

## Employee Wellness Action Plan

A Wellness Action Plan (WAP) reminds us what we need to do to stay well at work and details what lines managers can follow to better support employees. It also helps employees to develop an awareness of their working style, stress triggers and responses, and enables them to communicate these to their manager.

In cases where someone has had to take time off as a result of a mental health problem, a WAP can be used as part of the return-to-work process to set out what steps they and their manager plan to take to support recovery.

The information in the WAP form will be held confidentially and regularly reviewed by the member of staff and their manager together. The member of staff only needs to provide information that they are comfortable sharing and that relate to their role. This form is not mandatory but it will help employees and managers to agree, together, how to practically support the member of staff in their role and address any health needs.

It is the responsibility of the employer to ensure that the data gathered in this form will be kept confidential and will not be shared with anyone without the permission of the employee.

Employee name	
Post title	
Full time / Part time (hours / days worked)	
Line Managers name	
Date of meeting	
Others present (if applicable)	
What helps you stay mentally healthy at work?	
What can your line manager do to proactively support you to stay mentally healthy at work?	
Are there any situations at work that can trigger poor mental health for you?	
How experiencing poor mental health might affects your work?	
Are there any early warning signs that we might notice when you are starting to	

experience poor mental health?	
What support could be put in place to minimise triggers or help you to manage the impact?	
Are there elements of your individual working style or temperament that it is worth your line manager being aware of?	
If we notice early warning signs that you are feeling mentally unwell, what should we do?	
Who would you like us to contact if we have concerns about your wellbeing?	
What steps can you take if you start to feel mentally unwell at work? Is there anything we need to do to facilitate them?	
Is there anything else that you would like to share?	
Actions agreed (including timescales)	
Any additional information discussed at the meeting	
I understand that this information will be used for the purpose of recording and monitoring wellbeing	
Signature of employee	
Signature of Line Manager	
A copy of this form will be sent to the HR contact in school for retention on the employees personal file	

