**Wellness Action Plan Template: a template for practical wellbeing planning**

This template is provided as a framework for discussions about supporting an employee’s wellbeing. It is not intended to be comprehensive and should be adapted according to circumstances. The template can inform general wellbeing discussions; where stress is identified as the sole or major wellbeing concern, managers should also refer to the School’s stress risk assessment (also available within the Wellness Toolkit).

Employees may also find the questions below to be useful prompts if they wish to develop their own structured approach to proactive self-care.

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| **Question** | **Employee’s response** |
| 1. How does the impact of stress and/ or poor mental health issue affect you? *(e.g. lack of sleep, disengagement from work, absenteeism, feeling emotional, unable to carry out daily tasks)* |  |
| 1. What situations are or can trigger stressful situations and/ or poor mental health for you?   *(e.g. factors at work/home, family issues, medication, tight deadlines, something not going to plan)* |  |
| 1. What helps you stay feeling well and mentally healthy when you’re working?   *(e.g. taking a lunch break away from your desk, getting some exercise before/after work or in your lunchbreak, light and space in your work environment, opportunities to get to know your colleagues)* |  |
| 1. How might experiencing poor wellness and/ or mental health impact on your work?   *(e.g. you may find it difficult to make decisions and/or prioritise work tasks, difficulty concentrating, drowsiness, headaches)* |  |
| 1. What can your manager do to proactively support you to stay well and mentally healthy at work?   *(e.g. regular feedback and catch-ups, review flexible working patterns, reasonable adjustments, guidance on prioritising workload)* |  |
| 1. Are there any early warning signs that we might notice when you are starting to experience poor mental health, and what should we do?   (*e.g. changes in normal working patterns, withdrawing from colleagues, contact someone that I have asked to be contacted, talk to me discreetly about 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?   *(e.g. you might like to take a break from your desk and go for a short walk, or ask your line manager for support)* |  |
| 1. Is there anyone we should contact if you are unable to attend work?   *(e.g. a partner, parent, sibling, friend)* |  |

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| **Agreed actions** |
| *Use this section to summarise any agreed actions and recommendations* |

Employee name:

Line manager:

Date:

Review date: