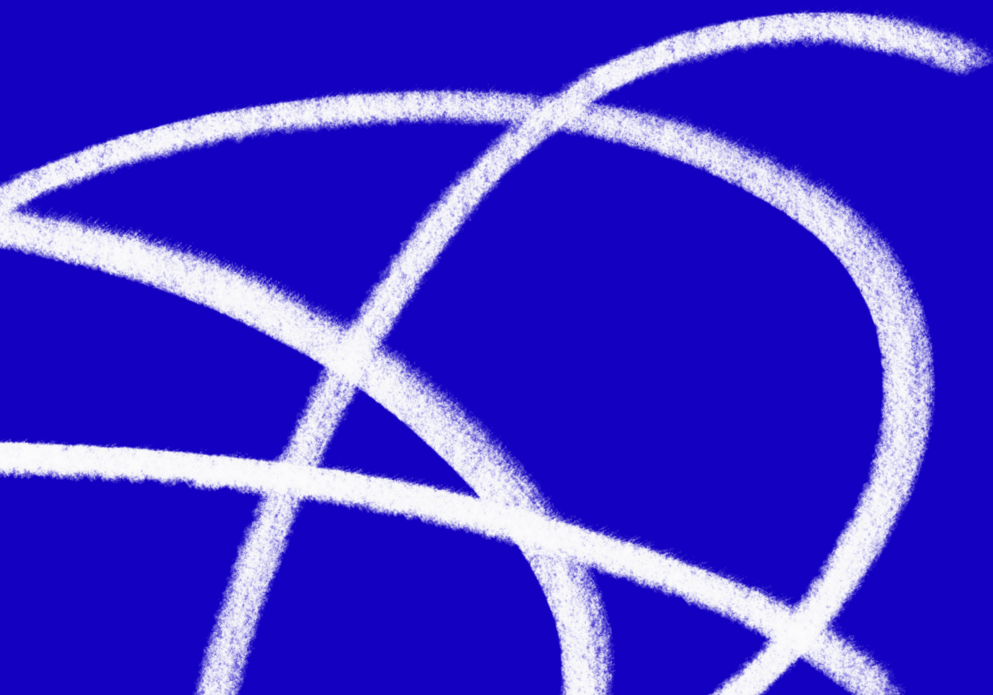




Wellness Action Plans



Wellness Action Plans

What is a Wellness Action Plan?

- A Wellness Action Plan (WAP) is a personalised tool which helps employees to stay mentally healthy at work.
- It works best if it is completed collaboratively, with both the employee and manager taking responsibility for ensuring actions are carried out.
- WAPs are useful for everyone. We can all work more productively if we put some thought into how we can stay mentally healthy at work; what we can do and what others can do to support us.
- WAPs are simple to use – just [download the template from Mind's website](http://www.mind.org.uk/workplace/mental-health-at-work/wellness-action-plan-sign-up) (www.mind.org.uk/workplace/mental-health-at-work/wellness-action-plan-sign-up) and work through the questions with your employee.

How do Wellness Action Plans help me as a manager?

- WAPs can help you structure and start conversations about mental health, help you understand your employees' needs and how to support them, so they can stay mentally well at work.
- WAPs can also help you identify any workplace triggers that might need to be managed, or reasonable adjustments you may need to make to help them continue at work or return to work after a period of absence.
- They can give you some insight into how the employee is supporting their own mental health, and what strategies they already have, or plan to use in the future.
- They can act as instructions guide for how to support the person's wellbeing and ensure that the work environment does not cause their mental health to decline.

What is the best way to use a Wellness Action Plan?

- During induction: You can make a WAP a standard part of your induction process. It will help you get to know your new staff and demonstrates to them that you are committed to their wellbeing.
- At times of stress: If you are concerned about an employee's wellbeing, you can use a wellness action plan as part of a supportive conversation to identify how they can best be supported.
- Mental Health Awareness Day/Week to reduce stigma and encourage members of your team to take some time to prioritise their mental health and wellbeing at work and share the Wellness Action Plan with you.
- To support a return to work: A WAP can be used to identify what support an employee needs to return to work after a period of absence.

Don't forget...

WAPs require an ongoing commitment from the employee and the manager and should be reviewed and updated regularly. WAPs should remain confidential unless you have serious safeguarding concerns. It is helpful to encourage people to include a nominated contact on their Wellness Action Plan for you to get in touch with if you ever have concerns about their mental health and wellbeing.

List of resources

Wellness Action Plans can be downloaded from the Mind website here:

- [Wellness Action Plan Sign Up - Mind](http://www.mind.org.uk/workplace/mental-health-at-work/wellness-action-plan-sign-up)
(www.mind.org.uk/workplace/mental-health-at-work/wellness-action-plan-sign-up)

Separate plans are available for working at home, in the workplace or hybrid working. There is also an additional guidance document available for managers and for small businesses:

- [Wellness Action Plan guide for small businesses](http://www.mind.org.uk/media/13754/mind_guide_for_small_businesses.pdf)
(www.mind.org.uk/media/13754/mind_guide_for_small_businesses.pdf)



I am quite prone to stress at work. And if I'm feeling down this makes it worse. But I can keep a handle on this with a little bit of support. And this support is probably less onerous than many employers would think. Very simple, small things can make a big difference.

