

# Workforce Wellbeing in the Workplace: Support Tool

This resource is to help and support employers and employees to establish good wellbeing practice within the workplace.

## How to use this support tool

We recommend that employers / line managers and employees work through this tool together to discuss their workplace, but it could also be completed by individual employees. For large employers we recommend this is done at a branch / department level with the results shared across the organisation to enable open and honest discussions around improvement and for transparency

While working through the support tool, for each point, consider the following questions:

- 1. To what degree do you do this already?**
- 2. What more can you do?**



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- Is there a mental health or wellbeing policy in your workplace? Are staff aware of it?
- How are employees involved in the creation of mental health and wellbeing policies?
- Is there a mental health and wellbeing champion / guardian or mental health first aider in your workplace\*? Do staff know who this is? \* this may be at area level for larger organisations
- Are there regular conversations with your staff about mental health and wellbeing both generally and in one-to-one situations?
- Is there protected learning time for your employees during contracted / working hours? If so, are staff aware of this?
- Are employees encouraged and empowered to take appropriate meal / rest breaks?
- Are employees able to take their breaks?
- Do employees have a separate location to take lunch and rest breaks away from clinical practice areas?
- Is access provided to wellbeing support / Employee Assistance Programme / Occupational Health?
- Do employees know where to go to for confidential wellbeing support / Employee Assistance Programme / Occupational Health (internally or externally)?
- Do employees feel confident accessing wellbeing support (internally or externally)? Is there an understanding of the barriers that employees might be facing in accessing this support?
- Is there access to information and suitable training so that employees can improve their own, and support colleagues', mental health and wellbeing?
- Are there opportunities for employees to lead healthy working lives / healthy and active lifestyle?
- How do working conditions support employees to prioritise their mental health and wellbeing?
- Is mental health and wellbeing and the support available included in your employee's induction and communicated to existing employees?
- Are there policies available to support employees with their work/life balance, e.g., flexible working, working from home?
- Are the mental health and wellbeing needs of employees included as questions in staff surveys?
- Do employees feel that the culture and environment within the workplace allows them to be open about their mental health and wellbeing?
- What more could be done to support wellbeing and building the right environment and culture for positive mental health and wellbeing in the workplace?

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## Next Steps

Once you have progressed through this support tool, have an open and honest discussion, as a team, to identify opportunities to do more.

Make discussions around wellbeing become normal and encourage staff to raise any issues and concerns they have.

Use the support tool regularly to check in with your teams / employees.

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## Supporting Resources

- NHS Employers Health and Wellbeing Framework - <https://www.nhsemployers.org/publications/nhs-health-and-wellbeing-framework>
- Supporting Occupational Health and Wellbeing professionals factsheets - <https://www.som.org.uk/covid-19-work-worklessness-and-wellbeing-factsheets>
- NHS Flex
- Health and Safety Executive Management Standards Indicator Tool - <https://www.hse.gov.uk/stress/assets/docs/indicatortool.pdf>
- Pharmacist support - <https://pharmacistsupport.org/>
- RPS wellbeing hub - <https://www.rpharms.com/resources/pharmacy-guides/your-wellbeing>