BrisDoc Staff Wellness Action Plan (WAP)

A WAP reminds us of what we 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 these to our manager.

The information in this form will be held confidentially and regularly reviewed by you and your line manager together. You only need to provide information that you are confortable sharing and that relates to your role and workplace. This form is not a legal documents but it can help you and your manager to agree, together, how to practically support you in your role and address any health needs.

It is the responsibility of the employer to ensure that data gathered in this form will be kept confidential and will not be shared with anyone without the permission of the staff member. Certain circumstances may require confidentiality to be broken – see the confidentiality statement attached.

1. What helps you stay mentally healthy at work?

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

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

1. 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, explaining wider organisational developments)

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1. 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)

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

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

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

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

1. 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)

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

1. 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)

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

1. 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 in the afternoon)

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

1. 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)

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

1. 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)

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

1. Is there anything else that you would like to share?

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Employee signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line manager signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to be reviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confidentiality

The WAP should be held confidentially by your manager or supervisor. Make sure you are fully aware of how the information will be used, and only provide information that you are happy to share. If you are filling out a WAP as a result of being unwell, your manager may ask whether you consent for a copy of it to be held with HR, along with any other information about your wellbeing, such as an Occupational Health report or a Return to Work plan.

It should be up to you whether you are happy for it to be held by HR or kept confidential between yourself and your manager. If in doubt, check your company policy on this.

It is also helpful to seek advice from the health professional involved in your care, such as a GP or Occupational Health expert, on what you might wish to include in your WAP.

In order for your employer to fulfill their duty of care to keep staff safe at work, they will be obliged to break confidentiality if they believe you are experiencing a crisis. If they become aware that you or someone else is at serious risk of harm, they may decide to call the emergency services.