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 Mental health at work

Mental health at work Guide

Overview

One in four people will experience a mental health problem in any given year. Yet, unfortunately, there is still a stigma attached to mental health, with many people feeling scared and confused about confronting the issue.

The University wants employees to feel confident they can be open about mental health issues and that those who disclose mental ill health will be supported.

This guide provides information to help to raise awareness of mental health issues, help create a mentally healthy workplace and provide advice for staff on disclosing mental ill health.

Supporting mental health at work

Download our guide to [supporting mental health at work \(https://docs.uwe.ac.uk/ou/hr/_layouts/15/download.aspx?](https://docs.uwe.ac.uk/ou/hr/_layouts/15/download.aspx?SourceUrl=https://docs.uwe.ac.uk/ou/hr/IntranetContent/Supporting%20mental%20health%20at%20work%20guidance.docx)

[SourceUrl=https://docs.uwe.ac.uk/ou/hr/IntranetContent/Supporting%20mental%20health%20at%20work%20guidance.docx](https://docs.uwe.ac.uk/ou/hr/IntranetContent/Supporting%20mental%20health%20at%20work%20guidance.docx)) (Word), for staff and managers. It includes information on the following topics:

- Advice for employees in disclosing a mental health problem.
- Guidance for managers in supporting the wellbeing of employees.
- Workplace triggers for mental health.
- An overview of mental health problems.
- Spotting the signs when an employee is not coping.
- Guidance for managers in supporting employees with mental ill health.
- Wellness recovery action plan (WRAP).
- Treatments – things to consider at work.
- Procedures to follow.

Mental health awareness videos

Our [mental health awareness videos \(/tasks-guides/TrainingCourse/Mental-Health-Awareness-video\)](/tasks-guides/TrainingCourse/Mental-Health-Awareness-video) course asks you to think about your own attitudes and assumptions toward mental health, and to consider how you work with colleagues with mental health conditions.

Common questions about mental health at work

Why should I tell my manager about my mental health problem?

So that your manager is aware of your needs and is able to support you at work. Your manager will be able to discuss your needs for the work environment and any reasonable adjustments required. Informing your manager could make it easier to go to work at times when your symptoms are greater.

How should I tell my manager?

Choose a time when you feel comfortable and ready to talk. Be prepared to provide information to help your manager understand your situation. Perhaps refer your manager to further information available on websites (ie Mind, Time to Change).

What will happen if I tell my manager?

Your manager will arrange a meeting with you to discuss your situation and how to support you at work.

What if I don't want to talk to my line manager?

If you feel unable to talk to your line manager you could contact the Human Resources department.

What is a reasonable adjustment and what adjustments could be made for me?

A reasonable adjustment is an adjustment to the workplace or work practices, put in place to minimise triggers or support you to manage your symptoms at work. Examples of reasonable adjustments are changes to working hours or pattern, physical environment, support with workload and support from others. Further information can be found in the [reasonable adjustments policy](#).

(<https://docs.uwe.ac.uk/ou/hr/layouts/15/download.aspx?>

[SourceUrl=https://docs.uwe.ac.uk/ou/hr/IntranetContent/Reasonable%20Adjustments%20policy%20FINAL%20April%202015.docx](https://docs.uwe.ac.uk/ou/hr/IntranetContent/Reasonable%20Adjustments%20policy%20FINAL%20April%202015.docx)) (PDF).

What is a WRAP?

A WRAP is a wellness recovery action plan and contains practical, mutually agreed steps taken to support those who experience a mental health problem. WRAPs are usually drafted by employees, sometimes with the support of a health professional (occupational health, GP or specialist), and discussed and agreed with managers.

My manager has asked me to a meeting – what can I expect?

The meeting will be informal and supportive. Your manager will discuss their concerns with you, giving examples of your behaviour. They will ask you open questions about your situation and how you are feeling.

They will advise you of the support available and discuss any reasonable adjustments. It may be appropriate to consider developing a WRAP.

What support is available at the University?

Your line manager will be able to provide support. However, if you feel unable to contact your line manager you could contact the Human Resources department. Also see the [sources of support for mental health](#) (/tasks-guides/Guide/mental-health-at-work#part4) section of this guide.

What should I do if I observe a colleague not coping at work?

You should raise your concern with your line manager.

Sources of support for mental health

If deliberate self-harm or suicidal feelings have recently been expressed and you consider an employee has serious intention to harm themselves or others:

- Contact emergency services by dialling 999.
- If on site, contact [Operations and Security](#) (/people-groups/service/operations-and-security).

Advise the employee to contact their GP, [NHS 111](#)

(<http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx>) (external link) or [Bristol Mental Health](#) (<http://www.bristolmentalhealth.org/>) (external link).

Employee Assistance Programme

See the [Employee Assistance Programme](#) (/tasks-guides/Guide/employee-assistance-programme) guide for more information.

Mental wellbeing staff network

The [Mental wellbeing staff network](#) (/people-groups/staff-networks/mental-wellbeing-staff-network) meets on a regular basis and aims to provide a safe space to share lived experience of mental health issues and working at the University.

Support Service for Disabled Staff

We work in partnership with the [West of England Centre for Inclusive Living \(WECIL\)](#) (<http://www.wecil.co.uk/>) (external link) to provide advice and support on a referral basis on disability-related matters. See the [referring staff to the Support Service for Disabled Staff – for managers](#) (/tasks-guides/Task/Referring-staff-to-the-Support-Service-for-Disabled-Staff-for-Managers) task for more information.

Avon and Wiltshire NHS Mental health partnership NHS Trust – Improving Access to Psychological Therapies (IAPT)

IAPT provide psychological courses in various community locations and health care settings across Bristol and South Gloucestershire. They aim to see people quickly and have short waiting times. Courses are run in the evening, weekends and daytimes. Visit the [IAPT Services website](#) (<http://iapt.awp.nhs.uk/>) (external link) for more information.

Bristol MindLine telephone helpline

An out of hours, confidential listening service runs Wednesday to Sunday, 8.00pm to midnight. Visit the [Bristol Mind website](#) (<http://bristolmind.org.uk/>) (external link) for more information.

Bristol Mental Health

A range of mental health services can be found on the [Bristol Mental Health website](#) (<http://www.bristolmentalhealth.org/>) (external link).

Samaritans

The Samaritans provide a 24-hour source of support on the [telephone](#) (http://www.samaritans.org/talk_to_someone/phone_calls.aspx), by [email](#) (http://www.samaritans.org/talk_to_someone/email.aspx), by [letter](#) (http://www.samaritans.org/talk_to_someone/write_a_letter_to.aspx) or [face-to-face](#) (http://www.samaritans.org/talk_to_someone/visit_your_local_branch.aspx), for people who are experiencing feelings of distress or despair, including those which may lead to suicide. Visit the [Samaritans website](#) (<https://www.samaritans.org/>) (external link) for more information.

SANE

SANE runs a national, out-of-hours helpline offering specialist emotional support and information to anyone affected by mental illness, including family, friends and carers. It's open every day of the year from 6.00pm to 11.00pm.

National Mind InfoLine

Mind offers information on topics ranging from types of distress, where to get help, drug treatments, alternative therapies, who's who in mental health and where to find advocacy and other services. Open Monday to Friday 9.15am - 4.15pm. Visit the [Mind website \(https://mind.org.uk/\)](https://mind.org.uk/) (external link) for more information.

Time to Change

Time to Change is England's biggest programme to challenge mental health stigma and discrimination. The [Time to Change website \(https://www.time-to-change.org.uk/\)](https://www.time-to-change.org.uk/) (external link) contains information on mental health problems, blogs and stories.

Mental Health Foundation

The [Mental Health Foundation \(https://www.mentalhealth.org.uk/\)](https://www.mentalhealth.org.uk/) (external link) is a charity for everyone's mental wellbeing. It aims to fight stigma and raise awareness of mental health issues.

Rethink Mental Illness

[Rethink \(https://www.rethink.org/\)](https://www.rethink.org/) (external link) provides advice and information, mental health services and support groups, and campaigns for policy change.

Time to Change campaign

The University supports [Time to Change \(https://www.time-to-change.org.uk/\)](https://www.time-to-change.org.uk/) (external link), England's biggest programme to challenge mental health stigma and discrimination. In 2013 the University took part in the Time to Change organisational health check and have taken recommended actions to support staff. Further actions are outlined in our Time to Change action plan:

Actions taken to date

- Staff Mental wellbeing champions have met regularly to discuss and agree future actions to support staff with mental health issues.
- Training for line managers in Understanding mental health.
- Events held to promote mental wellbeing and provide information to staff on Time to Talk day and during mental health awareness week
- Increased awareness of mental health issues via regular staff and manager communications.
- [Mental Wellbeing Staff Network \(/people-groups/staff-networks/mental-wellbeing-staff-network\)](/people-groups/staff-networks/mental-wellbeing-staff-network) set up to provide peer support to staff.
- Invited by Time to Change to join their pledge alumni; a group of 60 organisations chosen from over 300 organisations who have signed the organisational pledge.

Actions planned

- Establish the role of staff Mental wellbeing first aider - to be a trained buddy; someone staff can contact for initial support and advice.
- Hold regular events to promote mental wellbeing and provide information to staff.
- Regular communications to staff and managers to encourage openness and reduce stigma.
- Regular mental health awareness training.

[First part of the guide](#)

You may also need

[Mental Wellbeing Staff Network \(/people-groups/staff-networks/mental-wellbeing-staff-network\)](/people-groups/staff-networks/mental-wellbeing-staff-network)

[Wellbeing training courses \(/tasks-guides/Collection/wellbeing-training-courses\)](/tasks-guides/Collection/wellbeing-training-courses)

[Employee assistance programme \(/tasks-guides/Guide/employee-assistance-programme\)](/tasks-guides/Guide/employee-assistance-programme) Guide

[Supporting Mental Health at Work \(https://docs.uwe.ac.uk/ou/hr/_layouts/15/download.aspx?SourceUrl=https://docs.uwe.ac.uk/ou/hr/IntranetContent/Supporting%20mental%20health%20at%20work%20guidance.docx\)](https://docs.uwe.ac.uk/ou/hr/_layouts/15/download.aspx?SourceUrl=https://docs.uwe.ac.uk/ou/hr/IntranetContent/Supporting%20mental%20health%20at%20work%20guidance.docx) Word

[Mental health at work – for managers \(/tasks-guides/Guide/mental-health-at-work-manager%27s-guide\)](/tasks-guides/Guide/mental-health-at-work-manager%27s-guide) Guide

[Support for disabled staff \(/tasks-guides/Guide/support-for-disabled-staff\)](/tasks-guides/Guide/support-for-disabled-staff) Guide

Category

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Topics

[Mental health and wellbeing \(https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopic](https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopic)

[Staff wellbeing and support \(https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics](https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics)

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