

**PHYSICAL ACTIVITY POLICY GUIDELINES**

A Physical Activity Policy for:  
**[INSERT WORKPLACE NAME HERE]**  
 Effective from: DD/MM/YYYY  
 Next review date: DD/MM/YYYY

<b>NOTES</b>	
<p>Include: The importance of physical activity in promoting health and wellbeing.</p> <p>How support at work can demonstrate that the workforce is valued and commitment of health promotion.</p>	<p><b>Outline the need for a Physical Activity Policy in the workplace.</b></p> <p>“Physical activity is essential for good health. Many of the leading causes of disease and disability are associated with physical inactivity.”</p> <p>“Physical activity includes activities such as walking, cycling, dancing as well as participation in sport and formal exercise.”</p>
<p>What do you want to achieve?</p>	<p><b>Aims of the policy</b></p> <p>“To create a workplace environment that...”</p> <p>Outline how your organisation can create an environment which supports and encourages employees to engage in physical activity.</p>
<p>Policy objectives should try to follow the SMART principles; Specific, Measurable, Achievable, Realistic and Time Specific.</p> <p>Each objective should be followed by ‘policy actions’ which detail what the organisation will do in order to meet the objective</p>	<p><b>Objectives of the policy</b></p> <p>“E.G. To increase employee knowledge and skills regarding physical activity.”</p> <p><i>Policy actions:</i></p> <ul style="list-style-type: none"> <li>- Provide information on where employees can go to access information, advice and support.</li> <li>- Encourage government guidelines on physical activity (e.g. 150 minutes per week, Active 10) and ensure they are accessible on noticeboards.</li> </ul>

<p>e.g. any training which will be provided.</p>	<p><i>- To provide awareness training to all staff on the benefits of physical activity (e.g. helps manage stress, back pain and weight).</i></p> <p><i>“To provide opportunities for employees to achieve at least 150 minutes a week of moderate intensity physical activity, in bouts of 10 minutes or more...”</i></p> <p><i>Policy actions:</i></p> <p><i>“To create, to value, to remove barriers...”</i></p> <p><i>Policy actions:</i></p> <p><b>Things to consider:</b> Are there any strategies in place to encourage more physical activity in the workplace? Are in house activities arranged such as walking lunches, exercise classes, in house challenges (e.g. Workplace Challenge, or through activities and support organised by Active Norfolk)? Encouraging the stairs instead of the lift, standing meetings. Are staff encouraged to take regular breaks away from their desks, are there alternative areas provided for breaks? Does your organisation promote physical activity through active travel (e.g. Cycle to Work scheme, cycle mileage, secure cycle parking)? Is there an on-site gym with shower and changing facilities?</p>
<p>Does this policy apply to all staff, contractors, volunteers etc.</p> <p>List all areas that this policy applies.</p>	<p><b>Scope</b></p> <p><i>“This policy applies to...”</i></p>
<p>Explain how this policy will be communicated throughout the organisation.</p> <p>Refer to organisations Communication Policy if applicable.</p> <p>How will updates to the policy be communicated.</p>	<p><b>Communication</b></p> <p><i>“All employees will be made aware of the Physical Activity Policy.”</i></p> <p><i>“This will be discussed as part of the employee induction process and form part of the employee handbook.”</i></p> <p><i>“This policy will be reviewed regularly and any updates will be communicated via line management/team meetings/email...”</i></p>

<p>Regular review and monitoring is essential for the effectiveness of any policy. What measures will be used to evaluate?</p> <p>Will staff be able to provide suggestions to be added?</p> <p>Feedback from those who have been involved in any aspect the policy can be useful, as well as staff surveys and exit interviews.</p>	<p><b>Review and Monitoring</b></p> <p>“This policy will be reviewed annually/6 monthly by...”</p> <p>“The implementation of this policy will be assessed to determine if objective have been met.”</p> <p>“Staff may provide feedback to their line manager or Workplace Health Champion regarding this policy and any suggestions are welcomed and will be considered.”</p>
	<p>Date:</p> <p>Signature:</p>

GUIDANCE ONLY