

Wellness Action Plan

(WAP)

A WAP is intended to encourage discussion between you and your manager around mental health and wellbeing at work. It helps us to understand ways in which we may be able to help keep you mentally well at work and discuss what support we could provide if you do start to feel unwell. It also helps you to develop awareness of your own working style, stress triggers and responses and acts as a reminder as to what you can do to help you stay well at work. You should only provide information you feel comfortable sharing, remembering that this is a document which will be kept confidential, and something you and your manager can review together.

For further details and information on the use and benefits of WAPs see: www.mind.org.uk/workplace/

In general terms, what do you think helps you stay healthy at work (both physically and mentally)?
(For example taking an adequate lunch break, getting some exercise before or after work, a good night's sleep before work, opportunities to socialise with colleagues)

And what do you think might trigger poor mental health for you?
(For example, things not going to plan, tight deadlines, conflicts)

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, feel a little short tempered, or teary, have difficulty with concentration, drowsiness)

What could you do if you started to feel the impact of these triggers at work?
(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)

What support could be put in place within the workplace to help minimise potential triggers or help you to manage the impact of these triggers? How would this help?

Are there any early warning signs we might notice if you do start to experience poor mental health?

If we do notice signs that you may be 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)

Do you know what support is available from the business to help you with your mental health?
(This may include regular catch ups or one to ones, EAP, mental health first aiders)

Is there any support available to you outside of the workplace? Do you know how to access this?
(This could be a friend or family member, GP or specialist, it may include support helplines and charities)

Can you think of any other really proactive steps the business could take to help you stay mentally well at work and reduce possible workplace triggers?

Is there anything else that you would like to share?	
Agreed next steps (This may be to keep this WAP under review, or agree a follow up meeting/plan, or agree additional support)	

Employee Signature.....

Line Manager Signature.....

Date.....

Date.....

Date to be reviewed.....

The information contained herein is based on sources we believe reliable and should be understood to be general insurance and risk management information only. The information is not intended to be taken as advice and cannot be relied upon as such.

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