

Active Workplaces

Tips and tools for organisations to support the health and wellbeing of employees through physical activity.



Introduction

Keeping active has been shown to boost mental health, enhance immunity and aid concentration meaning a healthier, happier and more productive workforce with improved morale and better performance.

This toolkit is designed to help you support your employees to stay active, providing advice, tips and shareable resources so you can enable your teams to build more movement into their working day.

It is primarily aimed at line managers and Wellbeing Champions, but can be used by anyone looking to promote or experience a more active working day.

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We are the Active Partnership for Dorset. We work collaboratively to create the conditions for an active nation, where sport and physical activity are recognised for the positive impact it has through improved physical and mental wellbeing, social cohesion and economic development on the lives of the people in Dorset.

Active Workplaces:

Katie Davies

07514 622170

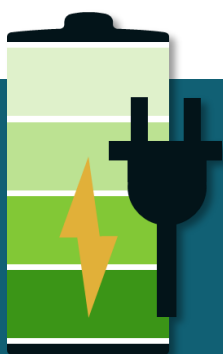
kdavies@activedorset.org

Active Dorset

The Business Case

We all know that physical activity is good for our health and wellbeing, but research shows that teams who are active at work are also more productive and efficient. Physical activity can increase focus and concentration by releasing hormones that stimulate the growth of brain cells and neural connections, as well as increasing the size of the hippocampus area of the brain responsible for memory and cognitive function.

Active employees are more able to cope with stress and are less likely to suffer from major health problems, take sickness leave or have an accident at work. Physical activity can help make you feel more positive by releasing feel-good hormones and reduces our risk of depression. Employees who incorporate activity into their working day report greater enjoyment of their work and improved co-operation and rapport with colleagues, helping managers retain quality staff in their teams.

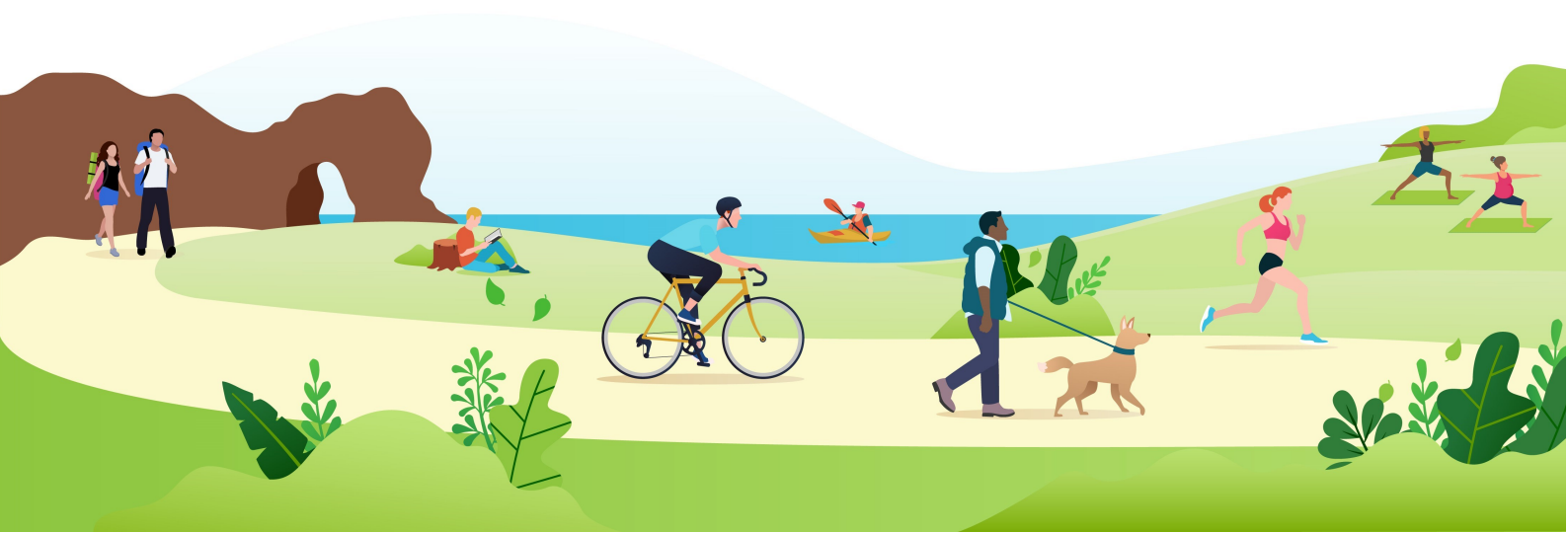


Encourage your colleagues take time to **recharge** their bodies and minds with physical activity during the day to create a happier, healthier and more productive team.



Benefits of Moving More

- Improves concentration and alertness
- Reduces risk of accidents at work
- Reduces risk of long-term health conditions including cancer, diabetes, stroke and cardiovascular disease
- Reduces risk of musculoskeletal conditions
- Improves sleep
- Improves memory
- Improves self-esteem
- Reduces stress
- Reduces risk of depression and anxiety
- Makes you feel good





Linking Mental and Physical Health

Wellbeing = the state of being comfortable, healthy, or happy

This can encompass physical, emotional or psychological, social, spiritual, intellectual, and economic wellness.

A persons wellbeing will effect how happy, competent, and satisfied they feel in their work role.

The **5 ways to wellbeing** aim to prompt people into thinking about those things in life which are important to their well-being and perhaps should be prioritised in their day-to-day routines

Rather than encouraging a completely novel set of behaviours, the outcomes is more concerned with increasing the time people spend in activities known to enhance wellbeing.



The Happiness Hormones

Hormones travel through the bloodstream, acting as messengers and playing a part in many bodily processes, and one of these important functions is helping regulate your mood. Certain hormones are known to help promote positive feelings, including happiness and pleasure.

Dopamine	Serotonin	Oxytocin	Endorphins
The Reward Chemical	The Mood Stabiliser	The Love Hormone	The Pain Killer
Part of the brain's reward system. Also involved in motivation, memory, and attention.	Helps regulate mood as well as sleep, appetite, digestion, learning ability and memory.	Essential for strong parent-child bonding and can help promote trust and empathy.	The bodies natural pain reliver, produced in response to stress or discomfort.
Stimulates a feeling of satisfaction when reaching a goal or completing a task.	Linked with sunlight, spending time in nature and thinking happy thoughts.	Boosted by petting animals and physical contact including kissing, holding hands and hugging.	Boosted by reward-producing activities such as eating, laughter and exercise.

The role of being active

Endorphins

Serotonin

Dopamine

BE ACTIVE



Physical activity is well known to release endorphins - often referred to as the “runner’s high”, but it doesn’t just work on endorphins. Regular physical activity can also increase your dopamine and serotonin levels and also reduces the stress chemicals adrenalin and cortisol.

Improvements in mood can be seen after as little as 10 minutes but tend to be highest after at least 20 minutes, and can last for 12 hours.

For the biggest benefit, include aerobic and strength training in your routine - research shows that the combination is more effective against depression and for improving mood than either one alone.



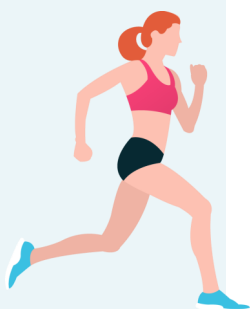
Set a goal

The satisfaction of reaching a target or checking off a task brings a rush of dopamine, as well as increasing feelings of self-confidence as you see your ability growing.

Trying something new is also a way to ‘keep learning’.

Dopamine

KEEP LEARNING



Be social

Socialising with other people can reduce cortisol and stimulate your vagus nerve, which lowers our heart rate and makes us feel more relaxed.

The brain releases more oxytocin during social bonding and healthy relationships are also an example of ‘feel-good’ activities that trigger a dopamine hit.

Oxytocin

Dopamine

CONNECT



Go outside

Being active outdoors offers a great way to boost all four of our happy hormones.

Sunlight can increase the production of serotonin, endorphins and dopamine. Vitamin D, a fat-soluble vitamin that your skin synthesizes when exposed to the sun. Research shows that oxytocin is directly activated and controlled by Vitamin D and it also naturally increases dopamine levels in the brain.

There is lots of evidence that connects being outside in nature with improved mood and reduced risk or feelings of depression and anxiety. Being in nature is one of the easiest ways to ‘take notice’.

Endorphins

Serotonin

Oxytocin

Dopamine

TAKE NOTICE





National Guidelines

Guidance from the UK Chief Medical Office recommends that adults should aim to be active every day, adding up to 150 minutes of moderate intensity activity or 75 mins of vigorous intensity activity per week, and also include muscle strengthening activity on two days.

But it doesn't have to be done in large chunks to get the health benefits - every minute of activity counts, so start slowly and build up gradually.



www.gov.uk/government/publications/physical-activity-guidelines-infographics

Key messages:

- Some is good, more is better
- Every minute counts
- Build activity into everyday life
- Break up periods of inactivity



The importance of being less sedentary

It is important to remember that it is possible to meet the physical activity guidelines, while also being at risk of long-term health conditions as a result of sitting still for long periods, which slows the metabolism, affecting the body's ability to regulate blood sugar, blood pressure and break down body fat - essential the body is 'shutting down'.

A growing problem as a result of modern day work environments is being sedentary at a desk for the majority of the day. Sitting for more than four hours a day can increase our risk of long-term health conditions such as heart disease, diabetes and cancer, and sitting for at least eight hours a day could increase the risk of premature death by up to 60%.

A lack of physical activity also significantly raises the risk of developing musculoskeletal problems, such as back, shoulder and knee pain, the single biggest cause of absence from work. So it is more important than ever before, to ensure that people make time to consider how they can purposefully incorporate activity into their working day.



Take regular breaks:

Experts advise breaking up long periods of sitting time with 1 to 2 minutes of activity, ideally every 30mins.

The HSE suggest at least **5 minutes in every hour** should be spent away from a computer screen, but it's also important to make sure you change posture regularly, and refocus eyes.

Short, frequent breaks are better than less frequent longer breaks, so a 5-10 minute break after 50-60 minutes is better than a 20 minute break every 3 hours.



A Whole System Approach

Creating an active workplace requires a 'whole system' approach.

It is very difficult for individuals to make a change themselves if their social circles, work environment, policies and procedures don't also support being more active.

Flexible or shift working practices, policies, breaks, facilities, location of workplace, culture

Hot desking, parking, bike and clothes storage, showers, office design

Clubs, events, challenges, activity champions

Social relationships, networks, communication channels

Individual capabilities, motivations, opportunities, knowledge, needs, confidence, experience, behaviours



Guiding questions

- How does your organisation currently support your staff's physical health and mental wellbeing?
- What policies and procedures are in place to support being active at work?
- What communication channels do / could you utilise to engage with staff?
- What information do you include in your induction training?
- What CPD training courses do you offer staff?
- What additional changes could you suggest?

What you could do...



Include questions about physical activity and wellbeing into annual appraisals and 1-2-1s with staff.



Display physical activity guidelines / information posters in your office or staff meeting room.



Provide staff wellbeing training and info for newly promoted or appointed team leaders/managers.



Include physical activity information and signposting into staff newsletters.



A Movement for Movement

A Movement for Movement is the physical activity strategy for Dorset.

It sets out the strategic approach to increasing movement and reducing physical inactivity across Dorset including why we need to make change, what we need to focus on, and how we can do it. The aim is to support everyone to move a little more every day, in ways that work for them while tailoring that support towards those who can benefit most from moving more. To achieve this we will need to work as a system to build a narrative around movement that inspires and empowers everyone to move a little more and sit a little less.

It recognises that no single organisation holds all the answers or can take all the action needed to tackle inactivity. We need to work together to find the levers to enable more movement for everyone and embed movement in everything we do - in every decision we make, no matter how big or small.

Tackling these challenges requires action across the system at a variety of levels by organisations, communities, and individuals. The strategy outlines three key themes for action we can take as individuals, as organisations and as a system.

1 We need to reframe the language we use when we talk about physical activity

2 We need to build movement into everyday life

3 We need to connect everyone with the value of daily movement



www.movementformovement.co.uk

What could you do?



Read the strategy and sign up as a strategy partner. Share your commitment using the downloadable assets.



Use the themes for action in your work and decision making, identifying the opportunities you have to enable or empower others to move more.



Building an Active Working Culture

Creating a work environment that truly encourages and enables activity is a fundamental step to building an active working culture. Managers and senior leaders can play an important role in making this a reality.

Review your progress

Adding a physical activity goal to your work programmes will encourage regular chats about movement and self-care with your team. Dedicate some time in annual appraisals to check in on health and wellbeing.

Provide ideas and resources

Share some of the tools and ideas we have pulled together in this document.

Involve and empower your team

Ask your team what they want and need through a staff survey or informal conversation. Find out what their barriers are and what would help. You may even consider training staff members as Physical Activity Champions. This can provide a valuable development opportunity for the individual and generate a sustainable model of peer-to-peer support and employee-driven activity.

Give permission

Employees are more likely to take time to move if they feel genuinely encouraged to, so let them know you actively support it.

Offer flexible working hours

Allowing staff to flex their hours to build in activity before, after or during the day can make a real difference, especially during the darker winter months.

Be a role model

Normalise active working by showing your teams this is something that senior leaders genuinely embrace and practise themselves. Wear trainers to work and show people that it's OK. Go for lunchtime walks, lead walking meetings, and tell people how these things impact your work and your wellbeing.



Understanding barriers to activity

Understanding barriers to physical activity and creating strategies to overcome them may help make physical activity part of daily life.

People experience a variety of personal (individual) and environmental (social) barriers to engaging in regular physical activity.



- Knowledge and understanding
- Religion
- Attitudes and beliefs
- Low self-confidence
- Lack of motivation
- Enjoyment

Individual

- Access – facilities, classes/sessions, transport
- Safety
- Culture
- Relationships
- Cost of physical activity

Social

Guiding questions

- Which of the people you work with do you think might find it most difficult or are the least likely to be active?
- What barriers do they have to being active? If you don't already know what the barriers are, how could you find out?
- How might you help them to overcome or mitigate these barriers? Who could you work with? What support do you need?

What you could do...



Review any existing data or insight from your workplace that might highlight barriers to being active.



Organise a forum or focus group to identify barriers to activity amongst your workplace.



Create a system and encourage staff to share suggestions about what might make it easier to be active



Create an action plan based on what you learn to test out methods to overcome these barriers.



Encouraging Behaviour Change

We all know that being active is good for our health but that's not always enough to change our behaviour or tackle the practical and emotional barriers that can stand in our way.

Changing behaviour is a combination of three things - helping people feel **capable** of doing it, providing **opportunities**, and **motivating** them to join in.

Everything counts

Redefine what it means to be active and show your employees that any type of movement is valid, from a lunchtime walk to a high-intensity workout. Even getting up and moving around more makes a difference.

Think about language

For those who are less active and less confident about their ability, the words "exercise" and "sport" may have negative implications whereas "being active" or "moving more" can feel more accessible.



Show "people like me"

If you're using imagery, make it relatable and show a range of people from different backgrounds and activity levels getting active in a variety of ways that reflect your workforce.



Sell the benefits

Motivate employees by talking about the benefits of exercise beyond the obvious health ones – boost your energy, get away from the screen, connect with friends or team mates, build in self-care, de-stress, look after your mental health and create a barrier between work and home life.

Make it social

People are missing interacting with colleagues and research shows that sharing progress and receiving encouragement from other can help with motivation and enjoyment. Consider setting up a workplace challenge (see more information in the Resources library).



Encourage building a routine

Behavioural science tells us that doing the same thing at the same time each day can help to create longer lasting habits over time.





Starting a Conversation

During routine team meetings, appraisals and informal discussions you have opportunities for non-judgmental discussions with your colleagues to boost their understanding of the health benefits of moving more, encouraging them to be physically active.

Conversation Top Tips

- Ask people about how they normally spend their time – get them to tell you about a typical day and make sure you keep focused on what is important and enjoyable for that person.
- Find out about what people do (and don't!) like to do. Enjoyment is the single biggest factor in motivating people to be active.
- Set achievable and meaningful goals, be realistic and acknowledge there may be steps back, as well as forwards. People's circumstances and mind-set can change over time.
- Carefully plan and agree any new physical activity, to ensure it is realistic, motivates them, and provides a sense of achievement.
- Talk about and acknowledge barriers – someone might need help to go out, or have limited space and resources to be active.
- Remember to explore both physical and mental health in relation to people being active – not just what they physically can or can't do, but how they feel.
- Celebrate ALL achievements, however small they seem – small steps over time gradually become big leaps!





Giving Very Brief Advice

Behaviour change interventions such as Very Brief Advice (VBA) can be given to motivate people to make a lifestyle change and become more active, and can be given in less than two minutes using the three A's: **Ask, Advise, Assist**.

Start by asking a question, share some advice, then assist them with signposting to services or activities.

Ask

"Are you managing to be active each day?"

"What healthy activities do you like to do?"

"What are your thoughts about having a healthier lifestyle?"

"How will keeping active help you to enjoy your life more?"

"What benefits can you think of for you if you made a change?"



Advise

Spending large portions of the day sitting or lying down for extended periods is a risk factor for poor health.

Activity helps you mentally and physically feel better and helps to reduce stress and anxiety.

Anything counts that gets you warm and breathing faster.

Try and build activity into your daily routine. You can do little bits of activity throughout the day – it doesn't have to be all in one go.

Assist

Signpost the individual to one of the resources in this toolkit.

For general health and wellbeing advice and support, get in touch with LiveWell Dorset.

01305 233 105
livewelldorset.co.uk





Tips for an Active Work Day

There are ways to break up sedentary time and incorporate movement and physical activity into your working day without reducing your productivity – here are some simple tips and tools you can try.

Work on your feet

Identify what tasks you can do while standing on your feet or set up a standing desk area to stimulate blood flow and engage idle muscles.

Stretch or move a little while reading emails or reports, or watching webinars.



Plan your meetings

Can't avoid back to back zoom meetings? Find a time when you can turn your camera off for a few minutes to walk or stretch on the spot. When planning a long meeting, schedule short comfort breaks into the agenda and stick to them.

Move at your desk

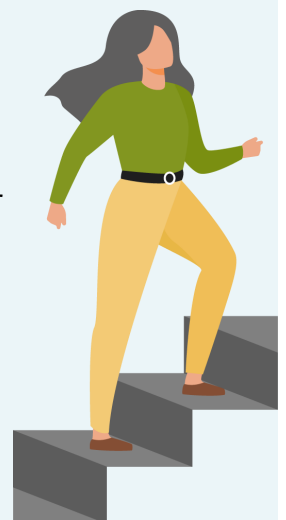
In a never-ending meeting or unable to get up from your chair? Do some simple stretches while sitting at your desk to relieve the tension and stiffness from not moving. If you are on a video call, you can still stretch your legs and core muscles without anyone knowing!



Make simple changes

Simple changes to your environment or culture can make a big difference.

Introduce signage to encourage people to use the stairs or position the printer or recycling station a little further from desk areas to encourage a few more steps during the day.



Take advantage of nature's stress-relieving effect

Being active outdoors will have the biggest effect on your mental health. If you find yourself feeling stressed or anxious at work, take some time to get outdoors to help put you in the best frame of mind for productive work.



Embrace the coffee break

Move your body while the kettle boils. Make a list of active tasks that you can do in a few minutes, whether you're at home or in the office – empty the recycling, clean down your desk – or do some simple stretches or exercises while you wait.

Be aware of your energy levels

Manage your schedule around your energy levels – if you usually have an afternoon slump, do something active when your concentration levels are at their lowest for a boost in focus, energy and productivity.

Use your thinking time

Have a tricky work problem to solve? While you're thinking about solutions, have something active you can do to stimulate blood flow to your brain.

Be ready for action

Finished your meeting early? Wear comfortable clothes and footwear every day and take the opportunity to do something active for a few minutes when work commitments allow.

Lunchtime escapes

A lunchtime walk or movement break with colleagues is one of the easiest ways to be active at work. Set up a recurring calendar invite and commit. Just 10 minutes of brisk walking can make a big difference to your health and wellbeing. If you can't be with each other in person, take some headphones and have a chat on the phone while you walk.



Beat the winter blues

Daylight boosts serotonin levels and makes us feel better. Shorter days in winter limit our opportunity for sunlight so if you can be flexible with your working hours, why not walk the dog (or yourself!) in daylight hours and catch up on emails when it's dark.





Workplace Challenges

If you are looking for a fun and social way to engage your team then an activity challenge could be for you.

Ensure your challenge is inclusive to everyone in your team using a variety of options for how people can get involved if necessary. Some teams will relish a competitive edge but that doesn't work for everyone. Different types of challenge will work for different teams - design your own to make it work for you.



Cumulative distance or step challenge

Set a daily or weekly distance or step challenge to try to complete as a team, add everyone's totals together and see if you can reach it. For teams that like a bit of competition, you could challenge another department to see who can get there first.



Map picture challenge

Use phone-based mapping software and see who walk or run a route to draw the best picture. You could choose a category e.g. animals or emojis, or you could try to draw your company or self-portrait.



Daily or weekly scavenger hunt

Create a scavenger hunt and challenge your colleagues to find a specific item each day and take a photo of it. Share your pictures in your Teams channel or save them to a shared drive to prove you have done it.



Route of the week

Take it in turns to set a walking route for the rest of the team that can be completed from the office. If you have multiple offices, you could generate routes for each location that colleagues could try out when they next visit.



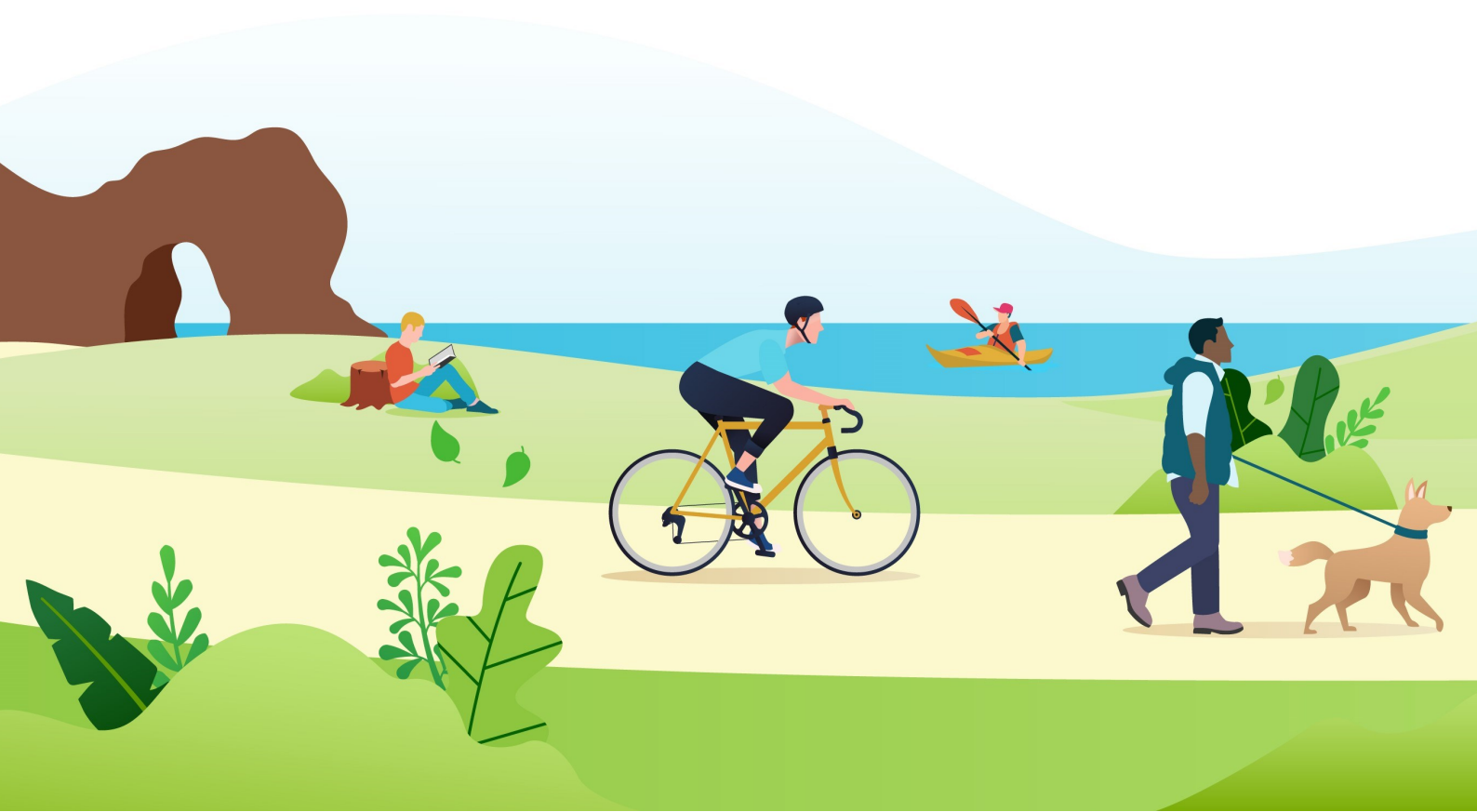
Beat the boss

For a bit of fun, have the manager of your department or organisation set a challenge for the rest of the staff to beat. It could be the number of burpees they can do in one attempt, or how many they can complete in a minute, how long they can hold a yoga pose or how many tries it takes for them to hit a rounders ball. You could invite your staff to set a challenge for the boss to beat, offering a chance for them to share their own interests.



Resources library

Resources to print and display,
training courses, support services, and
practical ideas and tips to inspire activity.





Active commute

Park further away and walk in

Stretch every 30mins

Wake up your muscles



Take a moving meeting

Walk and talk



Ways to sit less and move more at work

Maximise your steps

Take the stairs

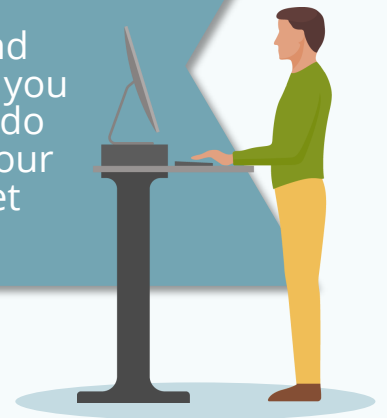


Eat lunch away from your desk

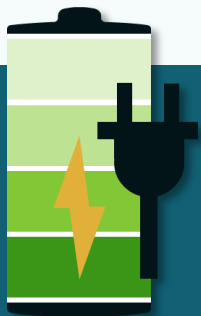


Work standing

Find tasks you can do on your feet



Active Dorset
Community Interest Company



Recharge your body and mind with movement throughout the day to be happier, healthier and boost productivity.



Improves focus and memory



Releases feel-good hormones



Prevents pain and stiffness



Reduces risk of heart disease

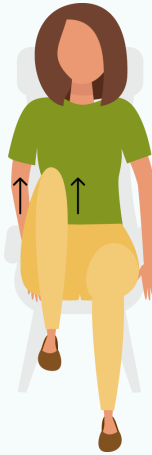
Move at your desk



1

Body hug

Hug your body, reaching each hand behind the opposite shoulder.
Good for - stretching your back



3

Knee lift

Sit upright with both feet on the ground and bring one knee towards your chest. Hold for a few seconds then repeat with the other leg.
Good for - strengthening your stomach



2

Neck stretch

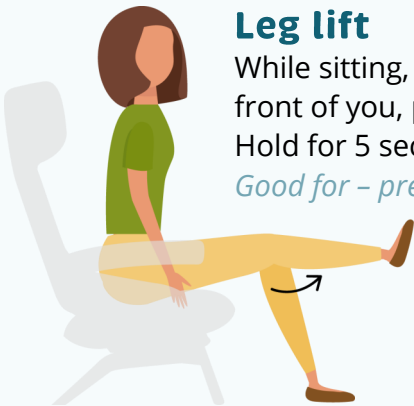
Sit up tall and drop your left ear towards your left shoulder. Hold for 10 seconds and repeat on the other side.
Good for - stiff neck



4

Prayer hands

Put your palms together and slowly lower them down until you feel the tension in your wrists. Hold for 10 seconds.
Good for - loosening the wrists



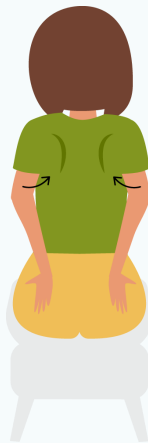
Leg lift

While sitting, straighten one leg out in front of you, parallel to the ground. Hold for 5 seconds, then change legs.
Good for - preventing pins and needles

5

Shoulder blade squeeze

Place your palms on your lower back and squeeze your shoulder blades together. Hold for 10 seconds.
Good for - tight chest and shoulders



6

Shoulder shrug

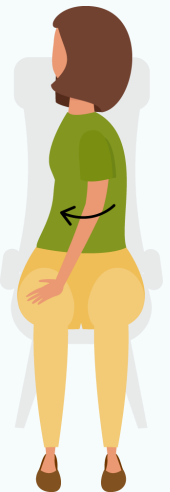
Bring your shoulders up towards your ears, hold for 10 seconds before dropping them back down.
Good for - stiff neck and back



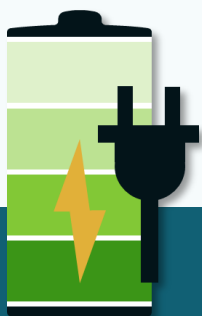
8

Spinal twist

Sit forward on your chair and place your left hand on your right thigh. Rotate your chest and head to the right, placing your left hand on the back of your chair. Hold for 10 seconds and repeat on the other side.
Good for - stretching your back



7



Recharge your body and mind with movement



Active Travel

Good for you, good for the planet



Save money on fuel, parking or public transport



Releases feel-good hormones to improve your mood



Arrive with more focus and concentration



Boosts your immunity and helps you live



Reduces greenhouse gas emissions that contribute to climate change



Improves air quality by reducing airborne particles from exhausts and tyres

Active Dorset



Active Travel

Many people assume active travel is just about cycling from your home to your place of work, but it can be about much more than that. Put simply, it's making all or part of any journey active in any way you choose.

- **Lay everything out the night before.** You'll be less likely to forget something and more likely to do it even if the sky is a little grey.
- **Lighten the load** by keeping things at your destination when you can (e.g. shoes or a second hairbrush). Work out where you can shower or plan ahead with useful items like dry shampoo if you think you'll need to freshen up.
- **Wear the right shoes and socks.** Choose a comfortable rucksack and remember a change of clothes or footwear if necessary. Small waterproof bags will keep your belongings safe from rain, sweat, or spillages. If you carry food, make sure you use an appropriate container.
- **Safety first** – always remember a lights and reflective clothing if you are commuting before dawn or after dusk.
- **Begin with a frequency and distance that is achievable.** Be active for as much or as little of your journey as you want to be. Getting off the bus a stop early and walking an extra 10 minutes counts.
- **Use a route planner** to help ensure you are walking or riding on suitable roads or paths. Your route might be a different journey to the one you would do in the car. Predict how long it will take you to walk to make sure you have enough time in the mornings.
- **Team up with a friend** or colleague to keep each other motivated.

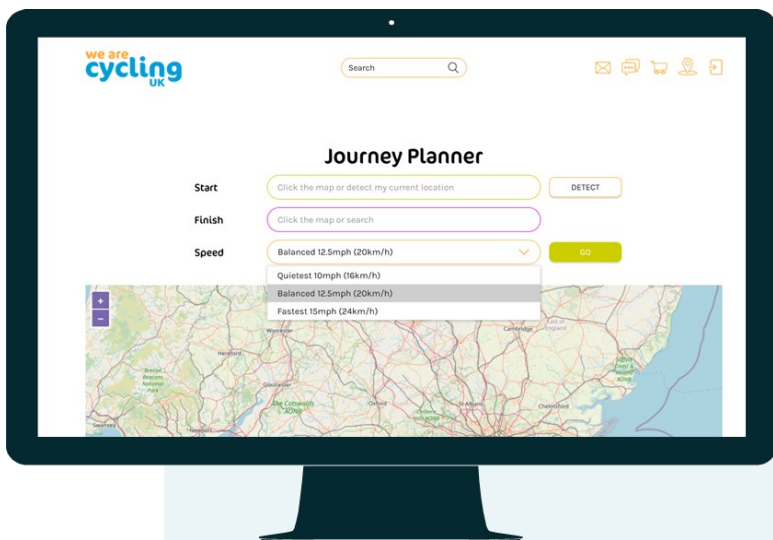
Advice for employers and leaders:

- Consider simple things you can do to support active travel to your place of work - provide small lockers, coat hooks or a wardrobe-style cupboard. Speak to your team to find out what might be a barrier.
- Have and promote an active travel policy.
- If you can, offer flexible working times to avoid peak hours.
- Consider changes to your dress code if appropriate.
- Check your local area for free resources like bike checks and free cycle training and promote these to your team.
- Consider offering the [cycle to work scheme](#) if you don't already.





Choosing a safe cycling route



Cycling UK's Journey Planner allows you to search for the fastest or quietest route for your chosen journey, and shows elevation profile and how much CO₂ you have avoided.

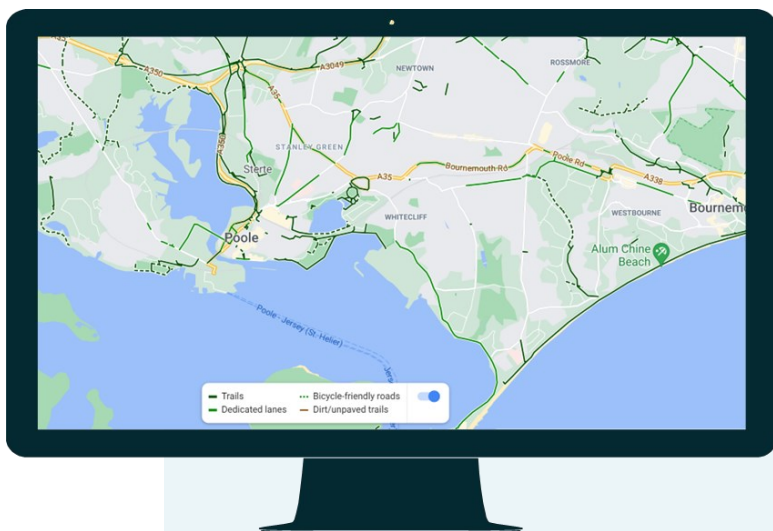
www.cyclinguk.org/journey-planner

Quietest route option
 If you decide to follow the suggested journey below please take extra care on unfamiliar sections; proceed at your own risk (route quality cannot be guaranteed).

- 🕒 Journey time: 38 minutes
- ➔ Distance: 5.23 miles
- ❤️ Calories: 110 kcal
- 🌱 CO₂ avoided: 1569 grammes
- 👤 Quietness: 64 %

[CLICK HERE FOR MORE](#)

Elevation profile



Google maps has a built in cycling layer which highlights dedicated bike lanes, bike trails and cycle friendly roads to help you plan your route.

www.google.co.uk/maps/

BCP Council area map showing routes recommended by cyclists including signed routes, quiet roads, traffic-controlled areas and useful off-highway links -

[BCP council cycle route map](#)

Dorset Council interactive cycle map showing traffic-free cycle paths, signed on-road cycle routes, advisory cycle routes and crossings covering Weymouth, Bridport and Shaftesbury

[Dorset Council interactive cycle map](#)





Moving Meetings

Walking and standing meetings are an efficient way to increase your movement at work without taking extra time. Can you make a call instead of sending an email or having a video conference? If you don't need a screen or lots of notes, consider walking while you talk.

Think ahead

- Don't make a moving meeting a surprise - in your invite consider adding "feel free to walk or move during this catch up" or "I'm going to take a walk while we chat, feel free to do the same".
- Plan your route beforehand - avoid too many road crossings and loud areas. Consider what length of route you will need.
- Using headphones will make it easier to move and talk.
- If you want to make a note of something take a small notebook or use a voice memo app on your phone. If extensive notes are required, take it in turns for one person to stay on the office and circulate them afterwards.

Benefits of moving meetings

- Helps break down formality and foster open conversation
- Gives your eyes a break from a computer screen
- Boosts productivity both during and after the meeting
- Fewer office or home-based distractions
- Meetings are often shorter and more productive on the go
- A change of scene is good for you and can spark creativity to help you with your work



Moving meetings work well...

- when you don't need to share screens or take notes
- when you want to work through ideas
- for non-task orientated conversations
- for 1:1 meetings or in small groups

Sit-Stand Working

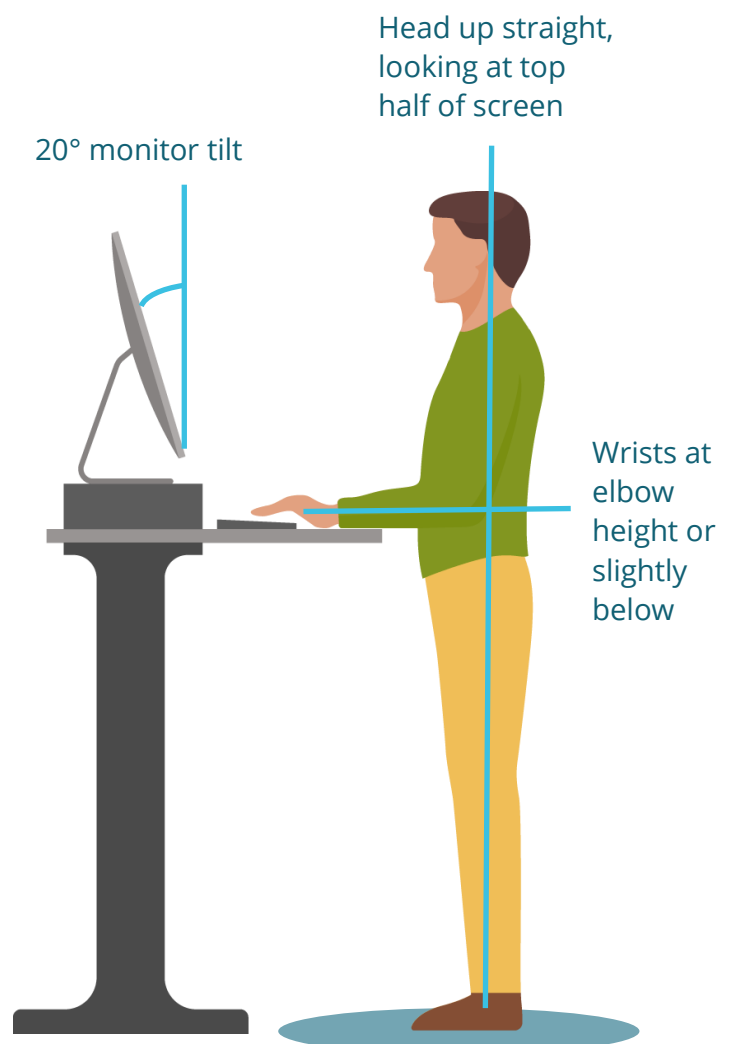
The average office worker spends 7 hours each day sitting at work.

To counter-act the health risks associated with sitting for long periods of time, think about the elements of your work that you could do standing e.g. sorting papers and files, taking phone calls, talking to colleagues.

Regular movement improves the body's blood circulation, oxygen flow, posture and metabolic rate - you burn 50 more calories per hour standing.

Best Practice

- Build it up gradually. Start with 20 minutes standing, then sit for 40 minutes and repeat throughout the day.
- Aim to spend at least 2 hours standing at work and increase this to 4 hours if possible.
- Stand for the first hour in the morning and the first hour after lunch to help balance blood sugar levels after eating.
- When standing at a desk, wear appropriate shoes and consider an anti-fatigue mat to encourage foot movement. This will boost blood circulation and reduce fatigue.
- At the end of the day, raise your desk to help you to remind you to start standing each morning.



To avoid pain or tiredness whilst standing, consider your posture and body positioning when setting up and using a standing desk



Campaign Calendar

Here are some national health and wellbeing campaigns that you can utilise to help encourage people to incorporate movement into their working day for the benefit of their physical and mental health.



RED January

Kickstart the year in a positive way and challenge yourself to do something active every day during January.



Walk All Over Cancer

A fundraising and activity challenge in aid of Cancer Research. Can you walk 10,000 steps every day in March?



Stress Awareness Month

Stress Awareness Month has been held every April since 1992 to increase public awareness of the causes, signs and coping strategies for stress.

Walk to Work Day

Taking simple steps to improve your health and help reduce carbon emissions, add some healthy movement to your day, and generally appreciate the world around you more.

National Gardening Week

National Gardening Week is run by the Royal Horticultural Society (RHS) to encourage more people to take part in the healthy and productive outdoor activity of gardening.



On Your Feet Britain

On your feet Britain encourages workers across Britain to participate in a variety of fun and simple activities to #SitLess and #MoveMore at work. The On your feet Britain challenge dares you to convert 'sitting time' to 'standing time' by following some simple changes.



National Walking Month

National Walking Month encourages people to walk more throughout May. Initiatives include, Walk to Work Week and Walk to School Week.

Learning at Work Week

Learning at Work Week is the biggest festival of workplace learning. It takes place in May, is co-ordinated by the Campaign for Learning and led by employers. The Week aims to promote a culture of learning at work.



The Great British Spring Clean

Join Keep Britain Tidy and our community of #Litterheroes on our #MillionMileMission to clear litter from our streets, parks and beaches. Because what is good for our environment is good for our mental and physical health too.

National Bike Week

Bike Week is a national event that aims to promote cycling and to show how it can easily become part of everyday life.

National Growing for Wellbeing Week

National Growing for Wellbeing Week is a celebration of the magic that growing your own produce can do for your wellbeing, both physically and mentally.

International Yoga Day

The United Nations General Assembly declared International Yoga Day official on December 11th, 2014.



Cycle to Work Day

Cycle to Work Day is the UK's biggest commuting event which is for everyone, it doesn't matter if you haven't cycled in years or have never cycled before. It's just about giving it a go!



World Car Free Day

World Car Free Day is an annual celebration of cities and public life, free from the noise, stress and pollution of cars. A car-free day encourages motorists to give up their cars for a day and perhaps try a different mode of transport.

National Fitness Day

National Fitness Day encourages people all across the country to take part in the most active day of the year.



Back Care Awareness Week

The aim of the week-long event is to raise awareness of the problems back pain can cause, as well as prevention and treatments.

National Work Life Week

National Work Life Week aims to get both employers and their employees talking about wellbeing at work and work life balance. It's an opportunity for employers to show their employees how their organisation is striving for a family friendly and flexible working culture.

LiveWell Dorset a public health service to support the health and wellbeing of residents in Dorset.



If you feel like you aren't sure about where to start or might need some extra support with being active – the team at LiveWell Dorset can help you.

LiveWell Dorset is a health improvement service that supports adults in Dorset to lead healthier lifestyles. We help people to stop smoking, cut down on alcohol, get more active and achieve a healthy weight.

www.livewelldorset.co.uk



My LiveWell

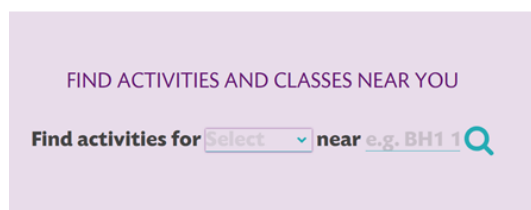
Register on the website and map and monitor your own progress, set goals and challenges, and set reminders to help keep you on track.

Habit Hacker

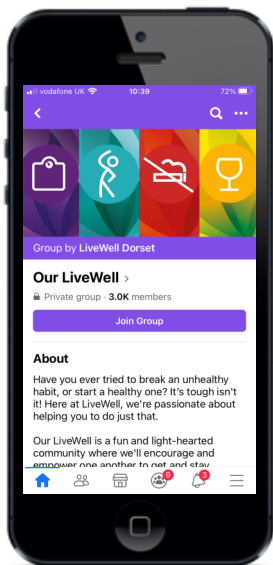


The Habit Hacker helps you to identify your personal barriers and give you techniques and tips to overcome them with suggestions of strategies to use.

LiveWell Finder



Use your postcode to find what's happening near you to improve your health and wellbeing, including active and social events and organised groups.



Our LiveWell Facebook group

The **Our LiveWell** private community Facebook group is a place where the community supports each other.

With real people talking to each other, it is a safe space to share thoughts and make suggestions of support for others.

www.facebook.com/groups/ourlivewell

Telephone coaching service

The LiveWell Dorset coaching service offers that bit of extra support to take the first steps.

Coaching takes place 1:1 over the phone. Each session lasts for around 20 minutes and they offer up to six sessions. During the coaching sessions, the focus is to work together to come up with a plan for how to best overcome any personal challenges and take steps towards healthier living.

GOT A MINUTE?

That's all it takes for better health



LiveWellDorset

You are one step away from a healthier you. Register now for FREE 1-2-1 health and wellbeing support. It's easy and completely FREE for all Dorset adults.



Scan Me!



Get Active

Let us help you discover activities that work for you, to boost your body and mind.



Lose Weight

Talk to us to find out whether free coaching or weight-loss group vouchers will give you the kick-start you need.



Drink Less

How much is too much? We'll help you rethink your drink through free coaching.



Quit Smoking

Access local support to quit smoking. See if you're eligible for a free starter pack of gum, patches or vape.

01305 233 105

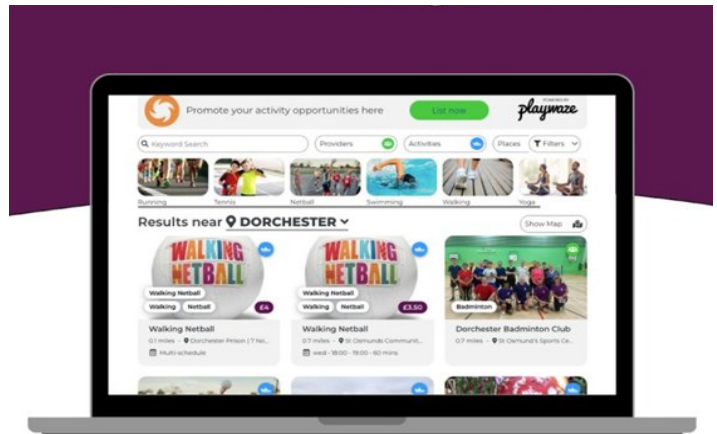
www.livewelldorset.co.uk

Activity Finder

One of the most common concerns we hear from people supporting others to be active is how and where to signpost to community activities.

We have launched a new Activity Finder in collaboration with LiveWell Dorset, to make it easier for people to find opportunities to be active.

The activity finder helps to make it easier for patients and professionals working with people to find a suitable activity for them.



www.activedorset.org/activity-finder

Tips to help someone choose the right activity

1

Contact the provider of the activity before you go for the first time.

2

Think about the clothing or equipment you already have.

3

Check with the provider to see if you can take someone along with you the first time.

4

If you're unsure where to start, think about things you've previously enjoyed?

5

Think about hobbies you already enjoy and try to incorporate physical activity into this.

What could you do?



Signpost your patients and clients to the Activity Finder to find activities and events near them, to help them find an activity that is right for them.



Add the Activity Finder to your website. Email Active Dorset to request a widget.



Upload your activities to the finder for free or encourage partner organisations in your area to upload theirs.

Training Courses

We offer the established training courses below and can also tailor bespoke training, based on the needs of the organisation.



Supporting Individuals to Move More

Information to help you encourage others to move more, including guidelines for physical activity levels, the health benefits of moving more and behaviour change theory.

Format: a series of 20 min modules that can be completed in your own time

Living Well in your Retirement

Aimed at individuals approaching retirement, this workshop covers what we can do to live longer and avoid ill-health, and demonstrates a range of tools and support available that can help you to build healthy habits and social connection.

Format: 1.5 hrs, can be delivered in person or online

Level 2 RSPH Award in Supporting Behaviour Change

Provides learners with the knowledge, confidence and skills to support individuals who are thinking of making a health behaviour change, including the importance of effective communication, how to build motivation and the factors that hinder and facilitate that change.

Format: 2 days, delivered in person, minimum 8 people per course

For more information on either of these courses for your workplace, please email kdavies@activedorset.org

LiveWell Dorset offer a variety of health and wellbeing courses.

Wellbeing Essentials for Managers

A course for managers to explore the research and national guidance to inform strategies to support workforce wellbeing.

Duration: 3 x 75 mins sessions, can be delivered online



Wellbeing Essentials for Others

Invaluable skills to support people to take steps towards a healthier lifestyle, including goal setting, motivational interviewing and the stages of change.

Duration: 3 x 75 mins sessions, can be delivered online

Wellbeing Champions

Explore the wellbeing champion role and how you can support optimal wellbeing for staff in your workplace and surrounding community.

Duration: 3 x 75 mins sessions, can be delivered online

<https://www.livewelldorset.co.uk/healthcare-professionals/training/>



Useful Websites



Campaigns and guidance:

[We Are Undefeatable](#) A national campaign and movement to inspire and support people living with health conditions to be active.

[This Girl Can](#) Is a Sport England national campaign to get women and girls active, regardless of shape, size, ability and background.

[Better Health](#) Tools and support to help find ways to look after yourself that work for you.

[Love activity. Hate exercise?](#) Chartered Society of Physiotherapy campaign to get people moving.

[On Your Feet Britain](#) A national campaign encouraging workers across Britain to sit less and move more at work by making some simple changes.

[Active Pregnancy Foundation](#) Advice and information to guide you through your chosen activities during pregnancy and after childbirth.

Digital workouts:

[Couch to Fitness](#) A 9 week exercise programme of 3 videos every week, with three coaches all working at different energy levels.

[10 Minute Workouts](#) Short workouts, which don't require much room or equipment.

In person activities:

[Park Yoga](#) - A charity that provides free outdoor yoga sessions from May to September.

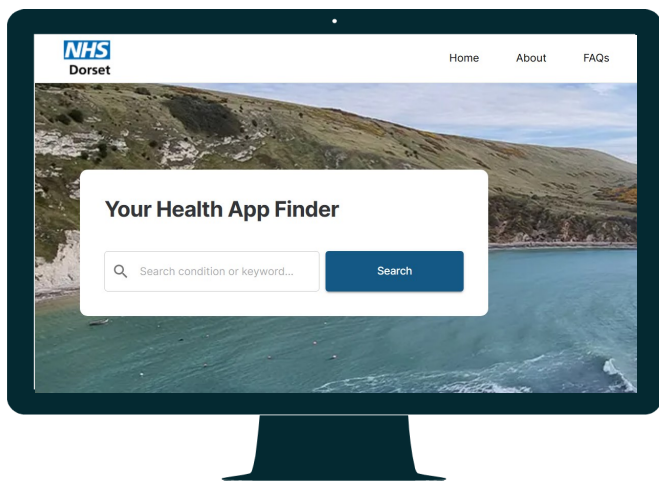
[parkrun](#) - Free, weekly, community runs all around the world.

[Ramblers Wellbeing Walks](#) - Over 1,800 free, short guided walks every week across the UK.

[Nordic Walking UK](#) A pole walking technique which uses more muscles than walking but feels easier because the poles provide propulsion and help with balance.



Apps to Support Health and Wellbeing



ourdorset.orchahealth.com/

NHS Dorset Integrated Care Board (ICB), Our Dorset and Dorset HealthCare have collaborated to bring you the Dorset App Library.

All the apps in the health library have been tested by ORCHA (Organisation for the Review of Care & Health Applications) against 300 criteria including professional assurance, data and privacy, usability and accessibility.

The library is free to use.

NHS approved apps



The **Active 10** walking app shows how much brisk walking you're doing and helps you set goals for the day. The app helps you monitor and gradually increase your brisk walking levels over time.



Couch to 5K is a running plan for absolute beginners, which involves 3 runs a week, with a day of rest in between, and a different schedule for each of the 9 weeks.



EXi is an NHS approved app which prescribes a personalised physical activity programme, tailored to any number of 23 physical and mental health conditions, such as diabetes, heart disease and depression. Includes an extensive home workout library.

Active Workplaces Checklist:

Area of focus	Opportunity	Example actions	☑
Use of language in communications - both external and internal	<ul style="list-style-type: none"> Embedding the language of daily movement in messaging 	<ul style="list-style-type: none"> Add physical activity information and resources to your intranet, newsletters and social media - focus on daily movement rather than exercise or sport. Create screensavers that display desk based stretches and physical activity prompts 	<input type="checkbox"/> <input type="checkbox"/>
	<ul style="list-style-type: none"> Joining up of shared communications between organisations to present consistent messaging on moving more 	<ul style="list-style-type: none"> Follow LiveWell Dorset and Active Dorset on social media and share content across your own channels Sign up to the Livewell Dorset and Active Dorset newsletters and share content in your own newsletters 	<input type="checkbox"/> <input type="checkbox"/>
Policy and HR procedures	<ul style="list-style-type: none"> Include wellbeing prompts that include movement into regular meetings 	<ul style="list-style-type: none"> Add a wellbeing question and signposting to LiveWell Dorset lifestyle service into appraisal documents Include wellbeing check-in as a recurring item in all one-to-ones and team meetings 	<input type="checkbox"/> <input type="checkbox"/>
	<ul style="list-style-type: none"> Provide CPD opportunities that include physical activity awareness 	<ul style="list-style-type: none"> Promote LiveWell Dorset training offer for all staff Promote 'Living Well in your Retirement' workshops into pre-retirement support 	<input type="checkbox"/> <input type="checkbox"/>
	<ul style="list-style-type: none"> Support team leaders / line managers to champion health and wellbeing 	<ul style="list-style-type: none"> Provide wellbeing support awareness sessions for new line managers Include staff wellbeing as a measure in workplans for all team leads 	<input type="checkbox"/> <input type="checkbox"/>
	<ul style="list-style-type: none"> Embed wellbeing support and interventions into policy and procedures 	<ul style="list-style-type: none"> Include physical activity information and signposting into maternity policy, risk assessments and checks Ensure physical activity support is in place for staff on or at risk of going on long term sickness leave Ensure any Employee Assistance Programme includes physical activity information and support Carry out an annual staff wellbeing survey Set a uniform policy that allows people to wear clothes and footwear that supports movement Support flexible working procedures that allow staff to include physical activity in working day 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



Area of focus	Opportunity	Example actions	☑
Create a social environment that encourages movement	<ul style="list-style-type: none"> Utilise existing organisations, networks and national events to promote a culture for daily movement 	<ul style="list-style-type: none"> Take part in national campaigns and organise wellbeing events for staff e.g. On Your Feet Day, National Fitness Day, Ensure Wellbeing Champions have access to a resource library that includes physical activity information and signposting resources Set up peer support groups and encourage staff to join - bring in external expertise to share physical activity information and resources Organise workplace challenges that are inclusive of all staff and encourage regular movement 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Create a physical environment that supports daily movement during the working day	<ul style="list-style-type: none"> Provide facilities that support active travel 	<ul style="list-style-type: none"> Provide secure bike storage, lockers, mirrors and showers to help people to take part in active travel Promote the variety of ways people can take part in active travel 	<input type="checkbox"/> <input type="checkbox"/>
	<ul style="list-style-type: none"> Design workplace layout to encourage people to move 	<ul style="list-style-type: none"> Place communal areas e.g. recycling, refreshment facilities away from desks to encourage staff to move more during the day Display wall graphics / posters that encourage walking e.g. use of stairs instead of lifts, use a toilet on a different floor Provide standing desk areas Site staff parking areas furthest from the building entrance 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Embed active working into the organisation culture	<ul style="list-style-type: none"> Champion role models with active working behaviours 	<ul style="list-style-type: none"> Senior management to wear active footwear Showcase staff who successfully include physical activity in working day 	<input type="checkbox"/> <input type="checkbox"/>
	<ul style="list-style-type: none"> Discourage working practices that involve prolonged sitting 	<ul style="list-style-type: none"> Discourage all staff from setting meetings over 1 hour without a comfort break Encourage walk and talk meetings Senior leaders to share and affirm their permission for staff to incorporate movement during the day 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>





We would like to hear from individuals and teams who implement any of the tips and ideas in this toolkit, or who have any comments for how it could be improved.

Please get in touch with any comments or feedback.

Katie Davies - kdavies@activedorset.org

Active Dorset
Community Interest Company
www.activedorset.org

