

## Summary Sheet

### NICE Recommendations –Workplace Health Promotion: how to encourage employees to be physically active

Recommendation Area	Who should take action	What action should be taken
<p><b>Policies and Planning</b></p> <p><b>Recommendation 1</b></p>	<ul style="list-style-type: none"> <li>• Employers in organisations of all sizes – this includes people working in human resources, directors and senior managers</li> <li>• Public Health professionals</li> <li>• Occupational Health professionals</li> <li>• Workplace health promoters</li> <li>• Trades Unions &amp; employee representatives</li> <li>• Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Develop an organisation wide plan or policy to encourage and support employees to be more physically active. The plan should;               <ul style="list-style-type: none"> <li>- Include measures to maximise the opportunity for all employees to participate</li> <li>- Be developed through consultation with staff, on an ongoing basis with staff involved in designing, planning and monitoring activities.</li> <li>- Be supported by management and have dedicated resources</li> <li>- Set goals for the organisation and be linked to relevant internal policies (occupational health, travel plans etc.</li> <li>- Link to relevant national and local policies e.g. health, transport etc.</li> </ul> </li> </ul>
<p><b>Implementing a physical activity programme</b></p> <p><b>Recommendation 2</b></p>	<ul style="list-style-type: none"> <li>• Employers in organisations of all sizes – this includes people working in human resources, directors and senior managers</li> <li>• Public Health professionals</li> <li>• Occupational Health professionals</li> <li>• Workplace health promoters</li> <li>• Trades Unions &amp; employee representatives</li> <li>• Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Introduce and monitor an organisation wide, multi component programme to encourage and support employees to be physically active. It could include;               <ul style="list-style-type: none"> <li>- Flexible working policies and incentive schemes</li> <li>- Policies to encourage walking, cycle use and the use of other modes of transport involving physical activity for travel to and from work and as part of their working day.</li> <li>- Disseminating information on how to be more active and the benefits of such activity. This can include written information and may incorporate information on local opportunities to be active (within and outside the workplace) and should be tailored to meet specific employee needs e.g. shift workers etc.</li> <li>- Advice and support to help people plan how they will increase their physical activity levels.</li> <li>- Offer a confidential, independent health check administered by a suitable qualified practitioner and focussed on physical activity.</li> </ul> </li> </ul>

Recommendation Area	Who should take action	What action should be taken
<p><b>Components of the Physical Activity Programme</b></p> <p><b>Recommendation 3</b></p>	<ul style="list-style-type: none"> <li>• Employers in organisations of all sizes – this includes people working in human resources, directors and senior managers.</li> <li>• People responsible for buildings and facilities</li> <li>• Public Health professionals</li> <li>• Occupational Health professionals</li> <li>• Workplace health promoters</li> <li>• Trades Unions &amp; employee representatives</li> <li>• Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage employees to walk, cycle and use of other modes of transport involving physical activity to travel part or all of the way to and from work for example by developing a travel plan</li> <li>• Help employees to be physically active during the working day by: <ul style="list-style-type: none"> <li>- Encouraging them to move around more at work (e.g. by walking to external meetings)</li> <li>- Putting up signs and disseminating information to encourage stair use rather than the lift if they can.</li> <li>- Provide information about walking and cycling routes and encourage them to take short walks during work breaks.</li> <li>- Encourage them to set goals on how far they walk and cycle and to monitor the distances they cover.</li> </ul> </li> <li>• Take account of the nature of the work and any potential health and safety issues for example people already walking long distances during the working day, Shift workers being vulnerable if walking home alone at night.</li> </ul>
<p><b>Supporting Employers</b></p> <p><b>Recommendation 4</b></p>	<ul style="list-style-type: none"> <li>• Directors of Public Health</li> <li>• Public Health Practitioners in statutory and voluntary sectors</li> <li>• Local Strategic partnerships</li> <li>• Private, statutory and voluntary organisations with responsibility for increasing physical activity levels or for occupational health</li> <li>• Trades unions, business federations and chambers of commerce.</li> </ul>	<ul style="list-style-type: none"> <li>• Offer support to employers who want to implement this guidance. Where appropriate and feasible, this support should be provided on the employer's premises. This support could include providing information on or links to local resources for example the services of physical activity experts or the provision of advice.</li> <li>• If initial demand exceeds the resources available focus on; <ul style="list-style-type: none"> <li>- Enterprises where a high proportion of employees are from a disadvantaged background.</li> <li>- Enterprises where a high proportion of employees are sedentary</li> <li>- Small and medium enterprises.</li> </ul> </li> </ul>