**Fitness Wellbeing Classes at Greenwich House**

**Introduction**

When the Finance Division started their office move from The Old Schools to Greenwich House there was a need to make the move more appealing to the staff and provide an activity during lunch hours in an area that was relatively remote from the shops and restaurants in the middle of town.

In the space of three years, what started as one trial class of Pilates during a lunchtime has turned into an offering of 18 different classes each week. The concept addresses three important factors:

1. Enabling an improved work-life balance for those who can’t fit gym visits into their already busy personal lives
2. Providing a healthy alternative to spending lunchtimes at the desk and computer
3. Giving the department an opportunity to support the wellbeing of staff

Classes are available to staff based at Greenwich House and have expanded to include staff in the local area. The programme of classes is varied to suit all levels of fitness. Classes currently include Bootcamp, Meta Fit (HIIT), Cardio Mix, Fitness Pilates, Iyengar Yoga, T’ai Chi and Stretch.

**Programme at Greenwich House**

* Finance Division management provides the space and the time of the staff member to organise and administer the programme
* The organiser interviews and retains the services of the fitness instructors. The instructors agree to the terms, conditions and payments administered by the organiser and provides a copy of their Public Liability Insurance
* The class schedule is published for the coming period (typically 10-13 weeks) with full details of class type, instructor’s name, dates and cost. The average cost is £3 for a 40-minute class
* Participants sign up for the classes and make payment for the full term (i.e. 10 weeks x £3) before the start of the term. The full payment is given to the instructor with a class list.
* Participants complete a health questionnaire for the instructor

**Setting up a programme on your site or in your department**

* Identify a staff member as organiser and confirm support and agreement of senior management
* Identify suitable space(s) and confirm support and agreement for use
* Gather data on which type of fitness classes will be popular and class timings. Availability of space and proximity to rooms that may be adversely affected by noise must be considered
* Interview and engage potential instructors. Consider how the programme could be set up to enable different types of fitness classes across the lunchtime period and days in the week. Instructors will need to agree to a payment per class that is in line with the nominal amount that will be charged to the participants as they will be receiving administration support (advertising, collecting of payments, class list)
* Publish and advertise programme in site/department
* Collect and chase payments; Send confirmation emails to participants; Send confirmation emails to instructors
* Ensure spaces are set up/cleared before and after the fitness classes

For further information, contact:

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