

Wellness Action Plan (WAP)

A WAP reminds us what need to do to stay well at work and details what our line managers can do to better support us.

It also helps us develop an awareness of our working style, stress triggers and responses, and enables us to communicate with our manager.

The information in this form will be held confidentially and regularly reviewed by you and your manager together. You only need to provide information that you are comfortable sharing and that relates to your role and workplace.

Certain circumstances may require confidentiality to be broken – an example of this will be where you present information that raises concerns that you or others may be at risk of harm. You will always be told if discussion points need to be raised elsewhere.

1. What helps you stay mentally healthy at work?

(For example taking an adequate lunch break away from your desk, getting some exercise before or after work or in your lunchbreak, light and space in the office, opportunities to get to know colleagues)

2. What can your manager do to proactively support you to stay mentally healthy at work?

(For example regular feedback and catch ups, flexible working patterns, explain wider organisational developments)

3. Are there any situations at work that can trigger poor mental health for you?

(For example conflict at work, organisational change, tight deadlines, something not going to plan)

4. How might experiencing poor mental health impact on your work?

(For example you find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches)

5. Are there any early warning signs that we might notice when you are starting to experience poor mental health?

(For example changes in normal working patterns, withdrawing from colleagues)

6. What support could be put in place to minimise triggers or help you to manage the impact?

(For example extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns, consider reasonable adjustments)

7. Are there elements of your individual working style or temperament that it is worth your manager being aware of?

(For example a preference for more face to face or more email contact, a need for quiet reflection time prior to meetings or creative tasks, negotiation on deadlines before they are set, having access to a mentor for questions you might not want to bother your manager about, having a written plan of work in place which can be reviewed and amended regularly, clear deadlines if you have a tendency to over-work a task, tendency to have particularly high or low energy in the morning or afternoon)

8. If we notice early warning signs that you are experiencing poor mental health – what should we do?

(For example talk to you discreetly about it, contact someone that you have asked to be contacted)

9. What steps can you take if you start to experience poor mental health at work? Is there anything we need to do to facilitate them?

(For example you might like to take a break from your desk and go for a short walk, or ask your line manager for support)

10. Is there anything else you would like to share?

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Employee

signature:.....

Date:.....

Line manager

signature:.....

Date:.....

Date to be

reviewed:.....