your sickness absence policy, mental health resources or access to training, ensure staff know what's available and how to use it.

Try this: Promote information and resources in a shared space, include them in inductions or mention in team meetings.

4. Start small – and stick with it

You don't need to launch everything at once. Choose one or two realistic priorities (like improving return-to-work conversations or creating a wellbeing noticeboard), then build from there. Keep it consistent and celebrate progress.

5. Recognise and celebrate positive behaviour

A thank you, a shout-out in a team meeting or a simple message of appreciation can go a long way. Recognising supportive behaviours helps to embed them into your organisation's culture.

6. Check in and adapt

What works for one team or time of year might not work for another. Build in time to review what's working and make changes. Even just asking, "How is this going for you?" opens the door to improvement.

Success stories

How **employers** are making wellbeing work

Regardless of whether you're a small or large company, you can prioritise wellbeing. Here are some examples of organisations that are making changes with the resources they have:

Fun Foundations Nursery

Established in 2010, Fun Foundations has two nurseries in the Vale of Glamorgan.

As part of their inclusive approach when employees return from maternity leave, they make sure to support breastfeeding in the workplace. This includes discussing individual needs, carrying out risk assessments and providing suitable spaces for employees to express and store milk.

Through working with HWW, they have enhanced their commitment to employee health and wellbeing, including keeping up to date with health campaigns like Breastfeeding Awareness Week.



Bluestone Resort Ltd

As a holiday resort attracting over 150,000 guests each year, Bluestone Resorts Ltd understands that by looking after the wellbeing of its people and creating a happy workforce, they in turn will look after the staying guests.

Through working with HWW, they have gained a more detailed understanding of the clear links between work and health and wellbeing and have been able to devise initiatives and strategies to improve the overall employee experience.



Useful links & further support

Where to go next

Getting started with workplace wellbeing is just the beginning. Whether you're looking for more detailed guidance, training opportunities or real-world examples, Healthy Working Wales offers a wide range of free resources to support you.

Here are some useful links to explore next:

HWW Employer Survey Tool

Assess your current approach to workplace health and wellbeing and identify practical, low-cost actions to build a supportive and positive wellbeing culture.

Visit: healthyworking.wales/employer-survey-tool

Workplace Adviser Support

Get free one-to-one support to help improve health and wellbeing in your workplace

Visit: healthyworking.wales/workplace-adviser-support

Healthy Working Wales toolkits

Explore topic-specific toolkits on areas such as sickness absence management, musculoskeletal health and mental health and work-related stress

Visit: healthyworking.wales/health-a-to-z

Free webinars

Join free online sessions delivered by Healthy Working Wales workplace advisers and guest speakers on a range of different health and wellbeing topics.

Watch or sign up: healthyworking.wales/learning-resources/webinars

Sign up to the HWW newsletter

Get regular updates, case studies and practical wellbeing tips straight to your inbox.

Subscribe: healthyworking.wales/newsletter

Explore other business support networks

Explore additional guidance and support from:

- [Business Wales](#)
- [CIPD](#)
- [Federation of Small Businesses \(FSB\)](#)
- [ACAS](#)
- [HSE](#)
- [Mind Cymru](#)
- [Wales TUC](#)
- [In-work support services](#)

Need more help?

You can also get in touch with the Healthy Working Wales team at:

healthyworkingwales@wales.nhs.uk

We're here to help you create a workplace where your people can thrive.

Contact us at healthyworkingwales@wales.nhs.uk or
visit healthyworking.wales to learn more

 @Healthy Working Wales  @HealthyWorkingWales  @Healthywork_HWW



GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales



Llywodraeth Cymru
Welsh Government