

Health at Work Policy

Version: 1

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Purpose

The purpose of this policy is to ensure that Scottish Sports Association employees are informed, supported, and encouraged to be physically active in the workplace.

The need for a health at work policy

Physical activity is essential for good health and contributes to positive well-being ([Why Sport Matters Resource](#)). 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), cancer, stress, anxiety, osteoarthritis, osteoporosis and low back pain – are associated with physical inactivity. In addition to these physical conditions there are a wide range of mental and social issues which can be associated with being physically inactive.

For general health benefit adults should achieve a total of at least 150 minutes a week of at least moderate intensity physical activity. Every bout of activity of 10 minutes or more counts, and we should try to be active on every day of the week building up to our 150 minutes. In addition to being generally active there is the necessity to help strengthen muscles by carrying out two muscle strengthening sessions per week.

Specific guidelines for Scotland from the Chief Medical Officer are as below

Adults aged 19 to 64:

- Should be active daily
- Should engage in at least moderate activity for a minimum of 150 minutes a week (accumulated in bouts of at least 10 minutes) - for example by being active for 30 minutes on five days a week
- Alternatively, 75 minutes of vigorous activity spread across the week will confer similar benefits to 150 minutes of moderate activity (or a combination of moderate and vigorous activity)
- Activities that strengthen muscles should be carried out on at least two days a week
- Extended periods of sedentary activities should be limited

Any activity during leisure, working or travel counts. However, only 4 out of 10 people in Scotland participate in the minimum levels of activity necessary to promote health.

The workplace is an important setting in which people can increase their levels of activity to benefit their health and protect against illness, whilst also improving productivity and reducing sickness absence. 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.

Aims of the policy

- To promote and encourage employee participation in regular physical activity
- To increase the opportunities for physical activity in and around the working day
- To create a workplace environment that encourages employees to incorporate physical activity into their daily routine

Objectives

To raise awareness of the benefits of physical activity including through

- Providing information on the benefits of being physical activity.
- Providing seminars/coffee break time meetings on the benefits of activity and risks of inactivity
- Holding physical activity promotional events

To support employees in becoming more active in a variety of ways

- Offering staff a paid 30 minutes each week for every member of staff to take part in physical activity during the working day (15 minutes per week for staff members working less than 20 hours per week)
- Encouraging employees to make active choices through the use of promotional and motivational resources, e.g. encouraging walking or cycling all or part of the way to work, or to use the stairs instead of the lift
- Encouraging staff to avoid sitting for extended periods of time e.g. engage in walking meetings, make use of standing desks and meeting tables or encouraging getting up regularly and stretching or other movement
- Using local guides with walking trails or routes around the local area and publicise them with times and distances
- Providing links or educating staff on how to find information on local sports and leisure facilities, classes and clubs.
- Establishing a lunchtime activity group with other staff in Caledonia House e.g. walking, yoga, stretching
- Potentially offering corporate memberships/subsidies for using local facilities
- Using the free on site gym facilities

To remove barriers and enable staff to be active in and around work:

- Engage all staff in the development and delivery of the physical activity objectives.
- Provide flexible working hours to allow for physical activity before, during and after work
- Raise awareness of safe storage racks for bicycles
- Raise awareness of showering and changing facilities

Communication & responsibility

- All employees will be made aware of the 'Health at Work Policy', resources, initiatives and facilities associated with being physically active at work. The 'Health at Work Policy' will be included in the employee handbook and employee information or induction packs.
- A specific member(s) of staff will be appointed to take forward the actions from this policy, a 'health at work champion'.
- Regular updates will be provided to all employees via this person as a standing agenda item for all staff team meetings.

Review and monitoring

- Employees will be regularly asked for feedback on the resources, initiatives, facilities etc
- Physical activity will be included in a 'health at work survey', which will be undertaken and reviewed annually
- A Physical activity action plan will be maintained by the health at work champion
- The policy, status updates and evaluation reports will be circulated to the board and be available on request and reviewed and evaluated regularly to ensure the policy meets its aims and objectives and remains relevant
- We will monitor usage through our time recording system