



Resource Booklet

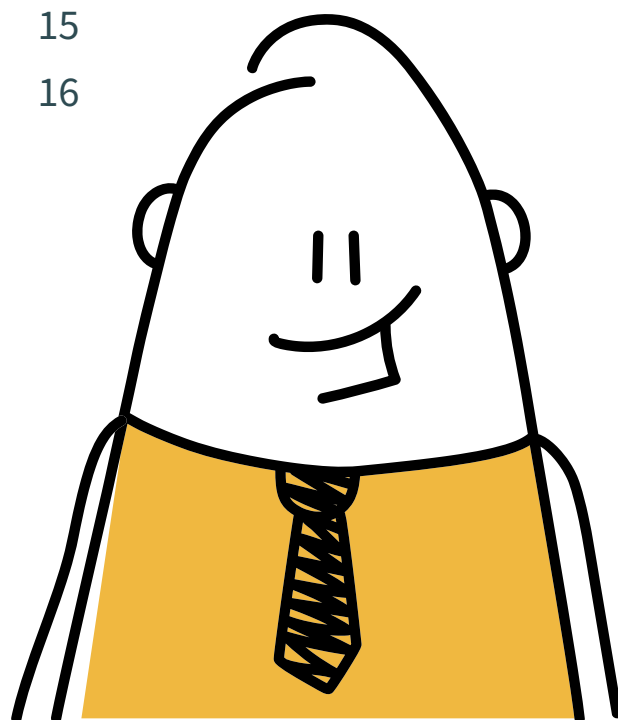
NCFE CACHE

Level 2 Award in Introduction for Workplace Health Champions (603/7027/0)

A guide to provide you with a wealth
of resources to help you put your
Workplace Champion role into practice.

Table of Contents

Benefits of Increased Movement	3
Behaviour Change	4
C System	5
National Campaigns	6
Finding Local Provision	7
Activities	8
Digital Technology	9
Mental Health	10
Healthy Eating Strategies	11
Getting Active at Work	12
Workplace Health Survey	13
Useful Resources	14
Resources for Health Sector	15
Notes	16



Benefits of Increased Movement

Immediate

A single bout of moderate-to-vigorous physical activity provides immediate benefits for your health

Sleep

Improves sleep quality

Less Anxiety

Reduces feeling of anxiety

Blood Pressure

Reduces blood pressure

Long-Term

Regular physical activity provides important health benefits for chronic disease prevention

Brain Health

Reduces risks of developing dementia (including Alzheimer's disease) and reduces risk of depression

Heart Health

Lower risk of heart disease, stroke, and type 2 diabetes

Cancer Prevention

Lowers risk of eight cancers: bladder, breast, colon, endometrium, oesophagus, kidney, lung, and stomach

Healthy Weight

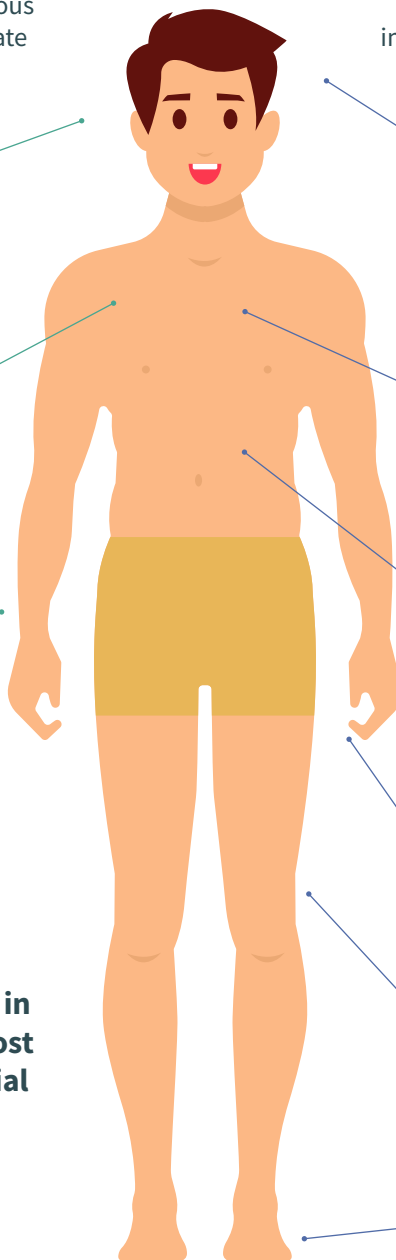
Reduces risk of weight gain

Bone Strength

Improves bone health

Balance and Coordination

Reduces risks of falls



“

“If exercise could be packaged in a pill, it would be the single most widely prescribed and beneficial medicine in the nation.”

Dr Robert H Butler

“

“There is no situation, no age, no condition, where exercise is not a good thing”

Prof. Chris Whitty

Behaviour Change

This image explains how to put the EAST principle into practice whether that be to encourage colleagues to engage, or re-engage, with your workplace health offer.

<i>EASY</i>	<i>ATTRACTIVE</i>	<i>SOCIAL</i>	<i>TIMELY</i>
Power of default	Get Attention	Show That Most People Are Doing It	Prompt Action
Reduce Hassle	Make Relevant	Commitment To Others	Don't Pester
Simplify	Be Appealing & Incentivise	Use Networks	Help Take Action

Make it Easy

Reduce the effort required to start the new behaviour. Simplify the steps and the communications

Make it Attractive

Create something that is appealing and grabs attention. Consider what motivations people have. Personalise your offer. Include interesting, emotional and accessible information.

Make it Social

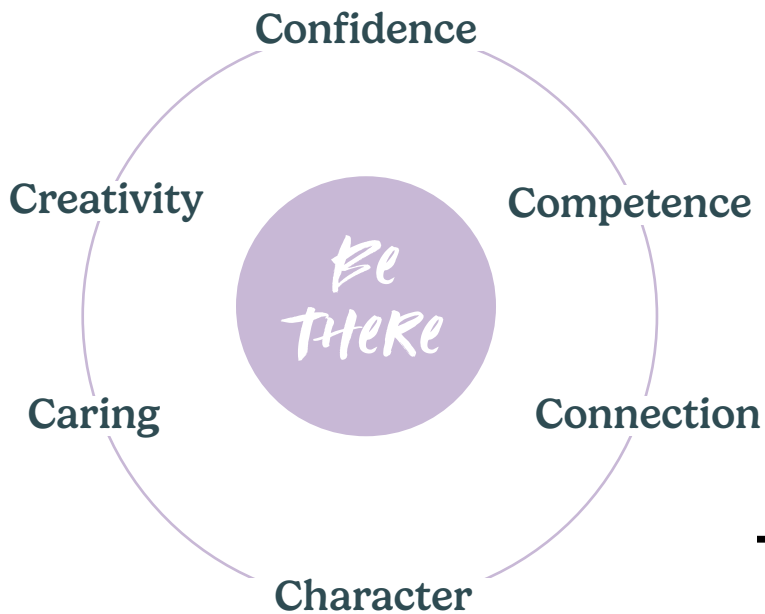
We naturally look to others for cues on how to behave, use this! Encourage visible commitment to help nudge others.

Make it Timely

People can respond differently to the same message, depending on timing. Prompt people when they are most likely to be receptive (e.g. periods of transition: new house, relationship etc.)

C System

A method through which you could build rapport with employees before, during and after activities:



Confidence

Past experiences affect people's confidence – e.g. PE at school or bad experience in sport. Building someone's confidence is done by them gaining success.

Trying a new skill or activity and failure to accomplish is not seen as failure – it's about trying within a supportive environment.

Small and easy activities with encouragement - changing equipment or playing area e.g.. bigger ball/ smaller space/more people.

Competence

Participants trying something new. Not competitive – offer a come and try relaxed informal environment. Goals – what do participants want to get out of the sessions. What do they want to improve. How can you help them do this?

Participants turning up and taking part without encouragement. Enjoying the session and return to regular sessions.

Connection

Building relationships with participants / activity leader. Consistency of same time and day.

Participants Understanding and connecting to the benefits on health & mental well-being. Its about participants being comfortable in the environment they are in, If they feel comfortable the better connected they will be to the leader and the activity.

Character and Caring

Participants can develop own code of conduct at start of session. What do they see as acceptable or unacceptable behaviour? People need to feel safe and supported.

Show an interest in all participants and encourage them to show empathy and compassion for each other.

Creativity

Encourage individuals to find solutions to problems – not just copy others and repeat.

National Campaigns

Your colleagues may be more likely to get involved in any activities you are organising if they are linked to National Campaigns or fundraising initiatives. So we have developed a list of these which you may wish to include when planning your activities i.e. Walking Meetings or Lunchtime walks during National Walking Month or Mental Health training delivered on World Mental Health Day.

CAMPAIGNS

We Are Undefeatable

This Girl Can

Be Clear on Cancer

Other national cancer campaigns: Breast, Lung, Bowel, Colon, Cervical

Mental Health Awareness Week

World Mental Health Day

World Suicide Prevention Day

Dry January/ Stoptober/ Movember

January/ October/ November

World Cancer Day

February

Time to Talk Day

February

Eating Disorder Awareness

February

International Women's Day

March

On Your Feet Britain

April

National Walking Month

May

Volunteers' Week

June

National Bike Week

June

Men's Health Week

June

BNF Healthy Eating Week

June

National Fitness Day

September

Self Care Week

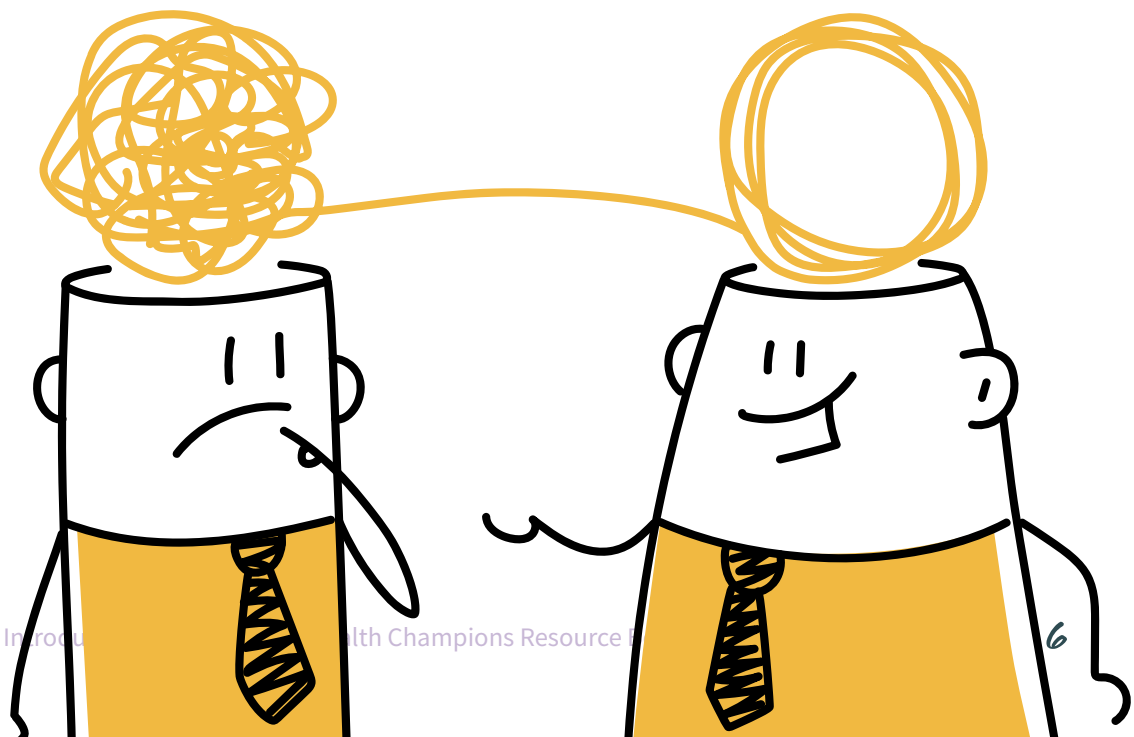
November

Initiatives

Dementia Friends

Time to Talk

Can you think of anymore?



Finding Local Provision



Checkfit

To find a local gym, club or class:
www.checkfit.co.uk



Running

To find the nearest running routes and group www.runtogether.co.uk or for organised, free 5k runs at your nearest park: www.parkrun.org.uk



Races

Local running, triathlon, swimming and cycling races: www.findarace.com



Walking

To find health walk schemes closest to you:
www.walkingforhealth.org.uk/walkfinder

Daily Mile - This toolkit supports people to do a daily mile however and wherever suits them and includes a Workplace Toolkit:
www.thedailymilefitforlife.com/the-toolkits



Cycling

To find the nearest cycle ride, route, buddy or group: www.letsride.co.uk

Love to Ride - A free initiative to get more people cycling using an online platform, an app and tons of other promotional materials:
www.lovetoride.net/



Swimming

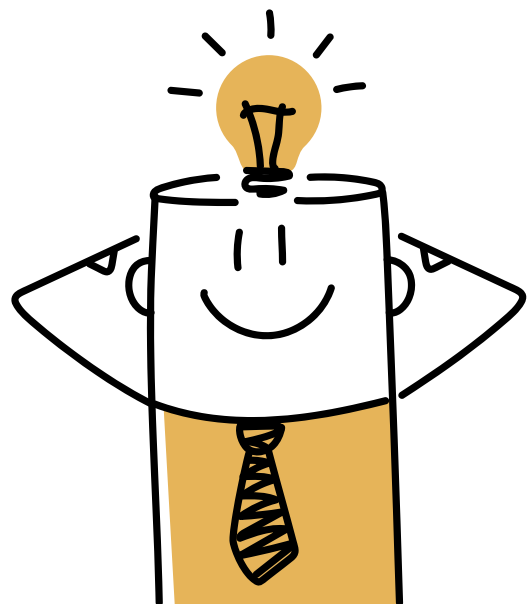
To find your nearest swimming pool or club:
www.swimming.org/poolfinder



Dance

To find a dance or fitness class:
portal.emduk.org/find-a-class

Active Lancashire
www.activelancashire.org.uk



Activities

There are a range of resources out there which can help facilitate activities and here are a few examples of activities, equipment and training which may help:

Workplace activity sessions e.g. Running, Walking Football, Badminton, YouTube Workplace Yoga

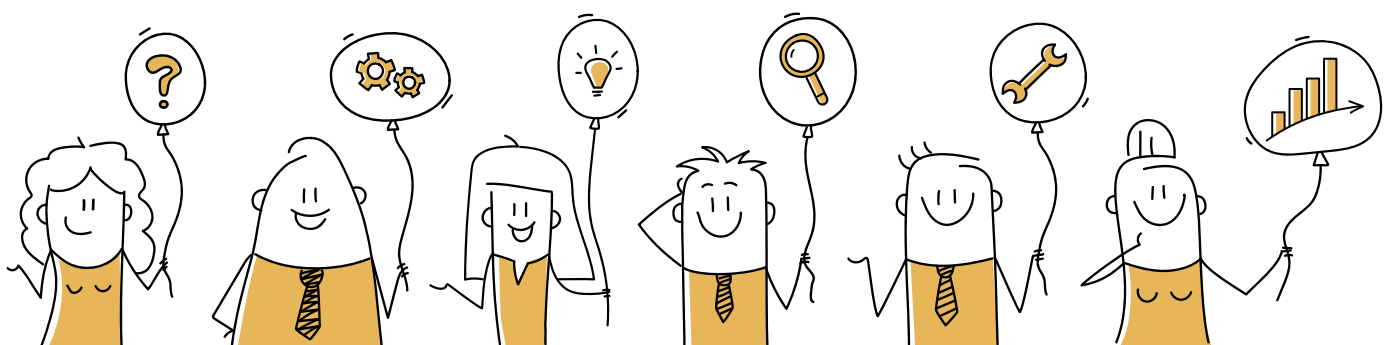
Competitions e.g. Fitness Challenges, Softball, Rounders

Business Leagues e.g. Netball, Football

Equipment e.g. Table Tennis 'Loop at Work', Pop Up Archery and Volleyball, including Office Equipment such as Standing Desks to offer more 'active' options.

Training for Employees to help facilitate delivering activities
e.g. Activator Training (Table Tennis, Dance, Boxing, Park, Walking), How to Deliver Engaging Sessions, Leaders in Running Fitness, Walk Leaders, NGB Level 1.

Other Training; Mental Health First Aid, First Aid, Activators (above), Behaviour Change Tactics, How to Deliver Engaging Sessions.



Digital Technology

There are various types of digital technology which is focused on improving well-being, here are a number of examples which you may wish to try or promote:

Wearable Technology

Smart watches, Fitness Trackers, Sports watches etc

Apps

Active 10, Apple Health, Nudge Health, My Fitness Pal, OneYou Couch to 5k

The screenshot displays the OneYou website's '10 BRISK MINUTES' campaign. At the top, a yellow banner encourages downloading the 'Active 10' app from the App Store or Google Play. Below this, a large teal donut chart shows 'JUST 10 MINUTES'. To the right, text explains that a brisk 10-minute walk every day is a great excuse to get outside and improve health, known as an 'Active 10'. It further details that brisk walking is simply walking quicker than usual, gets the heart pumping, and can be built up to more. Examples of activities include walking part of the journey home, popping to the shops on foot, or just getting some fresh air. The website also features a sidebar with icons for 'Active 10', 'Couch to 5K', and a blue icon of a person jumping. At the bottom, there are sections for 'THERE'S ONLY ONE YOU' (with a 'FIND OUT MORE' button), 'HOW ARE YOU? QUIZ', and 'Get going every day' (with a paragraph about the importance of exercise). The bottom right features three circular icons: 'What does being' (with radio buttons for 'Going for a walk', 'Going to the gym', 'Taking the stairs instead', and 'Anything that gets me'), 'Take our Quiz', 'Right activity for you', and 'Activity Finder'.

DOWNLOAD THE FREE ACTIVE 10 APP NOW

Available on the App Store | GET IT ON Google Play

Active 10

Couch to 5K

10 BRISK MINUTES

A brisk 10 minute walk every day is a great excuse to get outside and improve your health. Each 10 minute burst of exercise is known as an "Active 10".

Brisk walking is simply walking quicker than usual at a pace that gets your heart pumping. Start with a 10 minute brisk walk a day and then see if you can gradually build up to more.

You could walk part of your journey home, pop to the shops on foot, or just get some fresh air. No gym memberships, no brightly coloured Lycra. Just 10 minutes and you!

ONE YOU

For Your Mind | For Your Body | Apps | About

THERE'S ONLY ONE YOU

Making better choices today can have a big impact on your health. One You is here to help you get healthier and feel better with free tips, tools and support. Whether it's moving more, eating more healthily or checking yourself – One You can help you make small, practical changes that fit in with your life.

FIND OUT MORE

HOW ARE YOU? QUIZ

Get going every day

Many of us aren't too keen on the idea of exercise. It might be that we're too busy or we simply can't face the thought of it. But most people are not getting the amount of activity they need to stay healthy. Only 1 in 20 people are actually doing the right kind of activity they need each week. And sitting down for hours – maybe at work, watching TV or playing computer games - can also increase the risk of poor health.

What does being

- ☐ Going for a walk
- ☒ Going to the gym
- ☐ Taking the stairs instead
- ☐ Anything that gets me

Take our Quiz

Take our quiz and see whether you need to be more active.

Right activity for you

If you have a disability, health-condition or need more support click [here](#).

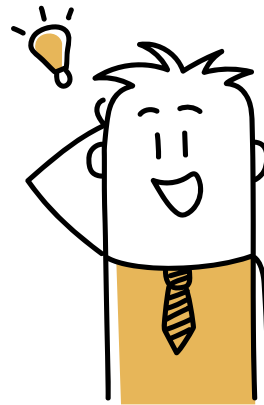
Activity Finder

Browse a range of activities to suit all sizes, ages and ability levels.

Mental Health

5 Ways to Well-being are a good way to focus on keeping optimum physical and mental well-being

We should try to incorporate as many of these as we can into our daily/weekly routine to improve physical and mental wellbeing.



Be Active

Exercise regularly by walking, gardening or a new sport/activity

Learn a new skill

Take a course, start a new hobby or join a club

Be Active

LEARN A NEW SKILL

Be MINDFUL

Connect

To people and places around you. Spend quality time with family and friends

CONNECT

Give

Give

Volunteer, give your time, give something back to the community

Be Mindful

Focus on the here and now – what are you feeling in the moment.

Using breathing exercises, guided imagery, relax the body/mind to help reduce stress.

Healthy Eating Strategies

Here are some useful links for healthy eating tips & strategies:

8 Tips for Healthy Eating - NHS Eat Well

www.nhs.uk/live-well/eat-well/how-to-eat-a-balanced-diet/eight-tips-for-healthy-eating

Plate Power - The Nutrition Source

nutritionsource.hsph.harvard.edu/2013/11/06/healthy-eating-ten-nutrition-tips-for-eating-right

25 Simple Tips to Make Your Diet Healthier

www.healthline.com/nutrition/healthy-eating-tips

TIPS FOR WORKPLACE HEALTHY EATING

Start small and build: changing eating habits doesn't happen overnight but small changes can build into something impressive. The tips below will give you some ideas of things you can do as you go. Link them in with some work on physical activity to get the best benefit.



1 Make the healthy choice the easy choice by having some healthy options available for staff.

Snack stations with fruit or fruit pots; fresh fruit available in staff restaurants and interesting salad options. You won't ban chips but you can encourage staff to pair them with something a little healthier.



4 Focus on hydration

People can think they are hungry when they are really thirsty and tea & coffee don't hydrate everyone. Have water stations and encourage staff to hydrate regularly through the day.



Encourage 6-8 glasses of water per day.

7 Talk about portion sizes

Most people eat fairly well but their portions are way too big. Talk to staff about sensible portions and how to balance meals. Ideally 1/2 of lunch and dinner should be vegetables or salad, with 1/4 protein and 1/4 carbs. And their plate should be about the size of their outspread hand.



10 Add fish

One of the healthiest foods out there but most people won't cook it at home. Have fish - especially oil-rich fish - available in staff restaurants at least once a week and look at adding smoked salmon, peppered mackerel and/or tuna to salad bars.



2 Stop and Think

Put signs with **Stop and Think** messages beside different food and drink options.



E.g. "Stop and Think: Choose water or not to sugar drinks options and save X teaspoons of sugar" or "Stop and Think: adding a piece of fruit everyday can reduce your cancer risk by 13%".

5

Talk to staff about the impact food & nutrition has on health now and in the future. Sometimes there is so much conflicting information that people don't know what to believe.

Ask a CORU registered dietitian to speak to staff about changes they can make and the benefits.

8

Cake culture

Lots of workplaces have baking days: cakes for birthdays and other celebrations. Make two or three days a week "cake free" so that temptation is not there all the time for staff.



11

People tend to clear their plates even if they are full. Offer smaller portions alongside the standard portions so people can choose a smaller meal and don't feel they have to finish a larger one just because they have paid for it...

3

Add fibre

Almost 80% of Irish adults do not eat enough fibre. Encourage staff to choose a high fibre breakfast cereal, brown rice or wholegrain bread by having these options available and prominent.



6

Ask staff what they want when it comes to healthy eating. Getting staff to make their own suggestions is a great way to get them involved and invested in your programme and to find out what they really want.



9

Juicing and smoothies

Can you have a juicer/smoothie machine available so staff can bring their own veg & make smoothies during the day?



12

Serve fruit at meetings instead of biscuits

People often eat biscuits at meeting just because they are there. Take temptation out of the meeting by serving fruit instead.



Source: twitter.com/wellbeingdayirl/status/836955874635702273

Getting Active at Work

Here are some useful links for low level / desk-based exercises that can help break up the day:

30 Exercises To Do At Your Desk
[Healthline.com](https://www.healthline.com/health/office-exercises)

Office Break Yoga (14 min)- Yoga with Adriene
www.youtube.com/watch?v=M-8FvC3GD8c

Wellbeing Tips for the Workplace: Stretches & Exercises
www.youtube.com/watch?v=Q7UMM6PjQ2o



We've listed some simple ways to get people moving in the office or at home, below:

Stand and stretch

Set a timer to take a short break every 30-45 minutes to stretch, stand up and take a break from a screen.

Take a walk at lunchtime

Even a 10-minute walk around the block will re-energise, refocus and get the blood pumping.

Stand up on the phone

Standing helps us to reset our posture, take the pressure of our hips, neck and back and usually encourages us to get a few extra steps in too!

Take the stairs

Whether at home or in the office, take 5 minutes to walk up the stairs (the perfect amount of time for the kettle to boil!) and back down again.

Workplace Health Survey

This survey will include an introduction, key questions, and a feedback section, all tailored to gauge workplace health and wellness initiatives' effectiveness.

Survey Question Examples

1. Engagement in Health Programs:

Have you participated in any of the following health and wellness initiatives?

(Multiple choices: #ALittlebitmore activities, social prescribing link worker programs, RPL activities)

How often do you participate in these activities?

(Options: Never, Rarely, Sometimes, Often, Always)

2. Awareness and Training:

How aware are you of the benefits these initiatives provide?

(Options: Very aware, Somewhat aware, Not aware)

Have you received any training related to these initiatives?

(Yes/No; If yes, please specify)

3. Barriers to Participation:

What are the main barriers to your participation in these programs?

(Open text box)

4. Health Outcomes:

Have you noticed any improvements in your physical or mental health since participating in any of the initiatives?

(Yes/No; If yes, please describe)

5. Feedback and Suggestions:

What improvements would you suggest for each of these initiatives?

(Open text box for each program)

Useful Resources

Finding appropriate resources to assist in developing your well-being offer can be quite overwhelming as there are hundreds and hundreds out there. So here are some links to useful resources we have tried, or have been recommended.

1. Business in the Community Tool kit for Physical Activity, Healthy Eating and Healthy Weight

A step by step tool kit for introducing these 3 areas into the workplace

www.bitc.org.uk/toolkit/physical-activity-healthy-eating-and-healthier-weight-a-toolkit-for-employers/

2. A Healthier Workplace, Nuffield Health Whitepaper

A useful review of the effectiveness of workplace interventions <https://www.nuffieldhealth.com/about-us/our-impact/our-research>

The Workplace Well-Being Charter

It is an accreditation standard which shows the commitment of the organisation to improving the health and well-being of the workforce, while also making your organisation an employer for choice for perspective employees

www.wellbeingcharter.org.uk/

3. Chief Medical Officer Guidelines

A report from the Chief Medical Officers in the UK on the amount and type of physical activity people should be doing to improve their health

www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report

4. Hands-on Assistance

Offered to support companies with staff well-being, the cost varies depending on the type of services you wish to acquire:

Active Lancashire Health Screenings
www.businesshealthmatters.org.uk/projects/workplace-health-screenings

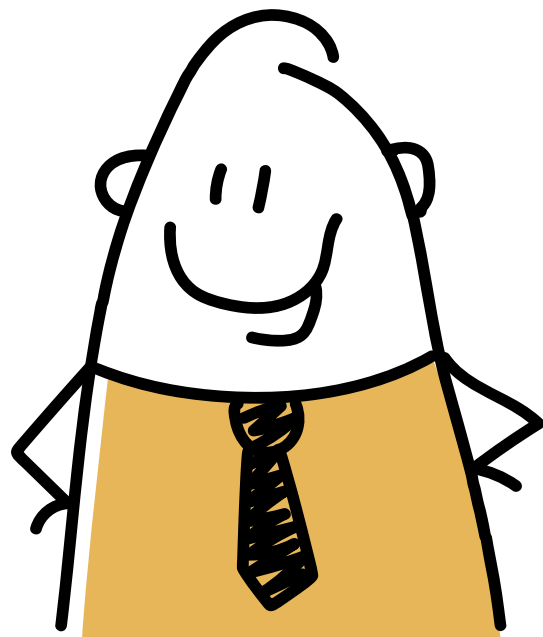
British Heart Foundation; Health and Work
www.bhf.org.uk/how-you-can-help/health-at-work

Health at Work
www.healthatwork.co.uk

5. Workplace Movement

This is a partnership programme with Active Partnerships, which provides employers with online tools and resources to benchmark and improve well-being of employees. Employers can gain recognition at four levels and packages starts from £500.

To find out more visit here [Workplace Movement - Home](#)



Resources for Health Sector

1. Chartered Society of Physiotherapy - Love Activity, Hate Exercise

Campaign to encourage inactive people small steps to take, regardless of health, to engaging in activity.

www.csp.org.uk/public-patient/keeping-active-and-healthy/love-activity-hate-exercise-campaign

2. NICE Guidelines for Behaviour Change

Nationally accredited guidance to instil positive behaviours in inactive people

www.nice.org.uk/Guidance/PH6

3. All Our Health

A series of resources for health and care professionals working with patients and the population. Aimed at preventing illness, protecting health and promoting wellbeing.

www.gov.uk/government/publications/all-our-health-about-the-framework

4. Health Education England

Workforce Development within the Health Care sector

www.hee.nhs.uk/

5. Royal Colleges of GP's Active Practice Charter and Tool kit

This tool kit has been designed by the RCGPs in partnership with Sport England, to be used by primary care professionals in the UK. This includes Moving Medicine which is aimed at Health Professionals, a step by step guide to introducing patients to physical activity

www.rcgp.org.uk/clinical-and-research/resources/toolkits/physical-activity-and-lifestyle.aspx

Please note, all links in this document are provided as sources of potentially useful information for delivery/ learning in this subject area. Active Lancashire does not explicitly endorse all listed resources.

Notes

Notes



**Active
Learning**
zone