

SAMPLE MENTAL FITNESS AND WELLBEING ACTION PLAN

(SHARED BY A FINANCIAL BUSINESS IN BRISTOL)

MENTAL FITNESS AND WELLBEING ACTION PLAN

Focus on delivering on three themes

1. **Education** - Building awareness of mental health and wellbeing removing stigma
2. **Prevention** - Understanding where and how HL can help promote wellbeing and reduce the potential for mental health issues to arise
3. **Support** - When issues do arise, looking at how HL can support colleagues in overcoming them

TIED TO INDUSTRY BEST PRACTICE

The Mental Health Core Standards

Our plan focuses on working towards the six mental health core standards through a clear plan. This plan should cover....

- How you will promote the wellbeing of all staff
- How you will tackle the work-related causes of mental health problems including routinely taking stock of the wellbeing of your staff
- How you will support staff experiencing poor mental health
- Signposting to relevant sources of information and support both inside and outside your organisation
- Offering clear objectives which are shaped around your organisational vision
- Reference to the Equality Act 2010, acknowledging that mental health may be classified as a disability.

Core standard 1

Produce, implement and communicate a mental health at work plan that encourages and promotes good mental health of all staff and an open organisational culture.

Core standard 2

Develop mental health awareness among employees by making information, tools and support accessible. This standard is about ensuring everyone at HL has a good understanding of MH and the factors that affect workplace wellbeing.

Core standard 3

Encourage open conversations about mental health and the support available when employees are struggling, during the recruitment process and at regular intervals throughout employment, with appropriate workplace adjustments offered to employees who require them.

Core standard 4

Provide your employees with good working conditions and ensure they have a healthy work/life balance and opportunities for development. Consider here the job itself, HL as an organisation, career and personal development, personal issues and the relationships people have at work.

Core standard 5

Promote effective people management to ensure all employees have a regular conversation about their health and wellbeing with their line manager, supervisor or organisational leader and train and support line managers in effective management practices.

Core standard 6

Routinely monitor employee mental health and wellbeing by understanding available data, talking to employees, and understanding risk factors. Engagement survey, Mind workplace Wellbeing Index, HR Data

Q3 2019

Q4 2019

Q1 & Q2 2020

Core standard 1

Wellbeing policy

Core standard 2

Manager training

Train & embed Wellbeing Champions

Induction changes

WMHD event - KMPG

Core standard 3

Recruitment process updates

Core standard 4

WRAPS policy

Absence support policy

Reasonable adjustments policy

Thriving at work task group engagement - Karen Cooke

Core standard 5

1-to-1 guide

Train managers on WRAPS

Core standard 6

Pulse survey review

Time to Change pledge

Colleague survey analysis

Blue = HR process

Green = General groups action

Yellow = Network

Red = Policy