**<INSERT ORGANISATION NAME> WORKPLACE MENTAL HEALTH ACTIONS CHECKLIST**

| **WORKPLACE MENTAL HEALTH ACTIONS CHECKLIST** | | |
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| Use this employer’s checklist based on the recommendations of the Business in the Community Mental Health at Work Report 2018 to review the arrangements for mental health support in your organisation. | Yes | No |
| **1. Key Actions for Senior Leaders** | | |
| Send a clear message to workers that mental health and physical health have the same priority. |  |  |
| Appoint a mental health champion in your senior team. |  |  |
| Adopt a targeted approach to the mental health issues specific to your business. |  |  |
| Ensure that managers lead by example by attending mental health training to develop awareness, confidence and capability in managing mental health. |  |  |
| Make employee wellbeing a core business objective and report on progress. |  |  |
| **2. Find Out if Your Policy is Working in Practice** | | |
| Identify and remove organisational barriers which prevent line managers from effectively managing and supporting colleagues with mental health issues. |  |  |
| Seek employee feedback by both informal and formal methods to understand where there are gaps in your mental health arrangements. Ensure you respond to the feedback. |  |  |
| **3. Create a Supportive Culture** |  |  |
| Signpost external guidance and support to all employees. |  |  |
| Instil an understanding that everyone has a state of mental health, just as they do physical health, by using awareness campaigns such as Time to Talk Day, Mental Health Awareness Week and World Mental Health Day. |  |  |
| Support employees to have the confidence to start a conversation about mental health with colleagues they are concerned about. |  |  |
| Empower line managers through training and resources to develop their skills, knowledge and mental health literacy. |  |  |
| Provide as much first aid training for mental health as you do for physical health and make sure all employees know who has been trained. |  |  |
| Create a network of mental health champions who can lead by example, raise awareness and share information to promote positive messaging about mental health. |  |  |
| **4. Recognise the Impact of Financial Wellbeing on Mental Health** | | |
| Consider integrating financial wellbeing into your health and wellbeing policy, including the support available to employees experiencing financial difficulties. |  |  |
| Provide employees with financial wellbeing initiatives such as access to financial advice, debt counselling, salary-deduction saving schemes, etc. |  |  |
| Include awareness of financial issues in line manager employee wellbeing training and equip them with information about what solutions are available as part of the overall employee benefits package. |  |  |
| Signpost colleagues to organisations that offer free help and guidance on money issues such as the Money Advice Service and the Pensions Advisory Service. |  |  |
| **5. Empower Line Managers** | | |
| Give line managers the support they need to manage their own wellbeing with appropriate resources and training. Help them free up time in their day to manage employee mental health. |  |  |
| Train line managers in how to make mental health part of the conversations they have with the people they manage, and build their ability to notice changes in their team members and take the right action. |  |  |
| Encourage line managers to seek support when managing a colleague with mental health issues. Sources of support could include: HR, Occupational Health, an EAP or their own line manager. |  |  |
| Emphasise flexibility and empathy as characteristics of good managers. Enable managers to support employees by considering changes to working practices such as flexible working. |  |  |
| **6. Be Proactive Not Reactive** | | |
| Ensure every employee has access to (and knows where to find) appropriate support to stay well and to help manage mental ill health. Issue regular reminders. |  |  |
| Promote a ‘prevention is better than cure’ approach to mental health. |  |  |
| Give employees a clear and positive wellbeing message starting at induction and reinforced on a regular basis. |  |  |
| Treat all workers fairly regardless of employment type or contract. |  |  |
| Be aware that marginalised groups can be disproportionately affected by mental health issues and create a more inclusive culture to ensure the needs of different people are met. |  |  |
| Ask employees to help create and adapt solutions to their mental health support needs. |  |  |
| **7. Support People to Stay at Work or Return to Work** | | |
| Be prepared to take steps to enable people to remain at work when possible and take a phased approach to return to work after a period of ill health. |  |  |
| Be aware of the link between mental and physical health issues and take a holistic approach to promoting physical and mental wellbeing. |  |  |
| Make changes to the workplace to better support someone dealing with a mental health issue so they can remain productive and at work if appropriate. |  |  |
| Always consult with, and seek the full agreement of, an employee for any changes you propose. |  |  |
| Consider the following changes that could help people stay at or return to work:   * Adapt the work environment. * Prove flexibility in working hours. * Transfer to a different position either permanently or temporarily. * Reduce allocated duties. * Allow absence for treatment or rehabilitation. * Provide the opportunity to work from home. * Arrange additional training and development. |  |  |
| **8. Reinforce and Customise Mental Health Support for Minority Groups** |  |  |
| Identify and address barriers that exist for minority groups in your organisation. |  |  |
| Be explicit about the responsibility of line managers towards younger and older employees, BAME and LGBT employees, and educate them around these unique challenges |  |  |
| Ensure all line managers are able to address the mental health issues of an employee, no matter what their gender, orientation or background. |  |  |
| Use induction training to emphasise the importance of mental health and wellbeing in the organisation and to signpost available support. Highlight specific support for minority groups. |  |  |
| Support mental health champions to create links with minority group networks to create targeted awareness and support. |  |  |
| Embed mental health and wellbeing into apprenticeship schemes. |  |  |