

OURMINDSWORK

Mental Health Check In – How am I doing?

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**CREATING MENTALLY HEALTHIER
WORKPLACES THAT THRIVE.**

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Considerations

Many employees already feel uncomfortable talking about mental health in the workplace, but less contact with teams and management only makes it harder for employees to open up about their concerns and problems.

The increase of remote workers makes it difficult to create the sense of having a proper support network, especially for those dealing with mental health problems.

Recent reports on the impact that Covid 19 and the lockdown has had, has seen much higher reporting of symptoms of poor mental health and an increase in calls to mental health crisis help lines.

I'M NOT FEELING MYSELF

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WHY ARE YOU READING THIS?

- **Have you noticed a difference in how you're feeling?**
- **Have others commented on a change in you?**
- **Are you or someone else worried about this?**
- **Have you experienced something upsetting - relationship breakdown, loss of a job, money trouble, illness?**

This guide will help you to work out what you can do about this. Have a look at the diagram overleaf to help you work things out.

Think of it like a set of traffic lights. When would you go and when would you stop?

We all have mental health - like physical health.



MENTAL HEALTH CONTINUUM MODEL

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ME ON A GOOD DAY

- Think about your normal you
- If you know what you are like on a good day you are more likely to notice when things change
- How do you normally sleep?
- What is your normal appetite like?
- How often do you see friends?
- What are your energy levels like normally?

I'M NOT FEELING MYSELF

- Have you or others noticed a change to your normal? The same as if you would notice having a cold.
- This hasn't just been one day, it has been a few days, a week maybe
- Changes to your sleeping pattern - can't sleep or sleeping too much
- Feeling more tired than usual or having no energy
- Worrying more, irritable or snappy
- Seeing other people less
- Feeling overwhelmed
- Feeling like this is actually COMMON and you CAN do something to stop this getting worse and get back to normal.

UNWELL

- The way you are feeling is causing problems in different areas of your life - your home life, work life, personal life and your physical health
- This has been going on for more than a month and it's not getting better
- Feeling sad, anxious or hopeless and it is not going away
- Falling out with loved ones
- Finding it hard to do your normal day to day stuff
- Loss of appetite or eating more
- Using more alcohol or drugs or using them more regularly
- Having thoughts or feelings that you find difficult to cope with

ILL

- How you are feeling is making it impossible to keep going
- You may have even thought that life was not worth living
- Overwhelming feelings of sadness or anxiety that don't go away
- No enjoyment in life
- Feeling helpless or hopeless that things are not going to change
- Feeling tired all the time
- Thinking you want to escape this and don't want to be here
- How you are feeling has really floored you

MENTAL HEALTH CONTINUUM MODEL

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THINGS TO DO	THINGS TO DO	ACTIONS TO TAKE	GET SOME HELP
<ul style="list-style-type: none">● Great - lets keep it like that!● Continue to look after your physical health● Keep talking to the people you trust – if you have a problem don't keep it to yourself● Make time to enjoy the things that give you pleasure	<ul style="list-style-type: none">● It's not great when you feel like that - what can you do?● If you had a cold, you would do stuff to make you feel better● You CAN do something to stop this getting worse and get back to your normal.● Talk to someone about it - deal directly with the problem. We aren't an expert on everything. Who can help? Friend, experts● Make the effort to eat regularly and healthily and get enough sleep● Take regular time to do something you enjoy – hobbies, interests	<ul style="list-style-type: none">● If I had a chest infection, I know a Dr could help me.● I need to get help from someone who knows a bit more about this than me● Speak to your Dr and show them where you are on here● Tell them how you are feeling and how it is affecting you● Use NHS 111 to talk to someone● Talk to people you trust about how you are feeling - family, friends, work, support groups to help you to find ways to cope● Follow any treatment plans to support yourself	<ul style="list-style-type: none">● What would I do if I felt like I couldn't breathe?● This is serious● Make an urgent appointment to speak to your Dr and show them where you are on here● Use NHS 111 to talk to someone● If you don't feel you can keep yourself safe, ring 999 or go to A&E

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**Our Mind's Work
Progression Model**

STAGES	AT RISK
Treatments & Therapies	Lack of Employee Assistance Programme (EAP) or Occupational Health.
Strategy & Policies	Insufficient health & safety policies and a lack of mental wellbeing strategy. No HR support provided.
Management & Prevention of Work Related Stress	Not conducting Stress Risk Assessments and not meeting HSE legislation.
Mental Health Manager Training	No manager training provided.
Peer to Peer Support	Mental Health First Aid trained employees provided with limited monitoring and support.
Employee Awareness	Mental health not actively talked about in the workplace.
Monitoring & Embedding	No monitoring taking place.

ON-TRACK	MENTALLY HEALTHY	INSPIRING CULTURE
EAP & Occupational Health are set up, but not utilised until sickness absence stage and under-promoted	EAP & Occupational Health are set up, but not utilised until sickness absence stage.	EAP & Occupational Health are fully embedded in to the organisation, and are used as both early intervention and preventative measures.
HR support in-place. Equality Act 2010 used to apply reasonable adjustments for mental health disabilities. Mental wellbeing strategy introduced.	Effective HR Support provided. Equality Act 2010 used to apply reasonable adjustments for mental health disabilities. Stress Risk Assessment policies & procedures in place. Regular review of mental wellbeing strategy.	Equality Act 2010 used to apply reasonable adjustments for mental health disabilities, becoming disability confident at every level. Mental wellbeing strategy is embedded and effective and supported by Leadership, HR and H&S. Pro-actively challenges stigma and demonstrates commitment to creating a mentally health workforce. Stress Risk Assessment policy & procedures are effectively embedded, including yearly audits.
Stress Risk Assessments conducted by Occupational Health as a reaction to sickness absence due to mental ill health.	Managers are able to identify when an employee is under stress at an early stage and conduct the REACTIVE (individual/employee) Stress Risk Assessment as early intervention. Conducts work-related stress audit to identify causes and develop action plan to prevent work-related stress.	Managers are able to identify when an employee is under stress at an early stage and conduct the REACTIVE (individual/employee) Stress Risk Assessment as early intervention. Company conducts PREVENTATIVE Stress Risk Assessments (company & Role). Signposts to appropriate treatment & support Annual work-related stress audits conducted to ensure prevention through benchmarking.
General mental health awareness training provided for managers.	Formal mental health training provided for managers.	Accredited workplace mental health training is provided for managers company-wide, incorporating existing (above) strategies, policies & procedures. This includes refresher-training every three years. Managers are empowered to create mentally healthy workplaces and look after their own mental health.
No peer to peer support offered.	A systematic, safe and structured framework is in place for the recruitment and training of Mental Health Advocates to deliver a listening & signposting service to their peers in the workplace.	A systematic, safe and structured framework is fully implemented for the recruitment and training of Mental Health Advocates, to deliver mental health support to their peers in the workplace. Annual support, campaign training & development is in place. Advocate network events and online resources are widely available to ensure mental health advocates are cared for.
HR-led mental health campaign communications in place.	Advocate-led mental health campaigns are in place, raising awareness around the EAP support available. Employee mental health awareness sessions are regularly conducted.	Full, advocate-led, mental health campaign strategy is undertaken by appropriately-trained advocates. Monitoring and data collection of campaign outcomes is consistently collected. Employee mental health awareness sessions are regularly conducted. All existing activity (above) is promoted and embedded, including the Mental Health Advocate service. Access is provided to bespoke, company-branded information and guidance around mental health.
No monitoring taking place.	Adhoc evaluation of intervention taking place.	Annual reviews and evaluations of all implemented programmes (above) are conducted, and third party services are provided. Data is used to inform future action planning.

RISK to INSPIRING Delivery Timeline (400 – 800 Employees): 6-8 Months

RISK to INSPIRING Delivery Timeline (800 – 1500 Employees): 8-12 Months

RISK to INSPIRING Delivery Timeline (1500 – 3000 Employees): 12-24 Months