



Healthy Eating Action and Evaluation Plan Example

Wellbeing Goal: *This can be the same as the Vision in the WorkWell Group Terms of Reference*

Plan Timeframe: *Aim to begin activities around the time of accreditation and complete all activities within 12 months*

Rational

Within <Workplace> the WorkWell Organisational Profile (collated in May 2013) identified that there was no healthy eating policy in place and that there was little access to any equipment to heat or prepare food. It was recognised that staff members have access to a lunch room and vending machine for the purchase of snacks, however no other food is available to purchase on site.

The staff survey (conducted in May 2013) identified that:

- 60% of staff eat high sugar foods at least 3-4 times per week
- 75% of staff eat high fat foods 1-2 times per week
- Only 37.5% of staff eat the recommended five or more portions of fruit and vegetables a day
- Only 62% of staff eat breakfast five or more times a week
- 87% of staff indicated that they would like to eat more healthily



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Objective: e.g. Increase/decrease in number of staff reporting X behaviours						
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.
Organisational Change	Establish a healthy eating policy	<ul style="list-style-type: none"> Form healthy eating sub-group Review sample WorkWell healthy eating policies and/or other organisations Agree on and draft policy content Send policy to all staff for feedback Collate feedback and amend draft Send second version to staff for final feedback Finalise policy; add to organisation's standard policy template Launch policy, including communication to all staff 				
	Establish vending machine guidelines	<ul style="list-style-type: none"> Form healthy eating sub-group Review sample WorkWell vending machine and snack boxes guidelines Liaise with current contractors to see what is feasible Draft guidelines content Send guidelines and feedback form to all staff Collate feedback and amend draft Send second version to staff for final feedback Finalise guidelines and launch to all staff 				



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Physical Environment	Review and improve kitchen facilities for preparing and storing food	<ul style="list-style-type: none"> Review existing facilities and scope any potential additional equipment required Discuss options with staff and identify what facilities they would use/are required Ensure consideration of options for staff who are not site based Gather quotes and gain management approval Purchase facilities and set up Launch and raise awareness of facilities to all staff 				
	Provide healthy choices in vending machines – label and promote healthy options	<ul style="list-style-type: none"> Develop vending machine guidelines (as above) Review current contracts Liaise with contractors re guidelines and investigate healthy options available Consult with staff on selection of healthy options Negotiate possible subsidised cost of healthier options Purchase healthy options in line with guidelines Promote healthier options via signs on machine, email and on noticeboard 				



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	Provide educational leaflets/resources on the health benefits of health eating; healthy eating key messages	<ul style="list-style-type: none"> Review WorkWell healthy eating web page for appropriate resources available Order resources required Set up a display area in the staff room Review on a quarterly basis – update with new resources and ensure there is enough stock 				
Individual Change	Display promotional and motivational messages throughout the workplace to encourage healthy eating	<ul style="list-style-type: none"> Review WorkWell healthy eating web page for appropriate messages/resources Agree on the best way to communicate messages Order any resources required Communicate messages Review on a quarterly basis – update with new resources/messages and change focus 				
	Provide healthy eating educational and cooking sessions	<ul style="list-style-type: none"> Consult with staff and determine key areas to focus on Consult with relevant providers on what they can offer Contract provider to deliver set number of sessions Implement as appropriate 				



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Evaluation Strategies:						
<ul style="list-style-type: none"> • Organisational Profile – availability of healthy eating policy and facilities • Staff survey – awareness of healthy eating policy • Staff survey - number of staff reporting to eat 5+ A Day of fruit and vegetables • Staff survey – number of staff reporting to eat high fat/high sugar food • Staff survey – number of staff reporting to eat breakfast five or more times a week • Evidence of activities actioned 						