We are introducing Wellbeing Action Plans (WAPs) as an easy way of helping colleagues reflect and support their own mental health by identifying what:

* can impact our wellbeing (triggers); and
* what keeps us well (our protective factors)

We are encouraging all our colleagues to complete a WAP recognising that we all have mental health, just like physical health, which can fluctuate impacting both our work and home life. It is particularly useful to think ahead about how you would like to be supported if you are not feeling so great to help you return to what is a good mental health state for you.

If you require specific support in the workplace from your manager we would encourage you to share your plan with them as it can be used practically to support you. This is your choice, but the more they understand the more support can be provided.

This tool has been developed from [Mind.org](https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-your-staff/employer-resources/wellness-action-plan-download/) resources for employers to support mental health.

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| --- | --- | --- | --- | --- | --- |
| Wellbeing Action Plan for: |  | | | Date Completed: |  |
| My Team / Department |  | | | My Directorate |  |
| My Line Manager is |  | | | | |
| I have shared by WAP | Yes / No | If Yes, Date shared: |  | Review Date: |  |

|  |  |  |
| --- | --- | --- |
| **Statement** | **Personal Reflection**  *Be as specific and detailed as possible* | |
| **How have you been feeling the last month?**  *Consider: your mood, relationships, outlook, energy levels, health, exercise routine, sleep, eating habits as they are interconnected* |  | |
| **What causes you stress ?**  *Consider this holistically in relation to both home and work as they can impact each other. Think about all aspects such as your job / workload, relationships, environment, and external factors e.g. pandemic* | **At Home** | **At Work** |
| **Are there certain situations at work which can trigger your mental health?**  *For instance large quantities of reactive work, organisational change, lack of control over work, conflict at work, no clear deadlines.* |  | |
| **What are your signs when you feel stressed?**  *Think about your behaviour and physical changes. Do you go quiet, become agitated / argumentative, speak fast, disengage, sweat, palpitations, unable to concentrate.* |  | |
| **Are there any signs we, or those around you, might notice when you are experiencing mental ill health?**  *What changes might we or those around you such as your family or those you live with see. Do you withdraw, avoid certain situations like big meetings, struggle to hold conversations.* |  | |
| **If we notice any early warning signs, what would you like us to do?**  *How can we support you at this time for instance have a discreet discussion with you or contact an identified support person.* |  | |
| **What can help support your mental health & wellbeing (self-care)?**  *Consider having lunch away from your desk perhaps outside or with others, going for a walk before or after work, finishing work on time, extra 1:1s with your manager, wellbeing check ins, guidance on prioritising workload, flexible working. Try and list at least 5 things* | **At Home** | **At Work** |
| **What is your department working environment like?**  *Is it friendly, open, challenging, poor relationships* |  | |
| **Do your team and manager help you feel included and supported at work ?**  *Make sure you elaborate on this for instance my team and manager are supportive, I feel like I am treated differently, bullying, or confrontational communication* |  | |
| **How can your manager help support your mental health at work?**  *Examples include open communication with your manager, catch ups, flexible working, conversations at certain times in the day.* |  | |
| **What reasonable adjustments or additional support can your manager put in place to support you at this time**  *Consider clear deadlines to complete work, more frequent 1:1s / check ins, a buddy, reasonable adjustments.* |  | |
| **If you ever need additional support - who would you like to be contacted to help support, you?**  *This should be a named person (with contact details) and could be a trusted colleague at work, Mental Health Wellbeing Champion or family member or friend.* |  | |
| **If you are working from home are there any challenges related to this and how mental ill health might affect your work which you would like to share ?**  *This could be struggling to prioritise or concentrate, headaches, drowsiness, deadlines, workload, working in a shared space or bedroom etc.* |  | |
| **Is there anything else you would like to share or mention?**  *Please mention any other comments of information here that is not covered by earlier responses but is pertinent and relevant to you and your circumstances.* |  | |