

# Wellbeing at Work Awards

## Mental Health

Name of Business:

Contact Name:

Contact Email:

Date Started:

Date Submitted:

Date Achieved:

Date of Three Year Review:

Employers should read through the [Mental Health for Employers Toolkit](#) before completing the assessment.

Businesses should prepare for a review every three years for each toolkit completed.

- **Red = Poor progress:** There are issues with this particular action. It may be that action is yet to be taken or there have been some significant delays in implementing the action.
- **Amber = Good progress:** The action has been partially achieved and further evidence is required.
- **Green = We meet the action:** The action is fully implemented and is performing to a high standard and no further action needed.

Assessment Criteria	Narrative describing how you are meeting the Criteria	Evidence Required	Comments from Wellbeing at Work	Red Amber Green
1) Can you demonstrate that there is a clear commitment from the senior level of the organisation that mental health matters, and that it will work to promote good mental health, support those who need it and challenge the stigma?		Copy of statements, plans, policies, minutes etc.		
2)The organisation has appointed a senior level employee to be the Mental Health Champion to drive forward this commitment. The Champion is supported by your Wellbeing Steering Group. Detail what the Wellbeing Champions deliver in terms of mental health within the workplace e.g., events, marketing etc.		Details of Champion/s, training, support, events, marketing etc.		
3) Describe how mental health is reflected in all relevant workplace policies and a plan for delivering better mental health is in place, with clear actions that can be achieved and reported back on every six months/ year. Refer to your workplace needs assessment and health & wellbeing action plan		Copy of plans, policies, reports etc.		

<p>4) Can you demonstrate that effective management standards are in place that ensure employees feel supported and valued. This includes:</p> <ul style="list-style-type: none"> <li>• Regular reviews – structured appraisal systems (as well as informal catch-up) to help you see if employees are happy in their job, discuss any issues and determine what support they might need.</li> <li>• Setting objectives – having clearly defined goals, roles and responsibilities supports mental health and wellbeing. Employees should be involved in setting their own objectives.</li> <li>• Work hours – everyone needs a healthy work-life balance. Reasonable hours, agreed deadlines, workload adjustments, offline time and flexible working can all reduce stress and boost wellbeing.</li> <li>• Signposting to resources and to professional support.</li> </ul>				
<p>5) How do you promote mental health to normalise the topic and promote positive, preventative approaches to good mental health? For example:</p> <ul style="list-style-type: none"> <li>• Encourage physical activity to include walking and cycling to work, sports events, and subsidised gym memberships.</li> </ul>		<p>Campaigns, intranet, notice boards, plans etc.</p>		

<ul style="list-style-type: none"> <li>• Provide advice and information on sleep, sensible drinking and how to quit smoking.</li> <li>• Encourage employees to be sociable by organising company events and activities, with or without a health element, to strengthen relationships between staff.</li> <li>• Social activities, volunteering and out-of-work activities are actively encouraged and supported by the organisation.</li> <li>• Provide a healthy working environment with good air quality, lighting, comfortable temperatures, noise control, good layout, and a healthy food offer.</li> <li>• Develop wellbeing activities around healthy eating, activity classes, mental health talks, piggyback onto public health campaigns, and wellbeing days.</li> <li>• Provide free resources in one, easily accessible place for all employees (including web links to trusted sites) and regularly communicate this resource to your employees.</li> <li>• Develop an internal communications approach or campaign to promote the importance of mental health in the organisation.</li> <li>• Actively promote mental health campaigns through Wellbeing Champions within the organisation.</li> </ul>				
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<p>6) How do you ensure that there is a clear structure within your organisation for sharing of sensitive information on mental health? Are employees aware of who they can speak to about their own mental health?</p>				
<p>7) How does your organisation demonstrate that they recognise the importance of ensuring that all managers are equipped to spot the early signs that someone is experiencing poor mental health? Do you encourage all managers to improve their confidence to support staff who are experiencing poor mental health by enabling them to attend mental health training such as Wellbeing at Work Mental Health Training?</p>		<p>List of training etc.</p>		
<p>8) How will you note any differences in company approach to issues since implementation of the programme? How will you assess whether you have a physically and mentally more robust workforce with a healthier lifestyle? Develop mechanisms for feedback and use existing wellbeing data through staff surveys, turnover and absence data, as well as participation rates in wellbeing activities. Include this within your organisational health &amp; wellbeing action plan.</p>		<p>Copies of action plans/statements/survey etc.</p>		

## Resources

- [Wellness Action Plans](#) produced by MIND to help ensure employees can stay healthy or manage any mental health concerns that they are experiencing.
- [Plymouth Options](#) free confidential, NHS talking therapy service for people (aged 16+) in Plymouth. Plymouth Options is part of IAPT (Improving Access to Psychological Therapies), helping you to feel better and giving you the tools and techniques to improve your mental and physical wellbeing.
- [First Response](#) Livewell Southwest's First Response Service is a 24/7 crisis line providing advice, support and signposting for people experiencing mental health difficulties. If you feel worried about your mental health or that of a loved one or a friend, you can call the crisis line on 0800 923 9323.
- [Samaritans | Every life lost to suicide is a tragedy | Here to listen](#)
- [Wellbeing at Work](#) offer the following training courses:
  - SafeTALK is a half-day alertness training that prepares anyone over the age of 16, regardless of prior experience or training, to become a suicide-alert helper.
  - ASIST is a two-day interactive course that enables participants to be able to identify when someone might be at risk of suicide. Using the 'Pathway for Assisting Life' (PAL) you will be able to support the 'Person at Risk' to develop a Safe Plan, designed to keep them safe for now. ASIST is intended as "suicide first aid" training. ASIST is evidence-based and gives individuals the opportunity to explore their own experience and beliefs around suicide to enhance their role as a 'Care giver'.
  - Mental Health First Aid course ensures that all trained MHFAiders® are confident to support themselves and their colleagues. As a MHFAiders® you will gain the knowledge and skills to spot the signs of a person experiencing poor mental health, the confidence to start a conversation and the tools to signpost to appropriate support.
  - 4MH: Community Suicide Awareness. This course is designed for anyone who works or volunteers within their community or organisation who think learning about Suicide Awareness is beneficial. The workshop explores the myths and stigma around suicide and the barriers faced. It also explores prevention of suicide, the importance of compassion, how to talk to someone in distress and how to develop a safety plan.

- 4MH: Emotional Resilience. This is a self-care course designed to increase your ability to cope with the emotional distress we all experience during our daily lives. You will explore how to improve your own wellbeing and how to manage your emotions. You will develop a general understanding of wellbeing and resilience and will be supported to develop your own personal wellbeing plan.
- Connect 5 is an incremental three-session virtual programme. The programme underpins the principle of 'Making Every Contact Count'. This aims to provide participants with skills and competencies that build confidence in having conversations about health and wellbeing in their routine practice so that they can be more effective in helping people to manage mental health problems and increase their resilience and mental wellbeing through positive changes.
- Making Every Contact Count (MECC) is about using our everyday encounters with other people to support healthier lifestyles. MECC is based on having brief empathetic conversations, which can help support a person's motivation to change.