

Workplace physical activity policy: SAMPLE
Think fit! pages 46-47

<p>Notes</p>	<p>Workplace physical activity policy: SAMPLE POLICY</p> <p>A physical activity policy for: Workplace A</p> <p>Effective from: 00/00/00</p> <p>Next review date: 00/00/00</p>
<p>This section of the policy could include information on some of the following topics.</p> <ul style="list-style-type: none"> • Why and how physical activity affects health • Quality-of-life benefits • How the organisation can create an environment that supports and encourages physical activity • How the support of physical activity initiatives can demonstrate that the workforce is valued and the work-life balance is respected. <p>For background information for this section, see pages 37-44.</p>	<p>The need for a physical activity policy</p> <p>Physical activity is essential for good health and contributes to positive well-being. Many of the leading causes of disease and disability in our society – such as coronary heart disease, strokes, obesity, type 2 diabetes, hypertension (high blood pressure), colorectal cancer, stress, anxiety, osteoarthritis, osteoporosis and low back pain – are associated with <i>physical inactivity</i>.</p> <p>For general health benefit, adults should achieve a total of at least 30 minutes a day of at least moderate intensity physical activity on 5 or more days of the week. The 30 minutes of physical activity can be achieved either by doing all the daily activity in one session, or through several shorter bouts of activity of 10 minutes or more. Any activity during leisure, working or travel counts. Physical activity includes activities such as walking, housework, cycling, gardening, dancing and housework, as well as participation in sport and formal exercise. However, only 3 out of 10 people in England participate in the minimum levels of activity necessary to promote health.</p> <p>The workplace is an important setting in which people can increase their levels of activity to benefit their health and protect against illness.</p> <p>Physical activity helps people to manage stress, back pain, weight and medical conditions.</p> <p>Physically active employees also report less illness and recover more quickly from the illnesses they do get.</p> <p>Employees engaged in physical activity initiatives have reported greater enjoyment of their work, improved concentration and mental alertness and improved cooperation and rapport with colleagues.</p>
<p>An example aim is shown on the right. Other examples are:</p> <ul style="list-style-type: none"> • To increase the 	<p>Aim of the policy</p> <p>To promote and encourage employee participation in regular moderate intensity physical activity.</p>

<p>opportunities for physical activity around the workplace</p> <ul style="list-style-type: none"> • To create a workplace environment which encourages employees to incorporate physical activity into their daily routine. 	
<p>The objectives should be clear and SMART: specific, measurable, achievable, realistic and time-specific. See the examples opposite.</p> <p>Each objective should be followed by what the company will do. See <i>Policy actions</i>, opposite.</p>	<p>Objectives</p> <p>To raise awareness of the benefits of physical activity. <i>Policy actions:</i></p> <ul style="list-style-type: none"> ○ Provide educational leaflets and resources on physical activity ○ Provide staff courses and seminars on the benefits of activity and risks of inactivity ○ Hold physical activity promotional events. <p>To support employees in becoming more active in a variety of ways. <i>Policy actions:</i></p> <ul style="list-style-type: none"> ○ Encourage employees to make active choices through the use of promotional and motivational resources, for example encouraging them to walk or cycle all or part of the way to work, or to use the stairs instead of the lift ○ Map out walking trails or routes within the grounds or local area and publicise them with times and distances ○ Provide information on local sports and leisure facilities, classes and clubs ○ Establish a lunchtime activity group e.g. walking ○ Establish and support sports or activity clubs e.g. softball or football ○ Provide corporate memberships at local authority facilities. <p>To remove barriers and enable staff to be active in and around work. <i>Policy actions:</i></p> <ul style="list-style-type: none"> ○ Provide flexible working hours to allow for physical activity before, during and after work ○ Provide incentives to staff who walk or cycle to meetings, e.g. paying activity mileage ○ Provide safe storage racks for bicycles ○ Provide showering and/or changing facilities.
<p>The policy should be reviewed regularly.</p>	<p>Review and monitoring</p> <p>The policy, data and reports will be circulated to management and be available on request.</p> <p>All employees will be made aware of the physical activity policy and the facilities available. The physical activity policy will be included in the employee handbook and employee information</p>

	<p>or induction packs.</p> <p>The policy will be reviewed six months from implementation and then annually after that.</p>
	<p>Date:</p> <p>Signature:</p>

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