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A Wellness Action Plan is used by workplaces to positively manage and maintain positive mental health. However, the principles can be used just as effectively with the recovery and management of physical health conditions and is a useful workplace health tool. It enables a more proactive approach of prevention through promoting wellbeing and improving employee engagement.

The plan is based on a framework supported by the mental health charity MIND and is an optional and confidential tool which can help you manage your health and wellbeing at work.

Benefits of a Wellness Action Plan

A Wellness Action Plan helps to direct and consolidate conversations, as well as acting as ‘permission’ to revisit those conversations if any of the potential trigger points are noticed. The principles of an effective Wellness Action Plan are to identify the work-related triggers and agree mitigating factors on both sides.

A wellness action plan works well if it is led by the employee as the person best placed to understand their health needs, with active engagement by the line manager as the person best placed to identify reasonable support options at work. Regular review of the plan assists to ensure the information is current and viable for both parties.

The [Guide for Staff on Wellness Action Plans](https://www.bristol.ac.uk/media-library/sites/hr/documents/policy/absence-and-health-management/WAP-guide-for-staff-nov-21.pdf) should be read before completing this template.



This document is confidential between the employee and manager unless otherwise agreed. It is best used as a flexible and dynamic tool and a date for revision is best determined at the outset.

|  |  |
| --- | --- |
| Employee | Line Manager |
| Protective factors: | Mitigating factors: |
| Specific work-related stressors: | Mitigating actions: |
| Signs of deteriorating health: | Actions when signs & symptoms apparent: |
| Early intervention plan: | Absence actions: |
| Sources of support: | Management advice: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Employee** |  | **Name Manager** |  |
| **Date Completed** |  | **Date for Review:** |  |