



Wellness Action Plan template

A WAP reminds us what we need to do to stay well at work and details what our line managers can do to better support us.

It also helps us develop an awareness of our working style, stress triggers and responses, and enables us to communicate these to our manager.

The information in this form will be held confidentially and regularly reviewed by you and your manager together. You only need to provide information that you are comfortable sharing and that relates to your role and

workplace. This form is not a legal document but it can help you and your manager to agree, together, how to practically support you in your role and address any health needs.

It is the responsibility of the employer to ensure that data gathered in this form will be kept confidential and will not be shared with anyone without the permission of the member of staff. Certain circumstances may require confidentiality to be broken - refer to [page 8](#) for more information on this.

1. What helps you stay mentally healthy at work?

(For example taking an adequate lunch break away from your desk, getting some exercise before or after work or in your lunchbreak, light and space in the office, opportunities to get to know colleagues)

2. What can your manager do to proactively support you to stay mentally healthy at work?

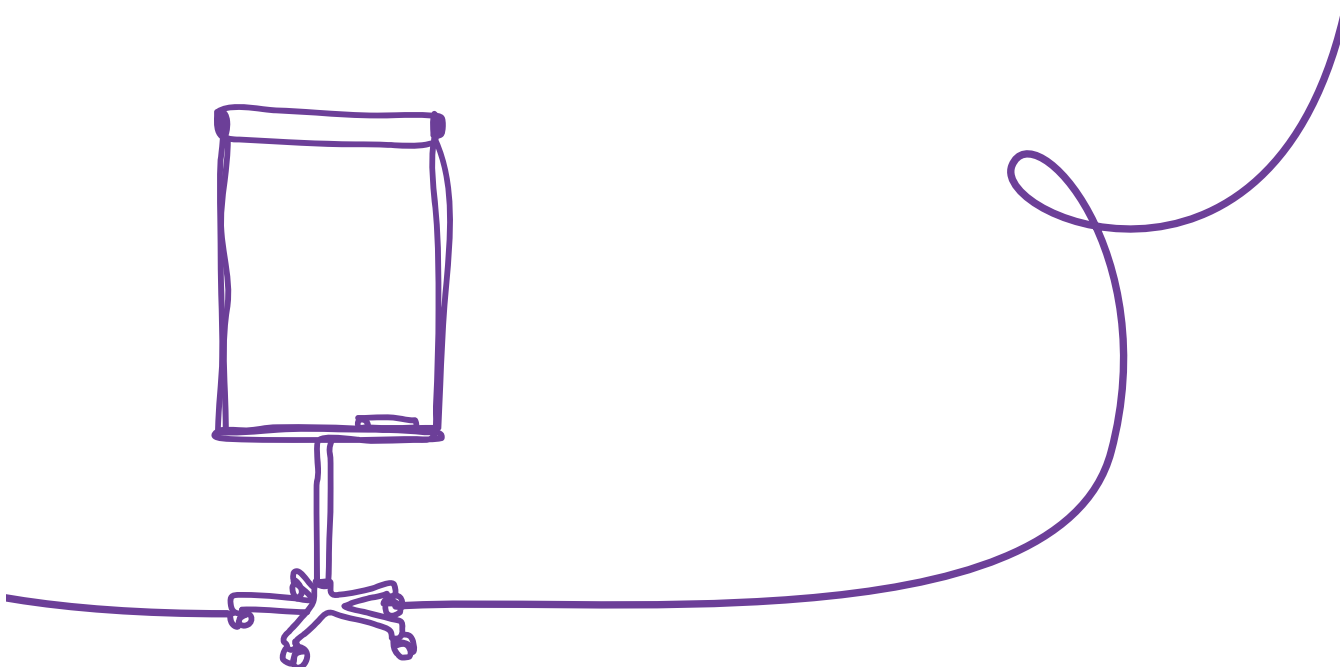
(For example regular feedback and catch-ups, flexible working patterns, explaining wider organisational developments)

3. Are there any situations at work that can trigger poor mental health for you?

(For example conflict at work, organisational change, tight deadlines, something not going to plan)

4. How might experiencing poor mental health impact on your work?

(For example you may find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches)



5. Are there any early warning signs that we might notice when you are starting to experience poor mental health?

(For example changes in normal working patterns, withdrawing from colleagues)

6. What support could be put in place to minimise triggers or help you to manage the impact?

(For example extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns, consider reasonable adjustments)

7. Are there elements of your individual working style or temperament that it is worth your manager being aware of?

(For example a preference for more face to face or more email contact, a need for quiet reflection time prior to meetings or creative tasks, negotiation on deadlines before they are set, having access to a mentor for questions you might not want to bother your manager about, having a written plan of work in place which can be reviewed and amended regularly, clear deadlines if you have a tendency to over-work a task, tendency to have particularly high or low energy in the morning or in the afternoon)

8. If we notice early warning signs that you are experiencing poor mental health – what should we do?

(For example talk to you discreetly about it, contact someone that you have asked to be contacted)

9. 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?

(For example you might like to take a break from your desk and go for a short walk, or ask your line manager for support)

10. Is there anything else that you would like to share?

Employee signature _____

Date _____

Line manager signature _____

Date _____

Date to be reviewed _____