



MHFA England

There are a number of ways you can access the support you may need:

- Occupational Health service  
0116 225 5431
- Amica staff counselling service  
0116 254 4388



# Your wellbeing action plan

Your wellbeing is important, and now is the time to take some positive action. Hopefully completing your Wellbeing Wheel and accessing support from Occupational Health will help you to get back on track. Please complete the action plan below with your line manager to see how they can help and support you over the next 12 months.

| Wellbeing Wheel area of focus | Actions you will take | By when |
|-------------------------------|-----------------------|---------|
|                               |                       |         |
|                               |                       |         |
|                               |                       |         |

Over the next 12 months, we want to support you as much as possible to stay well and we hope this is reflected in your improved attendance at work. If your attendance remains a concern we will need to meet with you again under the formal stages of the Attendance Management and Wellbeing policy. To be clear on the timescales involved your line manager will complete the table below:

|                                                                                     |                                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Date of informal wellbeing review                                                   |                                                                                     |
| Level of absence which prompted the informal wellbeing review                       | ..... episodes totalling ..... days in the past 12 months                           |
| The 12 month informal review period will                                            | commence on ..... and is due to end on: .....                                       |
| Standard attendance target in the informal review period (pro-rata)                 | No more than 10 calendar days of absence or 3 individual episodes of absence        |
| Any underlying medical conditions / disability?                                     | Yes / No                                                                            |
| Reasonable adjustment attendance target in the informal review period if applicable | No more than ..... calendar days of absence or ..... individual episodes of absence |
| Occupational Health referral completed if applicable                                | Yes / No                                                                            |

|           | Staff member | Line manager |
|-----------|--------------|--------------|
| Name      |              |              |
| Signature |              |              |
| Date      |              |              |



## Attendance Management and Wellbeing Policy

Short term sickness informal wellbeing review

At LPT your wellbeing matters, and that's why we need you to take some time to consider the factors which impact on your health.

We have noticed that over the past 12 months, you have either been off sick on 3 separate occasions and/or have had a total of 10 calendar days off sick.

In our policy, at this first informal stage, we offer everyone the chance to review their wellbeing with their manager and to think about what might help. This is to think about both what you can do yourself to stay well, and what your manager and the Trust can do to support you.

The enclosed 'Wellbeing Wheel' is intended to help you to think about your wellbeing and outline the support available from LPT. Please complete the 'Wellbeing Wheel', develop your action plan overleaf and discuss the results with your line manager in your informal wellbeing review meeting.

Visit our staff intranet for more

# Psychological Wellbeing

## Mental Health

Feeling mentally fit to perform your role is so important. Our Occupational Health team can help with wellbeing support, as well as Amica (our free and confidential staff counselling service), Mindfulness courses and eLearning, and our Mental Health First Aiders who can support colleagues.

## Work / Life Balance

This is concerned with how each aspect of your week is prioritised and managed for the enhancement of your wellbeing. A stress risk assessment that is completed with your manager will help to highlight areas in need of attention and help you balance your work and home priorities.

Occupational Health can assist with referrals and appointments to discuss stress at work issues, and make recommendations for managers to consider.

## Spiritual Wellbeing

Allowing time for spiritual wellbeing can bring a sense of peace and contentment. The Listening Ear service provided by the Chaplaincy is on hand to provide any spiritual support if required including bereavement support.

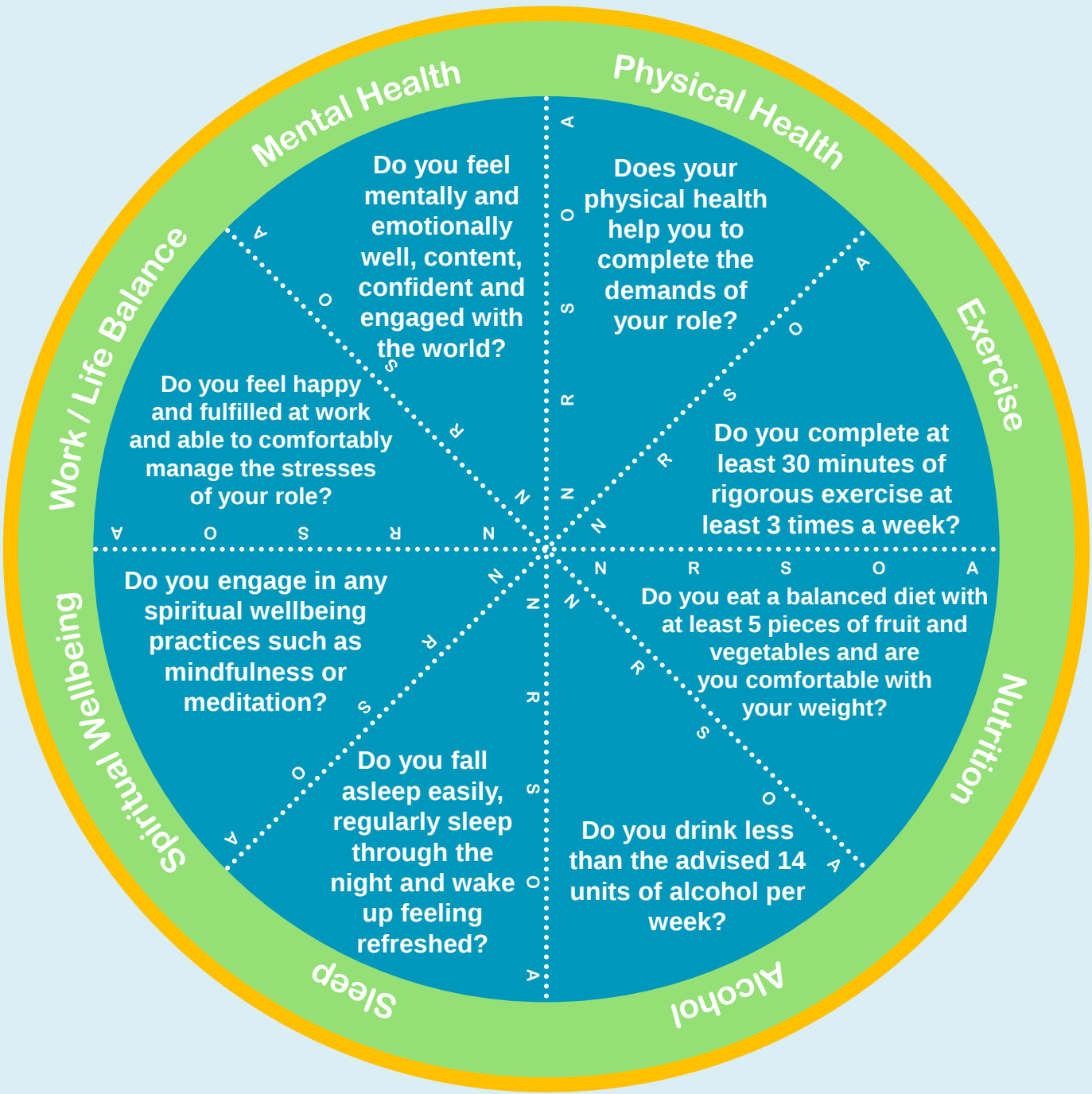
## Sleep

Most of us need around eight hours of good quality sleep a night to function properly – but some need more and some less. Good quality sleep is so important to keep you feeling physically and mentally healthy. Occupational Health can support with general advice on getting better sleep.

# Your wellbeing wheel

Consider each section of the Wellbeing Wheel and the questions posed. Mark your answers on the line considering if this is something you currently do **Always (A)**, **Often (O)**, **Sometimes (S)**, **Rarely (R)** or **Never (N)**.

With your answers marked on the lines, join the dots to form a wheel. The ideal position is having the biggest and most balanced wheel possible. If your wheel is not balanced then you may want to take some positive actions. There is an action plan over the page to help you make changes and improve your health and wellbeing.



# Physical Wellbeing

## Physical Health

Feeling physically well and able to perform your role is important. Occupational Health can help improve your general physical wellbeing, with:

- Annual health checks and fitness testing
- Self referral to MSK physio
- A menopause booklet to help recognise and manage the symptoms
- General advice and support on managing long-term conditions

## Exercise

Being active is really good for your physical and mental health and there are lots of ways in which you can get moving. **Your health and wellbeing team can assist you with fitness checks, discounted gym membership and also introduce you to different physical activities such as Yoga, Pilates and Tai Chi.**

## Nutrition

What you eat and how much you eat is so important for your health, energy levels and for your waistline. **For general help and support please visit the health and wellbeing section of the staff intranet or visit the NHS Choices 'Live well' or Public Health England 'One You' websites.**

## Alcohol

A glass of something to help you unwind can easily become 2 to 3 glasses on a regular basis if you're not careful. It is important to consider how much you are drinking and how this may impact on your health. Similar consideration should be given to the use of recreational and prescription drugs.