

# Guide to the Lundy Well plan Employee's version

WellPlan

**1. What helps you stay mentally and/or physically healthy at work?**  
For example: taking a lunch break, eating three times a day, staying on a task, sleeping 8-9 hours, dealing with pressure 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 too good to plan, conflict in a job, time management, work environment, meeting about weekend meetings.

**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 process work.

**4. What can your manager do to support you to stay mentally and/or physically healthy at work?**  
For example: regular feedback and supervision, equipping with development in mind, workload and demands, help with the management, consideration of your day.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Getting Started on the Well plan

- These first three questions consist of some self reflection so take as much time as you need to consider
- These questions may be difficult to answer, particularly if you are doing this in front of your manager, and more so if you are feeling anxious about the response or being judged. No one wants to admit they aren't coping or feel that they are letting their manager down.
- It may be useful for you to consider and complete the Well plan on your own or with a trusted colleague; partner or Wellbeing champion.
- If you complete it beforehand it will make any conversation you decide to have with your manager much easier – especially if you have already considered some suggestions and requests, or run them past a friend or colleague.
- 'Triggers' may not be obvious at first, or something you do not want to discuss at this stage; think about the relationships with colleagues, meetings, workbank, or may even be when you get up to come to work – be honest with yourself
- Be proactive and look for a positive view of the future – this situation you are in is temporary and with the right support from others around you it can be sorted out; you will find the right expertise, and others will help you manage it...

- Questions 1 -3 are about self reflection so the key here is to take time to think about the question

**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.

Take a couple of minute to consider this question – you may not have thought about it before, and you may not come up with much at this point. You can always return to this later as the conversation progresses. There may perhaps be outside pressures that you want to mention.

**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.

Use the list above and be honest with yourself and your manager, if there is anything that really ‘winds you up’!

**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.

This is not meant to catch you out, or find out what you can't do. Your manager will want to know how to help you get back up to speed and knowing which tasks are difficult at the moment will help you both plan ahead.

**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.

Check the list above to see if there are any areas that your manager needs to consider and for any external worries your manager will be able to/or find out where to signpost you to the right support.

- Questions 4 -6 consist of how you might want your manager to **respond**

**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.

There may be outward signs and there may not be. If you know you become irritable when things are stressful, then others may have noticed, so best to be honest. If it is something you don't want to share then that's fine.

**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 (DCSR/C), mum returns and maternity leave, extra catch-up time with line manager, use of Employee Assistance scheme, Able Futures and Construction Industry helpline.

Your manager will be aware of the Stress management standards listed here – so consider these along with the support agencies (internal and external) available to you.

**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.

These will be pastimes that you enjoy regularly, so discuss these and revisit Q1. Can you work any into and around your working day, and is there any flexibility around your hours? It may be possible in the short term or if returning to work. Be realistic and never be afraid to ask for help

**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.

Make sure you feel empowered to take a break, and take some time out, when you need it. There may be no need for contact details, but if you feel you may want to talk to someone then let your manager know who and how to contact them.

\*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.

## Go to Back page

- Key actions to be listed here – may only be one or two
- Signatures are purely to show commitment – you could use first names only
- Review dates are critical and you need to agree how regularly you want your manager to check in to see how things are going.
- You may want others to know about any arrangements (as it may be awkward for them otherwise) or you may prefer not to share this – it is your decision



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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

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- The back page of the Well plan is for agreeing some coping strategies and / or some adjustments to the working environment – these could be permanent or temporary and it is important to check in with your manager to review whether the plan is working.
- If it is working then think carefully about whether it needs to be altered, as this may need to happen gradually and you will know best how this should happen. If you feel at all worried about any changes then let your manager know.
- Are you more productive with the present arrangements? If so then consider whether the adjustments should be permanent.
- Signatures are purely to show commitment to the plan, and this is not a formal / HR document.
- The Well plan should be kept by the you and you may want your manager to have a copy – this must be kept secure

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

Agree any actions that your manager is going to arrange, along with any actions you have decided on.  
 (Decide whether you will give your manager a copy of this page, so that they have a note of dates and actions)  
 It is really important to agree review dates for this Well plan, and check in days, times – don't overwhelm yourself – think about what you feel is appropriate

Employee signature:  Date:

Line manager signature:  Date:

Dates to be reviewed:



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