



Your mental health workplace journey: checklist and associated resources



Be well
Get better
Be supported



Checklist and associated resources

Ensuring your team are supported in the best possible way is a continuous process. You might have a mental health and wellbeing strategy in place and ways to regularly monitor its effectiveness, but it doesn't just end there. By getting into a good habit of continuous learning, monitoring and adapting, alongside keeping up to date with the most relevant news and resources available to you, you will be better equipped.

To help you with whatever stage of your mental health workplace journey, we've created a simple checklist below for you to go through, including links to relevant resources and further information.

Please note that this checklist can be carried out in any order, the key is that you regularly review the internal and external resources you have implemented and if they are working or not so you can find out what works best for your organisation and your team.

Do you have...?	Have you thought about...?	Support resources to help you	Tick here
Data and insight about your team's mental health & wellbeing?	<ul style="list-style-type: none"> The ways in which you collect this and if the frequency is right? 	HSE line management standards , including tools on checking employee wellbeing Mind's Workplace Wellbeing Index	
A form of cover that can provide support for long term absence due to mental ill health?	<ul style="list-style-type: none"> Including this benefit in your recruitment? Reviewing your policy annually to check it's fit for purpose? Asking employees what benefits they would like to receive? 	Legal & General's Group Income Protection	
A mental health and wellbeing strategy or plan?	<ul style="list-style-type: none"> Have senior employees contributed to this process? If not, how could you get their buy-in? How do you monitor your plan? How effective is it? What's not working? 	Thriving at Work Report , you can begin by focusing on the six core standards Business in the Community Mental Health Toolkit Read our introducing a mental health strategy resource	
Data and insight about productivity, flexible working, mental health hotspots, exit interviews?	<ul style="list-style-type: none"> Make sure you consider all information available to you to help you understand where you and your team are. Is there data you could collect in future? 	Rethink Mental Illness have a range of factsheets on specific topics like Bipolar Disorder and Caring for Yourself	

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Do you have a steering group to help build a 'conscious business'?	<ul style="list-style-type: none"> Is it made up of senior management and others from across the business? Does your group have diversity of thought e.g. idea generators, persuaders, communicators? 		
KPIs to measure the success of your mental health & wellbeing strategy or plan?	<ul style="list-style-type: none"> Absence monitoring & their value Referrals such as Employee Assistance Programmes, Occupational Health Uptake of other support offered such as training, informal drop ins, etc. Changes in productivity 	The City Mental Health Alliance's 'What is good mental health in the city & how do we measure it?' Read our 'Monitoring Employee Health & Wellbeing' resource (once online –link to be added pending sign-off)	
Training available for line managers, senior leaders & other employees?	<ul style="list-style-type: none"> Mental Health First Aid training Awareness raising training with line managers & senior leaders Training refreshers – particularly in line with new research and/or resources available 	Mind has a range of resources on training courses Mental Health First Aid England offer training Read our raising mental health awareness amongst employees resource	
A positive mental health & wellbeing communications plan?	<ul style="list-style-type: none"> Why not create a positive language resource e.g. instead of saying 'mental health problem' say 'mental health challenge'? Think about how you can create a positive environment on mental health, what language resonates with people? What doesn't? Encourage open conversations & discourage words such as 'I'm fine' being used 	Mental Health Foundation I'm Fine Campaign Read our 'How the working environment can be used to support mental wellbeing' resource	
Preventative plans & measures in place?	<ul style="list-style-type: none"> Being able to read the signs of mental health before treatment needs to be put in place takes experience, training & the right environment – what could you put in place for prevention? 		
Mental health & wellbeing included on every agenda?	<ul style="list-style-type: none"> Help normalise it by including mental health within team meetings, one-to-one's, appraisals, team huddles, etc. 	Read our 'Breaking the Silence - Encouraging Open Conversations Around Mental Health' resource.	
Initiatives that try out new tactics to make mental health more of your daily culture?	<ul style="list-style-type: none"> These can be chosen by employees such as a 'no-emails afternoon,' 'walking meetings,' 'mindfulness drop ins' & 'lunch & learn sessions' 	Time to Change has a range of useful resources Heads Together offers ideas & programmes to fundraise & tackle mental health	

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A resource that outlines all the digital apps & guidance available to your employees?	<ul style="list-style-type: none"> Think of apps like Head Space, Calm, etc. Could you create a list & keep this up to date to share with people? Do people know who to go to, call, text & so forth if they are in need? New support like crisis text lines like Shout are useful to highlight as a service 	<p>Give Us a Shout</p> <p>Calm app</p> <p>Head Space app</p>	
Make use of campaigns, awareness weeks and days?	<ul style="list-style-type: none"> Tying in with public facing campaigns that already exist is a great way to continue to raise awareness, as well as keeping up to date with the industry. Register for email alerts with mental health organisations to stay up to date 	<p>Mental Health Awareness Week</p> <p>Men's Health Week</p> <p>Health Information Week</p> <p>World Mental Health Day</p> <p>Time to Talk Day</p>	
Ramp up your communications at key times of the year?	<ul style="list-style-type: none"> Do you know what your busiest and most stressful times of the year are? If so, why not try to tailor messaging & support during key times Consider key life stage events and what support people might need before, during & after, like divorce, parenthood & bereavement 		
Role models from across all levels of the business including senior & board level?	<ul style="list-style-type: none"> Why not consider rotating these role models every 1-2 years to keep them fresh? Use your role models to communicate key messages in their own voice e.g. engaging with campaigns 	<p>Read our managing people from the inside out resource</p>	
External speakers & experts come into your business to share their story?	<ul style="list-style-type: none"> Having a fresh & new voice from another industry or business can help to invigorate the conversation. Consider those with personal stories and/or experts from across the field 		
Shout about success & what you've achieved so far?	<ul style="list-style-type: none"> Make sure you take the time to share success of mental health practices to see how far your business has come. Why not enter into an Awards to raise the profile of your work in this area? 	<p>Keep up to date with the all of the latest news and information on the Not A Red Card Awards by visiting our website.</p>	

Thanks to all our partners involved in this resource



For better mental health

Mind

www.wellatwork.org.uk



City Mental Health Alliance

<http://citymha.org.uk/>



Health Assured

www.healthassured.org/



InsideOut

www.insideoutorg.co.uk/about



MHFA England

Mental Health First Aid England

<https://mhfaengland.org/>



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