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INSERT ORGANISATION NAME

**The Purpose:**

Physical activity is essential for good health and contributes to positive wellbeing. The recommendations bythe Chief Medical Office (CMO) UK Physical Activity Guidelines, encourage adults to engage in a minimum of 150 minutes of moderate physical activity a week and reduce sedentary behaviour.

The workplace is an important setting in which people can increase their levels of activity to benefit their health and protect against chronic illness. Physical activity helps staff to manage stress, weight and medical conditions with physically active employees being productive, positive, and reporting less illness and recovering more quickly from the illnesses they do get.

Recognising that most people will spend more than 60% of their waking hours each day at or travelling to/from work, it is important that the work environment promotes physical activity and supports employees in meeting the CMO Physical Activity Guidelines.

(This is the reason you are implementing an Active Workplace Policy. This is also an opportunity if you want to include figures e.g., current staff absence percentage)

**Aim:**

To promote and encourage employee participation in regular moderate intensity physical activity and to create a workplace environment and culture that promotes the physical wellbeing of all employees.

**Policy Statement:**

*Note: For the Policy Statement you can edit the statements you wish to include in your own Active Workplace Policy, these statements are just a guide. We recommend having at least 2 Points. This is the first step of the organisation showing commitment to the policy.*

**[Organisation Name]** is committed to providing a work environment that promotes physical activity and will support employee wellbeing by providing opportunities for employees to be physically activity while at work, specifically:

* Managers and supervisors will support employees to use breaks and lunch periods for physical activity if desired, and if feasible for the employee’s position.
* Where possible and appropriate, Employees may request a flexible schedule to engage in physical activity, including an alternate start or end time to the workday to accommodate physical activity before, during or after work.
* Where appropriate, Employees will be encouraged to engage in active meetings, including taking walking meetings, providing activity breaks during meetings, and allowing for standing during meetings.

**Objectives:**

*Note: For the objectives you can edit the statements you wish to include in your own Active Workplace Policy, these statements are just a guide. We recommend having at least 6 objectives that your workplace will implement within the policy.*

The following measures will be provided to employees to support the implementation of this policy: (These are the measurable actions you will take to ensure you’re creating an active workplace)

1. To raise awareness of the benefits of physical activity

* Will engage with Find Your Active – Workplace Edition to encourage employees to take part in support and activities offered.
* Will hold once a month information and awareness session on benefits of physical activity, how to get started and offers available
* Free Physical Health MOTs will be offered to all employees to understand own health and lifestyle options.

1. To support and enable employees to become active in a variety of ways

* Employees will be encouraged to get to work through active or sustainable means of transportation. E.g. Secure bike storage facility will be provided onsite/suitable facility will be made available for employees to change before or after active transportation. Sustainable Travel expenses/bursary to support access to a bike or bus/train tickets.
* **[Organisation Name]** will join the HMRC ‘Cycle2Work’ scheme which will enable employees to acquire quality cycles suitable for active transport at a tax-free price.
* There will be a lunchtime activity once a week available to employees to join e.g. walking group
* Organised activities (can name activity) led by an instructor will take place once a week online/in-person at no-cost to employees to increase physical movement.
* **[Organisation Name]** will encourage and support the formation of workplace activity teams participating in local “social sport” opportunities and will support employees who wish to organise other activity events and opportunities.

1. To remove the barriers and encourage staff to be active in and around work

* A communication platform will be provided for staff to promote or advertise suitable activity opportunities or events.
* A flexible working policy will be implemented to help employees to discuss working hours with line managers and to encourage physical activity.
* **[Organisation Name]** will subsidize or arrange discounted membership to [fitness centre/ health club name] for employees and their domestic partners and dependent children.
* Functional on-site fitness equipment will be available to employees at no cost.
* Active workstations, such as standing/adjustable desks, will be offered to employees at no charge.
* Employees will be encouraged to walk around the premises whenever possible. Signs will be posted at usable stairwells to encourage the use of stairs.
* Where appropriate, a dress code will be implemented which supports the requirements of active travel.

**Communication** (How will you communicate to your employees)

All employees will be made aware of the health at work policy and the facilities available.

This will be done through an employee introduction pack, all staff communications and yearly personal development plans/reviews.

**Reviewing and Monitoring** (What will you do to review your objectives and monitor the effectiveness of the policy)

Employees taking part in activities or use of facilities/opportunities will be regularly asked for their feedback.

The policy, status updates and feedback will be circulated to management by the **[organisation department/committee]**. **[Organisation department/committee]** will be responsible for reviewing Active Workplace policy and for monitoring how effectively the policy meets its aims and objectives.

The Active Workplace Policy will be reviewed every 6 months from implementation to ensure it stays relevant.

Diagram

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