

Wellbeing at Work Action Plan

The Wellbeing at Work Action Plan is a live document where staff can store any information that would support their health and wellbeing at work either within their current role or any new roles that they may move in to within Liverpool University NHS Foundation Trust. The aim is to promote discussions around support and to develop a plan to help towards wellbeing at work. It promotes an open dialogue which leads to practical, agreed steps which can form the basis of regular monitoring and review.

This plan documents the conversations between line managers and staff regarding any support that may be needed and any reasonable adjustments that have been agreed by their current or previous line manager to support health and wellbeing. These adjustments may be needed on a permanent or temporary basis. It is to be reviewed regularly to make sure that information within this document is up to date and to ensure that any changes that have been discussed with the staff member and line manager are clearly documented and reviewed.

Where staff move to a new role within the trust this document would need to be discussed with the new line manager around the potential of continuing with supportive measures already in place or adapting them into the new role where possible. It is for the new line to determine what is reasonable with regards to the service.

Name:	
Job Title:	
Line Managers Name:	
Ward/Department:	
Division:	
Date:	

Section 1: Details of your condition:

Do you have a health condition or disability?

What is your current treatment plan and who is supporting you?

Do you have any adjustments in work?

Section 2: Managing your condition:

Are there any situations that could trigger poor health? (Long shifts/ long periods without annual leave, not getting a break, sitting for long periods, manual handling, late finishes, early starts, reduced support, poor relationships, organisational change, lack of sleep, stress):

How can these triggers be managed? What makes you stay healthy at work? (This can include regular breaks from your workstation, drinking plenty of water, sitting with colleagues or in a quieter area etc):

How will I appear to my colleagues/ manager when my health is impacted? What early signs or symptoms might there be which we can be aware of?

What would I like my colleagues to know about my condition?

Section 3: Support and actions:

What changes are required to support you to return or remain in work, please provide any details from any other support: occupational health, physiotherapy, psychology, access to work and Remploy.

Additional Information:

Agreed Actions/Reasonable Adjustments:	
Actions employee will take	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
Action line manager will take	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.

Last Updated (Date):	Planned Review Date:	Reviewed in partnership with (Line manager/Team Leader name):

Staff members have a responsibility to ensure that they keep their line manager updated with any information which may impact on the level of support that they require which may result in the review date of this document being brought forward. Staff members also need to ensure that they provide their new line manager (following an internal move) with this document upon commencement of the new post so that early support can be put in place that is reasonable to that service.

Reasonable adjustments are agreed by the line manager only when it is ascertained that the service can support the adjustment being put in place. This may be on a permanent or temporary basis. However, if a permanent adjustment is agreed and the service requirements change then any permanent adjustments may need to be reviewed.

Other useful documents:

- [Display Screen Equipment Assessment](#)
- [Individuals Stress Risk Assessment](#)
- [Flexible Working Guidance](#)
- [Occupational Health Management Referral Portal](#)
- [Special Leave Policy](#)

Internal Referrals to Support:

- [Occupational Health Management Referral Portal](#)
- Physiotherapy for staff which can be accessed via a self-referral: [Therapy Referral Form](#)
- Psychology and counselling, staff can access through the following self-referral form: [Staff Psychological Services](#)

Access to Work:

If you have a disability or health condition (physical or mental) that makes it hard for you to do parts of your job or get to and from work, please visit <https://www.gov.uk/access-to-work>

Maximus:

Remploy provide confidential mental health support for stress, anxiety, depression, other mental health conditions and neurodiversity in the workplace. The service can be accessed alongside psychology and staff can self-refer by calling: 0300 456 8114 or email <https://atw.maximusuk.co.uk/>

National Support:

- Call 0300 131 7000 – 7am to 11pm seven days a week emotional support and onward signposting to specialist financial advice, bereavement care and coaching
- People.nhs.uk – Helping you manage your own health and wellbeing whilst looking after others
- 24/7 text support – Text 'frontline' to 85258

COVID-19:

More information can be found within the [information hub](#) on the intranet.