

SUPPORT AND RESOURCES AVAILABLE TO YOU

LSE's Employee Assistance Programme

Free telephone online chat is immediately available and pre-booked appointments within 1 week. Appointments on weekdays 8am-8pm.

The EAP aims to provide staff with free access to confidential support on all aspects of wellbeing, including personal finance and legal matters, counselling, health advice and more. You can contact the Employee Assistance Programme (EAP) in confidence by calling 0800 107 6147 (quoting LSE as the name of your employer) or access the online portal by visiting www.colleaguesupport.co.uk (entering code 206011 as your username and password). Please contact Staffwellbeing@lse.ac.uk if you experience any difficulties accessing the service. You will be offered an assessment and then based on their clinical judgement they will advise you of the possible treatment options available to you.

Staff Counselling

The Staff Counselling Service aims to provide you with a confidential source of support for either work-related or personal matters, at your discretion. Staff Counselling at LSE is an inclusive service. Colleagues should feel comfortable approaching staff counsellors regardless of age, sex, ethnicity, disability, sexual orientation, gender identity, or faith. Accessing Staff Counselling is undertaken by submitting a registration form. You are then contacted when an initial appointment becomes available to discuss if signposting to external support or short-term counselling might be the appropriate support for you at that time.

Coaching (lse.ac.uk)

Coaching is a series of confidential one-to-one discussions which tend to be oriented around a set of personal or professional goals.

The aim of these discussions is to help develop an individual's performance and potential, all within a safe reflective space. It is likely to be useful as a means managing both personal and professional issues of growth and learning.

A coach is likely to provide you with useful support on:

- Examining relationships with colleagues, be they staff, peers, or your manager
- Achieving a better work-life balance
- Understanding the impact of your personal style and behaviours
- Dealing with performance feedback e.g., from CDR discussions
- Translating management theory into practice
- Developing strategies for implementing and managing change

LSE Wellness Action Plan and the Stress Risk Assessment

Here are links to the LSE Wellness Action Plan and the Stress Risk Assessment document. These resources serve as templates that might support future interactions with members of your department, or simply as a personal resource.

- [Wellness Action Plans: a template for staff and managers \(\[lse.ac.uk\]\(http://lse.ac.uk\)\)](#)
- [Wellness Toolkit](#) includes links to general wellbeing support as well as the wellness plan template, as well as a useful stress risk-assessment template.
- [Stress-Risk-Assessment-Template-for-Wellness-Toolkit-latest-updated.docx \(\[live.com\]\(http://live.com\)\)](#)
- [Occupational Health](#): A line manager can support you by referring you to Occupational Health to consider if there are any support or reasonable adjustments that might be required at that time.

Workplace adjustments & disability Support

- You can contact Lucy Mu directly to discuss adjustments to your work whether you have a diagnosis or not for neurodivergence, mental or physical health ([Staff Disability and Mental Health Adviser in HR team](#)): L.H.Mu@lse.ac.uk
- Talk to your line manager about an [Occupational Health](#) referral for you if that may help with work adjustments.

- LSE's [Access To Work \(ATW\) Toolkit](#) was created by Lucy Mu to explain the government funding available for disability and mental support at work.
- LSE HR's [Wellness Toolkit](#) – this is a tool you can use for conversations with your manager or as a resource for yourself. Includes links to the wellness plan template and stress risk-assessment.

[I've experienced harassment, bullying or discrimination](#) and PDF booklet with many contacts for support.

LSE's [Independent Sexual Violence Support Service](#) – appointments run by external specialist partners Rape Crisis South London and SurvivorsUK

LSE [mediation](#) provision: impartial third-party mediator who will discuss the issues raised with all parties involved in a workplace dispute

[DAWN](#) (LSE Disability and Wellbeing Staff Network) and other [LSE staff networks](#)
[Union membership and support](#)

Self-help and external support:

- LSE [staff wellbeing](#) website including wellbeing workshop video replays e.g. sleep, motivation, stress, food and mood.
- Quick read NHS [leaflets](#) with wellbeing tips for many issues e.g. stress, anxiety, sleep. Also, there are free [NHS wellbeing tips and email programmes](#)
- Detailed [self-help guides and workbooks](#) for different issues using Cognitive Behavioural Therapy (CBT) e.g. sleep, worrying, procrastination, self-esteem
- You can also use this [link](#) to locate information on free [NHS Talking Therapies](#) (formerly known as IAPT), low-cost services in London, or private counselling/therapy options.

Mental health at work coaching:

Access To Work offers free mental health coaching (government funded): [Check you're eligible](#) and then apply directly to either [Able Futures](#) OR [Maximus](#).

STAFF RESPITE ROOM AVAILABLE FOR STAFF - SAL G.14

The Staff Respite Room is a quiet space specifically for staff managing disability and mental health needs while on campus. The room is designed as a private, single-person space to offer staff a peaceful place to rest, recharge, and support their health and wellbeing. The Staff Respite Room offers a comfortable sofa with footstool and adjustable lighting.

Employees can ask for access to the **Staff Respite Room, G.14 at the SAL** reception where they will be asked to show their staff ID card and give their name for fire safety purposes. They will be given a fob to activate (opposite SAL reception desk) and then they can make their way to G.14. The Security Team on the SAL reception desk will be happy to give directions and help with any access requirements. Employees are asked to return the fob to reception once they have finished using the space so other disabled employees can access the room.

