



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

