



## Wellness action plan companion document for employee and employer

Use a wellness action plan when there are ongoing health issues or recurrence of symptoms is likely.

Regular wellbeing meetings, even when short, provide the opportunity to be proactive in addressing any early warning signs and ensuring adjustments are regularly reviewed.

Using the wellness action plan (this process is a suggestion and can be adapted to suit employee and employer):

- ✓ **Manager/HR to reassure** individual that they only need to share what they are comfortable with.
- ✓ **Employee completes the wellness continuum** (pages 1 and 2 of the plan) and shares this with the manager/HR – if they want to.
- ✓ **An initial meeting between the employee and the manager/HR is held** – this can take place in stages if needed:
  - Talk through the wellness continuum content or the aspects the employee is happy to share.
  - If stress is a difficulty, talk through the Health and Safety Executive's 6 stress risk factors (see Appendix 2).
  - Using the information from the plan and the stress risk factors (if relevant), discuss potential adjustments that might be beneficial
- Agree adjustments and how regular the wellbeing meetings should be
- Note adjustments and when these will be reviewed in the record of adjustments and support in place (p3)
- Agree how you will keep in touch if there is an absence, edit the keep in touch section (p4)
- Read and sign the advance statement together (p5), editing it if needed.
- ✓ **Add a recurring wellbeing meeting** to your calendars. When symptoms are having an impact, meetings could be monthly. When there is a period of stability, the meetings could be moved to bi-monthly, for example.
- ✓ **At the recurring wellbeing meetings, talk through each of the questions** suggested in Appendix 1, include a review of the stress risk factor questions if needed (Appendix 2) and update the record of adjustments and support in place (P3) as required.

## APPENDIX 1

### Questions to use to guide wellness action plan meetings

- ➔ What has worked well to contribute to my health in the last month?
- ➔ Is there anything that has hindered my health/wellbeing in the last month?
- ➔ Are there any challenges or potentially stressful events coming up? What can we do to manage these/reduce their impact?

## APPENDIX 2

### Additional questions to use when stress is or could be a factor

For each of the Health and Safety Executive stress risk factors below, consider the following:

- ➔ Actual or potential risks each area (see below)
- ➔ What is already in place to reduce the risk and if this is working/helping
- ➔ Further actions that could be taken to reduce the risk e.g. support/adjustments



### HEALTH AND SAFETY EXECUTIVE 6 STRESS RISK FACTORS

- 1 Demands** - issues such as workload, work patterns and the work environment.
- 2 Control** - how much say the person has in the way they do their work.
- 3 Support** - encouragement, sponsorship and resources provided by the organisation, line manager and colleagues.
- 4 Relationships** - positive working to avoid conflict and dealing with unacceptable behaviour.
- 5 Role** - whether people understand their role within the organisation and do not have conflicting roles.
- 6 Change** - how organisational change (large or small) is managed and communicated.

If you need help or would like more information, please call our Rehab helpline on **01306 646 001**

