**WELLBEING PLAN OF ACTION (WPA)**

**Introduction**

A Wellbeing Plan of Action (WPA) reminds us 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 line manager.

**A word about WPAs and confidentiality**

A WPA should be held confidentially between manager and you (the employee) in line with your company’s Data protection policy and procedure.

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 comfortable and happy to share and the information which relates to your role and your workplace.

This form is not a legal document but it can help you and your line manager to discuss and agree together, how to practically support you in your role and address any health needs.

If you are filling out a WPA as a result of being unwell, you will be asked whether you consent for a copy of it to be held with HR along with any other information about your mental health and/or wellbeing, in the same way as any Occupational Health report or a Return to Work plan.

In order to fulfil its’ employer duty of care to keep its’ employees and workforce safe at work, your employers will be obliged to break confidentiality if you are experiencing a crisis and you should be aware of this fact in the event it becomes necessary i.e. if you or someone else is at serious risk of harm and your line manager in this situation may call the emergency service.

**Who this form is for**

This form is designed as a helpful starting point for you to be supported by your manager with mental health and wellbeing at work.

**Please complete the following sections:**

**1. Describe what a work environment which promotes good mental health and wellbeing looks like for you**

**2. What makes you feel and stay mentally healthy and have good wellbeing 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, receiving positive feedback on work, feeling valued)**

**3. What are you feeling when you are well and fulfilled at work?**

**4. What can your line manager do to proactively support you to stay mentally healthy and have good wellbeing at work? (For example regular feedback and catch-ups, flexible working patterns, explaining wider organisational developments)**

**5. Are there any situations at work that can trigger poor mental health or wellbeing for you?**

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

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

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

**7. 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 line manager, guidance on prioritising workload, flexible working patterns, consider reasonable adjustments)**

**9. If we notice early warning signs that you are experiencing poor mental health or wellbeing – what should we do?**

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

**8. Are there elements of your individual working style or temperament that it is worth your line 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, 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)**

**11. Is there anything further you would like to share?**

**10. What steps can you take if you start to experience poor mental health or wellbeing 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)**

|  |  |
| --- | --- |
| **Employee signature:**  |  |
| **Date:**  |  |
| **Line manager signature:**  |  |
| **Date:**  |  |
| **Date to be reviewed:**  |  |