

# Mental Health in the Workplace

## Services and support available

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### INTERNAL SUPPORT

#### STAFF CARE (EARLY ASSISTANCE PROGRAMME - EAP)

Carefirst is WCC's EAP provider and provides employees with access to free confidential support and counselling for both work-related and personal concerns.

It also provides access to information specialists covering a variety of topics, such as legal, debt, financial, work-life balance, family issues, career advice, etc.

The service is available 24 hours, 7 days a week

To access the service call **0800 174319**

To access the online counselling and additional information for employees and managers go to <http://www.carefirst-lifestyle.co.uk/>

This service is open to all WCC staff; however, a separate service is in place for Fire & Rescue and school colleagues.

<http://intranet.warwickshire.gov.uk/helpingyouwork/HR/HealthSafetyWorkforceWellbeing/Pages/StaffCareSupportandCounselling.aspx>

#### OCCUPATIONAL HEALTH SERVICE

Team Prevent provides WCC's Occupational Health Service, and they provide advice and support in maintaining wellbeing and managing absence.

Team Prevent has its own Wellbeing website, which has information regarding a variety of topics, e.g. sleeping better, stopping smoking, exercising more. It also has dedicated Employee and Manager Zones. To access this website, please click on [Team Prevent Wellbeing Website](#). You need to login as a new user using the pin code '5655'.

Team prevent will support return to work plans and advise on any reasonable adjustments required.

<http://intranet.warwickshire.gov.uk/helpingyouwork/HR/HealthSafetyWorkforceWellbeing/HealthandSafety/HealthSafetyTopicsA-Z/Occupationalhealth/Pages/default.aspx>

## WELLBEING RESOURCES ON THE INTRANET

- Wellness action plans & Risk assessments

<http://intranet.warwickshire.gov.uk/helpingyouwork/HR/HealthSafetyWorkforceWellbeing/HealthandSafety/HealthSafetyTopicsA-Z/Stress/Pages/default.aspx>

- HSE – Signs and symptoms of stress and impact on your body

<http://www.hse.gov.uk/stress/furtheradvice/signsandsymptoms.htm>

- RTW support following a period of sickness absence  
Phased return and reasonable adjustments

<http://intranet.warwickshire.gov.uk/helpingyouwork/HR/HealthSafetyWorkforceWellbeing/HealthandSafety/HealthSafetyTopicsA-Z/resilience/Pages/default.aspx>

- Information on having regular 1:1's

Having regular discussions will give both the employee and manager opportunity to discuss areas of concern and to highlight any issues with regards to wellbeing and support available to manage that.

<http://www.warwickshire.gov.uk/staff-members/human-resources-hr/gateway-to-learning/good-performance-conversations>

- Flexible working options

<http://www.warwickshire.gov.uk/modernandflexible>

- Learning & Development:

Mindfulness, Developing personal resilience, Worklife balance, 5 ways to wellbeing

<https://warwickshire.learningpool.com/login/index.php>

- Wellbeing activities

Choir, Walking groups, sports club

- Books on prescription

<http://www.warwickshire.gov.uk/booksonprescription>

## SUPPORT FOR MANAGERS

HSE Stress and competency tool

Managing Resilience, Stress and Wellbeing policy

Risk assessments

<http://intranet.warwickshire.gov.uk/helpingyouwork/HR/HealthSafetyWorkforceWellbeing/HealthandSafety/HealthSafetyTopicsA-Z/Stress/Pages/default.aspx>

MIND <https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-your-staff/useful-resources/>

Mental Health First Aid – line manager's resource

[http://www.ncl.ac.uk/hr/assets/documents/mhfa\\_line\\_managers\\_resource1\\_update\\_oct\\_13\\_jes.pdf](http://www.ncl.ac.uk/hr/assets/documents/mhfa_line_managers_resource1_update_oct_13_jes.pdf)

Mindful Employer – Line manager's resource

<http://www.ncl.ac.uk/hr/assets/documents/mindful-employer-line-managers-resource-pg.pdf>

Mental Health in the workplace

[https://www.mentalhealth.org.uk/sites/default/files/CR00233\\_Ebook\\_dualbranded\\_interactive.pdf](https://www.mentalhealth.org.uk/sites/default/files/CR00233_Ebook_dualbranded_interactive.pdf)

## INFORMATION AVAILABLE EXTERNALLY

Support with personal issues such as money, debt and legal advice available through the Warwickshire website <http://www.warwickshire.gov.uk/moneyanddebt>

MIND - <https://www.mind.org.uk/workplace/mental-health-at-work/>

RETHINK - <https://www.rethink.org/>

Mental Health Foundation <https://www.mentalhealth.org.uk/>

Support for Carers <http://www.carersuk.org/>