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| **Name of staff member** |  |
| **Name of manager** |  |
| **Date of meeting** |  |

The purpose of this meeting is to enable you to have a confidential discussion with your manager about your wellbeing and how it might be impacted by the COVID-19 pandemic; intensity of your workload; the demands of specific environments e.g. the rate of exposure to distressing or traumatic events; and other influencing factors outside of the workplace. The aim is to build a strategy to manage the impact of these factors and to take appropriate action to reduce the negative effects of stressful working environments moving forward. It is also important to highlight where you may benefit from further help, including mental health support, and enlist that help promptly.

The wellbeing conversation is informal, should be held confidentially and be regularly reviewed by you and your manager together. The questions provide a helpful framework for the conversation and you only need to provide information that relates to your role and your workplace, and that you are comfortable sharing. The Action Plan is intended to allow your manager to agree with you how you can be practically supported in the workplace and how to address any health needs.

**Before the meeting**

* **Staff member** consider all aspects of your wellbeing. Think what you want to achieve from the meeting and be ready to commit to actions.
* **Manager** to clarify the purpose of the conversation. Be prepared to actively listen during the meeting. Use the **HELP Model:**

**Hazards**– identify any workplace or personal issues impacting on the employee’s wellbeing.

**Empathise**with the employee – try and put yourself in their shoes and understand how they must be feeling. Be careful not to allow it to trigger things in your own experience and keep the conversation focused on theirs.

**Listen**– listen non-judgementally to what the employee is really saying. Enable them to talk freely and comfortably about problems and show that you accept the person and their values by what you say and do in response. Take note of what is being communicated both verbally and non-verbally. Use open and probing questions to enable the employee to explain more about their situation.

**Partner**– jointly discuss possible forms of support/solutions that both they and you can take to maintain/improve their wellbeing.

Physical Health

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| **How are you? How is your general health at the moment?** |  |
| **Do you follow any exercise or training routine?** |  |
| *To check what activities are available at Imperial visit https://www.imperial.ac.uk/sport/* |
| **What is having a positive effect on your physical health at work?** |  |
| **Is there anything that has a negative impact on your physical health at work? How can we support you with that?** |  |
| *For health protection at work visit https://www.imperial.ac.uk/occupational-health/health-protection-at-work/* |
| **What ideas have you got about helping your physical health?** |  |
| *To find useful resources visit https://www.imperial.ac.uk/health-and-wellbeing/* |
| **Are you managing to take breaks during the working day, including stretching, walking, moving around to look after your physical health?** |  |
| *Take a look at recommended workstation exercises https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/occupational-health/public/Workstation-Exercises.pdf**For activities ideas visit https://www.imperial.ac.uk/sport/movefromhome/* |
| **Are there any issues inside or outside of work that have an impact on your physical health that you would like to talk about?** |  |
| **Do you know how to access health and wellbeing support at work when you need it? What can we (I/ team / organisation) do to improve access?** |  |
| *For general information visit* [*https://www.imperial.ac.uk/occupational-health/*](https://www.imperial.ac.uk/occupational-health/)*For information on the wide range of free and confidential advice available from Confidential Care (CiC) including debt & financial support, legal and tax advice, help with everyday matters and family support services visit https://imperialcollegelondon.app.box.com/s/afar4ek67muqkfl3wu2cg1xrj5g4t3qn* |

Work - Life Balance

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| **How are you managing balancing work and home life?** |  |
| *Take a look at existing staff support resources* [*https://www.imperial.ac.uk/health-and-wellbeing/live-well-work-well-during-covid19/*](https://www.imperial.ac.uk/health-and-wellbeing/live-well-work-well-during-covid19/) |
| **Do you maintain a daily routine?** |  |
| *Take a look at top tips on working from home* [*https://www.myfamilycare.co.uk/imperial/knowledge/news/top-tips-on-working-from-home.html?k=7574a77ec45e083cd9b21783f02712aa&utm\_source=newsletter&utm\_medium=email&utm\_campaign=coronavirus-update-2-wfs-uk-us*](https://www.myfamilycare.co.uk/imperial/knowledge/news/top-tips-on-working-from-home.html?k=7574a77ec45e083cd9b21783f02712aa&utm_source=newsletter&utm_medium=email&utm_campaign=coronavirus-update-2-wfs-uk-us) |
| **Do you have caring responsibilities at home?** |  |
| **How are you managing increased caring responsibilities and work?** |  |
| *For updated guidance visit:* [*https://www.imperial.ac.uk/human-resources/procedures/covid/caring-responsibilities/*](https://www.imperial.ac.uk/human-resources/procedures/covid/caring-responsibilities/) |
| **How satisfied are you with your professional relationships?** |  |
| **Do you maintain social connections?** |  |
| **Do you feel that your workload is manageable?** |  |
| **In terms of workload, what suggestions would you make to me to create a better balance in this area?** |  |
| **What can I do to support you in achieving a better work-life balance?** |  |

Mental Health

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| **How do you feel the impact of Covid-19 has affected your mental wellbeing?** |  |
| **What does a good workday look like for you?** |  |
| **Do you do anything currently to help your mental wellbeing?** |  |
| *For mental health advice visit* [*https://www.imperial.ac.uk/health-and-wellbeing/mental-health/*](https://www.imperial.ac.uk/health-and-wellbeing/mental-health/) |
| **Are there any situations at work that can trigger poor mental health for you? Please describe them.** |  |
| **What support could be put in place to minimise triggers or help you to manage the impact?** **(For example extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns, consider reasonable adjustments)** |  |
| **Do you know where to get support if your mental wellbeing is being impacted?** |  |
| *For a list of Mental Health First Aiders visit https://www.imperial.ac.uk/health-and-wellbeing/mental-health/mental-health-first-aid/**To find confidential care details visit* [*https://www.imperial.ac.uk/health-and-wellbeing/advice-and-support/confidential-care/*](https://www.imperial.ac.uk/health-and-wellbeing/advice-and-support/confidential-care/) |
| **Is there anything else that you would like to share?** |  |

Workplace Checklist

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| **Are you familiar with Imperial's Covid-19 guidelines?** |  |
| *For updated guidance visit* [*https://www.imperial.ac.uk/about/covid-19/staff/working-on-site-guidance/*](https://www.imperial.ac.uk/about/covid-19/staff/working-on-site-guidance/) |
| **Do you have the correct equipment to do your job effectively?** |  |
| *Take a look at workstation set up tips* [*https://www.imperial.ac.uk/occupational-health/health-protection-at-work/computer-health/health--safety-tips-for-remote-working/*](https://www.imperial.ac.uk/occupational-health/health-protection-at-work/computer-health/health--safety-tips-for-remote-working/) |
| **What additional equipment do you need?** |  |
| *Take a look at steps for getting the right equipment* [*https://www.imperial.ac.uk/about/covid-19/staff/equipment/*](https://www.imperial.ac.uk/about/covid-19/staff/equipment/) |
| **How do you currently travel to and from campus?** |  |
| *For updated guidance visit:* [*https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/Manager's-Guidance-for-staff-travelling-to-and-from-Campus-during-national-lockdown.pdf*](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/Manager%27s-Guidance-for-staff-travelling-to-and-from-Campus-during-national-lockdown.pdf) |
| **Do you know where to go for information on returning to campus or a College location safely?** |  |
| [*https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/Working-or-returning-to-College-premises-during-COVID-19.pdf*](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/Working-or-returning-to-College-premises-during-COVID-19.pdf) |
| **Do you have a designated working space at home?** |  |
| **How do you feel current circumstances have affected your collaboration with the team?** |  |
| **Is there anything else you would like to discuss?** |  |

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| **What will you do to support your health and wellbeing?** |  |
| **What will your manager do to support your health and wellbeing?** |  |
| **When will you review your wellbeing plan together?** |  |

Your Action Plan

Use the table below to record any actions that you have agreed in the meeting. You should set a date for when you will review your wellbeing plan.

We agree that this is an accurate record of the conversation we had

Name: Date:

Name: Date: