



# WellPlan

YOUR PERSONAL PLAN TO SUPPORT

PHYSICAL AND MENTAL WELLNESS

IN THE WORKPLACE



### 1. What helps you stay mentally and/or physically healthy at work?

**For example:** taking a lunch break, taking a walk rather than sitting at a desk, keeping a to-do list, dealing with pressures outside work.

### 2. Are there any situations at work that can trigger poor mental/physical health for you?

**For example:** conflict at work, organisational change, workload and demands, something not going to plan, conflict in a job role, time management, work environment, thinking about external situations.

### 3. How might stress or changes in your mental or physical health impact your work?

**For example:** you're finding it more difficult to concentrate or make decisions, it's harder to prioritise work tasks.

### 4. What can your manager do to support you to stay mentally and/or physically healthy at work?

**For example:** regular feedback and supervision, explaining wider developments in the organisation, consideration of workload and demands, help with time management, consideration of your external situation/commitments.

### 5. Are there any early warning signs that we might notice when you are starting to feel stressed or unwell?

**For example:** changes in normal working patterns, withdrawing from colleagues, tiredness, your normal tolerance levels change, physical symptoms, feeling everyone is against you.

### 6. What other support could be put in place, to minimise triggers or help you in managing your symptoms or situation?\*

**Consider:** flexible thinking around the work tasks and the needs of the business, HSE risk assessment (DCSRRC), mum returners and maternity leave, extra catch-up time with line manager, use of Employee Assistance scheme, Able Futures and Construction Industry helpline.

### 7. What typical strategies do you use to keep well, and how could you add some of these to your work day?

**For example:** mindfulness, swimming, yoga, regular walks, runs, aromatherapy, music, breathing exercises, talking to someone or meeting friends.

### 8. What immediate steps can you take if you start to feel unwell at work? Is there a contact for you if you want us to call someone?

**For example:** take a break from your desk and go for a short walk, ask your line manager for support, call a trusted colleague or relative.

\*Note: support can be difficult to request or put into words. Approach your line manager and between you, agree a choice of potential solutions and create a support structure that is feasible for the business to deliver.

Key actions to be agreed (also dates for review to be agreed):

Employee signature:

Date:

Line manager signature:

Date:

Dates to be reviewed:



**Useful Contacts:**

Employee Assistance Programme (EAP) Helpline ..... 0800 030 5182

Able Futures Helpline ..... 0800 321 3137  
8am to 10.30pm, Monday to Friday

Construction Industry Helpline ..... 0345 605 1956

[Wellbeingenquiries@colasrail.com](mailto:Wellbeingenquiries@colasrail.com)

