**Wellness Action Plan**

This form helps you and your manager have a better understanding of your mental and physical health in the workplace and how to best support you. It will help identify your working styles, triggers and responses to poor mental or physical health and what your managers need to be aware of to help support you.

This form will be kept confidential and will be reviewed as necessary.

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| **Employee Name:** |  | **Site:** |  |
| **Review Date:** |  | **Line Manager:** |  |

Before you begin, make sure you are somewhere private. If you are concerned there is a risk to yourself or someone else, please contact a Mental Health First Aider or a member of the People Team as soon as possible.

1. Ask how they are feeling, ask twice, let them know its ok not to be ok.
2. If you have noticed any behaviour out of the ordinary or unusual, please approach your concerns with the individual.
3. Ask them if they have spoken to anyone about how they are feeling, reassure them help is available.
4. Let them speak, don’t interrupt, let them finish discussing their concerns.
5. Listen and communicate in a non-judgemental manner, its important they know its ok to feel the way they do.
6. Offer emotional support but don’t try and solve their problems.
7. Encourage them to speak to family and friends and reach out for support in the community.
8. Remind them of the EAP support we have in place.

Phone: 0800 0727 072

<https://www.axabesupported.co.uk/>

Username: compassgroup

Password: supported

If conversation reveals workplace stress as a possible cause, refer to [Workplace Stress Risk Assessment and Stress Talking Toolkit](https://www.compassconnect.com/mycompasshse/health-and-safety/safety-a-z/)

If they would benefit from further support, please speak to a Mental Health First Aider.

You can find a list of the mental Health First Aiders here:

[Compass HSE (compassconnect.com)](https://www.compassconnect.com/mycompasshse/sector-hse/ess-defence-government-services/mental-health/) – make sure you’re logged into Compass Connect first!

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| 1. What helps you stay mentally healthy at home and work?  *e.g.,* taking breaks away from your work area, exercising before or after work etc. |
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| 2. Are there any situations at work that can trigger poor mental health for you?  *e.g., conflict at work, organisational change, something not going to plan* |
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| 3. How might stress or poor mental health difficulties impact your work?  *e.g., feeling unproductive, lack concentration* |
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| 4. What can your manager and the company do to help support your mental health at work?  *e.g., changes in normal working patterns, allow time out, openly talk to them* |
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| 5. Are there any early warning signs that we should look out for when you are starting to feel stressed/ mentally unwell? |
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| 6. What support could be put in place to minimise triggers or to support you to manage symptoms?  *e.g., extra catch-up time with line manager* |
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| 9. Is there anything else you would like to add? |
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| **Employee Signature** |  |
| **Manager Signature** |  |

If you feel there is anything further, you would like to discuss please contact one of the Mental Health First Aiders either by email or phone.