

## Physical activity programme CHECKLIST

Each question requires just a 'Yes' or 'No' answer. You can improve your programme by addressing the questions you answer 'No' to. In the *Action Plan* sections, write down what action is needed, who is responsible, and the date by which the action should be completed.

### Section 1 Groundwork

#### Commitment to and readiness for a physical activity programme

Management and employee commitment	
An individual or group of individuals has taken on the role of workplace physical activity 'champion'	Yes / No
Management have been consulted regarding physical activity in the workplace	Yes / No
Management communicate their commitment to and support for the physical activity programme	Yes / No
A physical activity network group has been formed	Yes / No
A workplace physical activity policy document has been produced	Yes / No
Management have signed the policy	Yes / No
All existing and new employees are aware of the policy and what it means	Yes / No
A copy of the policy is included in the employee handbook and in information and induction packs	Yes / No
The organisation has set aims and objectives for the workplace physical activity programme	Yes / No

**Needs assessment**

*The following have been assessed in developing your physical activity programme:*

Employee participation in and levels of physical activity during and outside of work hours	<b>Yes / No</b>
Employee characteristics (age, gender, health status, work habits)	<b>Yes / No</b>
Employee health and physical activity preferences and needs	<b>Yes / No</b>
Workplace practices and organisational structures that enable employees to be active	<b>Yes / No</b>
Workplace facilities that employees can access in order to be physically active	<b>Yes / No</b>
Workplace resources that support physical activity	<b>Yes / No</b>

**ACTION PLAN**

**Decide on action to address each 'No' response, if relevant to your organisation.**

---

---

---

---

---

---

---

---

**Name:**

**Date:**

## Section 2 Constructing the programme

**The process of providing employees with the knowledge and opportunities to participate in physical activity**

<b>Choosing and developing physical activity options</b>	
<i>Physical activity options are developed and tailored to suit the workplace and employees:</i>	
Employees have been spoken to informally, or a more formal employee needs assessment has been conducted	<b>Yes / No</b>
An environment and resources assessment has been completed	<b>Yes / No</b>
A physical activity audit has been completed	<b>Yes / No</b>
A workplace physical activity action plan has been produced	<b>Yes / No</b>
<i>The workplace promotes a positive attitude to physical activity:</i>	
Employees have access to accurate information on physical activity and health	<b>Yes / No</b>
A programme of physical activity opportunities is available for all employees to participate in	<b>Yes / No</b>
A supportive environment exists that enables employees to be more active and fosters a physically active ethos	<b>Yes / No</b>
Management have shown commitment and support by participating in physical activity initiatives	<b>Yes / No</b>

<b>Delivering the physical activity options</b>	
<i>Employees are aware of what is available to them and how they can participate:</i>	
Employees are aware of the benefits of taking part in the activity options available/ promoted, e.g. the health benefits	<b>Yes/ No</b>
Employees are fully aware of the activity options available to them, e.g. walking group, bike racks, activity taster sessions	<b>Yes/ No</b>
A variety of activity options are offered to meet the needs of various individuals, departments and sites	<b>Yes/ No</b>
Employees are encouraged to take part in physical activity, for example through incentives, awards, recognition and management support	<b>Yes/ No</b>

**ACTION PLAN**

**Decide on action to address each 'No' response, if relevant to your organisation.**

---



---



---



---



---



---



---



---

**Name:**

**Date:**

### Section 3 Seeing to the details

Elements that will ensure a well-maintained and safe physical activity programme and make it possible for success to be measured

<b>Programme administration and evaluation</b>	
Records of activity network group meetings are kept and minutes distributed	<b>Yes/ No</b>
Records of physical activity initiatives are kept, e.g. facility use, activities, people involved, how people are recruited	<b>Yes/ No</b>
A physical activity programme evaluation is carried out on an annual basis	<b>Yes/ No</b>
Employees have been asked to provide feedback on the physical activity programme	<b>Yes/ No</b>
An action plan has been produced to deal with the results of the evaluation and feedback from employees	<b>Yes/ No</b>
Evaluation results and employee feedback are distributed to all employees and management	<b>Yes/ No</b>

<b>Safety and risk management</b>	
External programme staff are adequately trained	<b>Yes/ No</b>
First-aid supplies, services and facilities meet all requirements of first-aid regulations	<b>Yes/ No</b>
Emergency response procedures are made known to all	<b>Yes/ No</b>
All incidents are reported and steps are taken to prevent them happening again	<b>Yes/ No</b>
Regular inspection of equipment and facilities (maintenance records) are carried out	<b>Yes/ No</b>
A risk management procedure is in place to protect both individuals and the organisation	<b>Yes/ No</b>

**ACTION PLAN**

**Decide on action to address each 'No' response, if relevant to your organisation.**

---

---

---

---

---

**Name:**

**Date:**