

STRESS AT WORK ACTION PLAN

When we're stressed or not feeling great about ourselves or what we're doing, everyday life including work can become more difficult and we're less happy and effective than usual.

This Stress at Work Action Plan (SWAP) will help ensure that you feel as good as possible at work and enable your line-managers to support you. It consists of a space below to record key contacts and ten questions for you to answer.

SWAPs are useful because we're all different. What works for you might not work for a colleague. Complete the SWAP with what you have found to be beneficial for you. Try to be as honest as you can.

This is not an official document. Your line manager will discuss with you how the form will be used and how it will be kept confidential, and also any circumstances in which confidentiality might need to be broken.

My mental health first aiders are:

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My employee assistance programme contact details...

1.What is your preferred working style?

(Do you prefer communication face to face or by email or some other way. Do you prefer a busy or a quieter atmosphere? Do you like a written plan and/or clear deadlines? Do you prefer morning or afternoon? Do you tend to over-work or to under-consult? Consider all aspects of your work. The answers may vary depending on the task you're doing. Try to really think about how you work best and what you like.)

2. What do you do to handle stress, especially at work?

(Outline what works for you generally in your life. At work, this could include not skipping lunch-breaks or not taking work home, for example. You could mention the sort of working environment you like or how you like to work with colleagues.)

3. What sort of things or situations might create stress for you at work?

(This could include conflicts, changes, deadlines, unexpected problems disrupting plans etc.)

4. How might stress affect your work?

(This could include working less effectively, making mistakes, poor decision-making or prioritising, reduced concentration, increased tiredness etc.)

5. Do you have any reasonable adjustments or existing support in place?

(For example, working patterns or access adjustments.)

6. What can your line-manager do to support you in easing stress at work?

(This could include where, when and how often you meet, how feedback is given, working patterns, your place in the wider organisation etc.)

7. Are there any early warning signs that managers can look out for that mean you might be getting over-stressed?

(This could include some of the things in the list above or perhaps missing deadlines, arriving late, being less social with colleagues etc. You know yourself best.)

8. What will you do if you spot these signs? And what should we do?

(For you, this could include talking to someone either at work or outside and/or some of the things you mention in question 2. For us, this could include talking to you discreetly or informing someone else you've asked us to inform.)



Employee Signature

Date

Line Manager Signature

Date

Date to be reviewed

This action plan can help you (and us) to make the little changes that can make a big difference to our wellbeing at work. If you're feeling stressed at work, make a SWAP.