

**We care about your
Wellbeing**



**Mental Health
Support**

How to use this pack...

This pack can be used by concerned line managers, colleagues and individuals alike.

Individuals:

Read through the guidance and support, identify where to find help next and trial some tools and techniques that can be used at work and home.

If you feel comfortable doing so, we encourage you to discuss your need for support with your line manager so the appropriate occupational health support can be provided.

Colleagues:

Advise your colleague you are concerned and ask if they feel comfortable discussing this with you. Go through this pack with them, in particular where they are able to seek help next.

Sometimes it helps reminding them that what you discuss is in a non-judgemental way and in complete confidence.

Line Managers:

Meet with your employee and advise them you are concerned about their wellbeing. Go through this pack, in particular where they are able to seek help next. Use this opportunity to complete a Management Referral Form with them so they can access occupational health support as soon as possible, if required, in conjunction with other services available.

Manager and/or staff member has identified a mental health concern with colleague

Are they in immediate danger to themselves or others?

Yes

Visit A&E

No

Are they requiring immediate trained support?

Yes

Ring 111, option 2

No

Ring Carefirst for instant access to trained counsellor (24 hour access)

Book appointment with GP

Trial techniques and tools for coping mechanisms

Self-refer to Psychological Wellbeing Service (Staff who reside in Peterborough or Cambridgeshire)

Self-refer to Wellbeing Suffolk (Staff who reside in Suffolk and Norfolk)

Self-refer to Hertfordshire Wellbeing service (Staff who reside in Hertfordshire)

Self-refer to Health in Mind service (Staff who reside in Essex)

Key



Line Manager or colleague decision/action



Immediate clinical help available



Clinical help available



Occupational support available

Staff member is currently in crisis and unable to discuss further with manager

Staff member should complete one or more of these steps in conjunction with OH referral.

These will ensure rapid access to appropriate help.

<http://www.cpft.nhs.uk/services/pws/psychological-wellbeing-service.htm>

<https://www.wellbeingnands.co.uk/get-support/self-referral/>

<http://www.hpft.nhs.uk/services/community-services/wellbeing-service/>

<https://www.northessexiapt.nhs.uk/>

Active patient: staff member has been referred to OH before and has not yet been discharged from care

Are they currently an active patient with OH?

Yes

Complete Additional Question form and confirm or arrange a follow up appointment

No

Complete management referral form