

# Health & Wellbeing

Edinburgh Napier  
UNIVERSITY

## Staff Health & Wellbeing Plan

2021 - 2022

Plan and Objectives  
Appendix A: Training Overview  
Appendix B: Summary Infographic



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## Background

In 2020 the Edinburgh Napier Health and Wellbeing plan, sponsored by the Principal and Vice Chancellor, Professor Andrea Nolan, was launched amid the challenges of a worldwide pandemic. One of the key challenges was to support staff working remotely, both in terms of providing key equipment to ensure staff could work safely and effectively at home, but equally importantly, recognising the need to support their mental health and wellbeing.

The plan laid a framework on which to build and progress our Health and Wellbeing agenda further and provided a busy calendar of virtual activities and events throughout the year as we continued to pursue the challenge of removing the stigma of mental health across our university community.

We were able to extend the support resources on offer to staff, including launching the Silvercloud learning platform, hosting monthly “Lunch and Learn” sessions with some notable guests and offered regular drop-in coffee sessions to allow staff to remain connected with colleagues.

We established an active Health and Wellbeing Special Interest Group, who provide a crucial link to local level activity across the University and we have also provided development and peer support for our Mental Health First Aid at Work trained staff.

Underpinning the programme of support, is our extensive mental health awareness training programme. The programme offers role specific training for all staff, particularly for those in student facing roles, with both online and virtual face to face modes of learning available.

The new Academic year will see staff returning to campus and this will bring new challenges.

### Areas of focus for 2021-22

- Supporting Staff Mental Health
- Support implementation of the Concordat action plan to increase awareness amongst contract researchers and their line managers of the support available
- Support implementation of the Race Equality Plan by ensuring that there is relevant health & wellbeing support in place for staff from all ethnic backgrounds
- Improving accessibility to resources and considering options for desktop access to all wellbeing platform resources
- Delivering a programme of Health and Wellbeing events and promotional activities
- Retaining the Healthy Working Lives GOLD Accreditation
- Developing a Communication Plan to support the delivery of the plan and promote all resources available to staff



## Supporting Staff Mental Health

### Mental Health Charter

Edinburgh Napier follows the ethos of the Student Mental Health Charter by taking a whole University approach to tackling mental health and making it a priority. For our staff community, the focus is on staff development and staff wellbeing.

### Staff Development

We will continue to roll out our mental health awareness training programme for staff (see role specific training in Appendix A). This year, we are delighted to be partnering with Mental Health UK. Mental Health UK is a key player in the delivery of professional and credible mental health awareness training. The training programme is tailored to ensure that staff in key roles get the right training at the right time. Thus, equipping managers and staff to recognise and respond appropriately to poor mental health and identify signs of risk whilst maintaining the safe boundaries of their role.

### Staff Wellbeing

We continue to develop a culture that supports good staff wellbeing and breaks down the stigma around talking about mental health, with our leaders leading by example. This year, we will focus on encouraging managers to hold regular wellbeing conversations with their team and ensuring they know how to react to health and wellbeing issues, including stress, burnout and workload concerns. We will integrate wellbeing conversations into the My Contribution process as normal practice.

Our intention is to grow the Mental Health First Aid at Work Champions Network, providing them with training, development opportunities and peer support.

## Improving Resources

Provision of resource is aligned to “Prevention”, “Intervention” and “Follow Up” (NHS Scotland, 2020). We continue to evaluate the support platforms we provide for staff, including Workplace Options, Silvercloud and #togetherall to assess usage and to identify where there may be gaps in provision. The marketing and communications plan provides a framework to promote these resources and ensure staff can readily access them when required.

Feedback from staff suggests that some find it difficult to easily access the resources available. One of the key projects for the forthcoming year is to scope out how we can remedy this and work with IS to develop a solution that will ensure staff can access all resources from a single point.

This year, we will consult with specific groups within the University Community, particularly those from protected characteristic groups, to ensure that resources available are aligned to their needs and concerns and will address any gaps in provision identified. This work will support the implementation of the Race Equality Action Plan.

We will expand our links and connections with external agencies to ensure that we are partnering with credible and respected suppliers.



## **Programme of events and Promotional activities**

As in the previous year, our programme of Health and Wellbeing events and activities is aligned with Public Health Scotland recommendations. These events will be communicated to staff via all communication channels including the Bones, the intranet, staff emails and via the Health and Wellbeing Special Interest Group.

## **Healthy Working Lives Gold Accreditation**

We will undertake an evaluation of pan University activity to build on our current portfolio and undertake the annual self-assessment, engaging fully with Public Health Scotland as the accrediting body.

We will engage with staff to support better understanding of the value of holding this accreditation and encourage involvement in the programme.

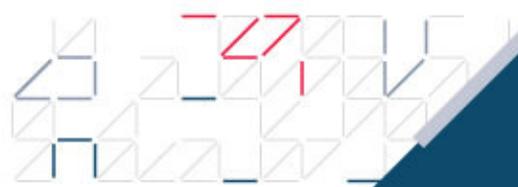
## **Marketing and Communication**

We will develop a robust communication plan, working with the Staff Communications team, using all available channels, including the Bones staff newsletter, staff email, intranet announcements, Workplace and SLT to ensure that staff can both easily access support for themselves and are able to signpost colleagues to the right resource at the right time. As part of the Concordat Action Plan, we will specifically target Early Career Researchers to ensure they are aware of the resources available and how to access them.

We will develop a specific communication plan for Line Managers to make them aware of key events and forthcoming plans to encourage them to ensure time is made for their team to attend and participate and so contribute to a safe and encouraging culture where mental health is discussed openly.

## **Monitoring Progress**

The Inclusion and Wellbeing team will lead on the plan and will report directly into The Inclusion Committee with an annual update on progress to ULT and Court via the Mainstreaming Report.



## Appendix A: Training Overview

### Mental Health Awareness Training Options

The university offers various training options to equip colleagues and line managers to feel comfortable recognising the signs for poor or deteriorating mental health and gives colleagues and line managers the tools and confidence to help manage situations.

We have ensured that there are various courses in place for both colleagues and line managers to help raise awareness of mental health concerns. We are keen for staff to undertake these courses as we wish to have a university community who understand that mental health is something we all have and, at times, situations may arise (both personally and in the workplace) that may affect our mental health, and this is ok. We have an ambition to break down the stigma attached to mental health issues as we strive to become a University Community where mental health is talked about as openly as physical health.

Please refer to the list of Mental Health Trainings below which details the various courses available including a brief description on who the courses are most suitable for and the learning objectives.

Training courses run regularly with some delivered by Mental Health UK and some are self-directed online courses. There are options to suit all interest levels to ensure all colleagues are equipped with at least a basic level of mental health awareness.

**Remember:** These courses will not only help colleagues in the workplace but will also help colleagues to understand mental health within their personal lives when liaising with family, friends, or generally in a public setting.

#### **Training: Mental Health Awareness Training**

**Provider:** Eskillz

**Audience:** All Staff

**Key Learning Objective:** A brief overview of mental health for staff who want a basic understanding

This online programme will explore the difference between mental health and mental illness, what are the risk factors and what are the protecting factors in mental health. It also looks at the how to recognise signs and provide support to others

**Requirement:** Voluntary - *Staff actively encouraged to conduct the training as part of their L&D objectives*

**Delivery Mode:** Self-Directed Online

**Duration:** approx. 60 mins

**How to Book:** Eskillz (from Apps Anywhere)

#### **Training: Mental Health in the Workplace**

**Provider:** Mental Health UK

**Audience:** Line Managers

**Key Learning Objective:** A valuable course for all Line Managers to attend to gain a good understanding of mental health concerns and how they can support their team

Colleagues will be able to understand the definitions of mental illness, identify illness and the causes. The main objective is to ensure that Line Managers are comfortable and confident identifying mental health concerns in their teams, how to identify key areas where employees might struggle and list practical measures to help, how to have supportive conversations and also tools to manage their own mental wellbeing so they don't become overwhelmed.

**Requirement:** Voluntary - *Line Managers actively encouraged to conduct the training as part of their Line management responsibilities*

**Delivery Mode:** Online Workshop delivered by a Mental Health UK Facilitator. Opportunity to ask questions

**Duration:** 3 ½ hours

**How to Book:** [Via HR Connect clicking on this link](#)

**Training: Mental Health Awareness**

**Provider:** Mental Health UK

**Audience:** All Staff

**Key Learning Objective:** A valuable course to get a detailed briefing

Colleagues will be able to understand the definitions of mental illness, identify illness and the causes. Colleagues will learn that mental health is something we all have and evaluate the impact of stigma around mental health. The workshop will also look at how we can all play our part in ensuring we are a supportive work environment free from discrimination and stigma around mental health, look after our own mental wellbeing and how to support colleagues experiencing mental health concerns.

**Requirement:** Voluntary - *Staff actively encouraged to conduct the training as part of their L&D objectives*

**Delivery Mode:** Online Workshop delivered by a Mental Health UK Facilitator. Opportunity to ask questions.

**Duration:** 3 ½ hours

**How to Book:** [Via HR Connect clicking on this link](#)

**Training: Charlie Waller Higher Education Mental Health Awareness**

**Provider:** Charlie Waller directly

**Audience:** Staff in Student Facing Roles

**Key Learning Objective:** A valuable course for staff who are in student facing roles and want to understand mental health concerns so they feel comfortable dealing with students who may display mental health concerns or emotional distress

These e-learning sessions are designed for all staff in university settings with the aim to build confidence in supporting students around mental health. The sessions are specifically written for those staff who do not hold specialist roles in mental health in the university, such as counsellors, mental health advisers etc., but rather all other staff who offer day-to-day support to students in a range of settings, such as, in residences, cafes, security staff, careers, libraries and in academic pastoral support.

**Requirement:** Voluntary - *Student facing staff actively encouraged to conduct the training as part of their L&D objectives and responsibilities with working with students*

**Delivery Mode:** Self-Directed Online. 6 Modules: key principles to support students, signs to look out for, key skills, transitions, students at risk or in crisis, focus on a case study

**Duration:** Approx 20 mins per module

**How to Book:** [Self Directed via link to CW Online Programme](#)

**Training: Mental Health Awareness - How to support your students**

**Provider:** In-house Facilitator

**Audience:** Personal Development Tutors

**Key Learning Objective:** A valuable course for PDTs to feel comfortable communicating with students and gain a good understanding of the support available within the university

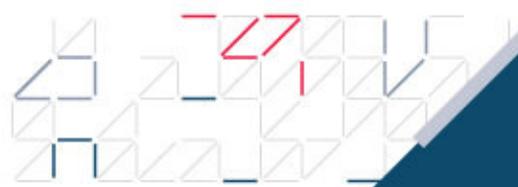
This workshop is for any staff who are involved with students, and in particular, PDTs. It will include: general issues and statistics about mental health and wellbeing, recognising mental distress in students and how to help and signpost to support. It also looks at how the global pandemic is impacting on all our mental health and how to look after your own wellbeing.

**Requirement:** Voluntary - *PDTs actively encouraged to conduct the training as part of their L&D objectives and responsibilities with working with students*

**Delivery Mode:** Online Workshop. Opportunity to ask questions.

**Duration:** 90 Minutes

**How to Book:** [Via HR Connect clicking on this link](#)



## Detailed and Formal Training Options

We recognise that some colleagues would like to undertake more detailed and formal training as they have an interest in becoming a Mental Health Champion and/or they would find it beneficial to support their role.

Colleagues can choose to undertake one of the courses below and both give a very good understanding of mental health issues with one course (ASIST) very much focused on suicide intervention.

If any colleagues wish to become a Mental Health Champion, then they must undergo either the SMHFA training or ASIST. Colleagues do not need to do both.

The description below will help colleagues decide which course is most relevant/suitable to them.

### **Training: Scottish Mental Health First Aid Training (SMHFA)**

**Provider:** Public Health Scotland

**Audience:** All Staff

**Key Learning Objective:** Valuable to colleagues who wish to gain a deeper understanding on mental health and practical support that can be offered. Essential for any colleagues wishing to become a Mental Health Champion.

Mental Health First Aid Training is the equivalent of physical first aid training which is a programme of simple steps to help a person in mental health or emotional distress. Topics covered include; attitudes to mental health, understand conditions such as depression and anxiety, introduction to suicide prevention, listening skills etc.

**Requirement:** Voluntary - *Any colleague wishing to become a Mental Health Champion must undergo this training*

**Delivery Mode:** In person delivery by a qualified SMHFA instructor (and monitored by NHS Health Scotland).

Opportunity to ask questions and for role play.

**Duration:** 12 hours (delivered over two days)

**How to Book:** [Contact Claire Biggar](#)

### **Training: Applied Suicide Intervention Skills Training (ASIST)**

**Provider:** Public Health Scotland

**Audience:** All Staff

**Key Learning Objective:** Valuable to staff who wish to gain a more detailed brief on suicide intervention to equip them to be more willing, ready and able to recognise and intervene effectively to help persons at risk of suicide. Essential for any colleagues wishing to become a Mental Health Champion.

Accredited two days interactive training to provide suicide first aid interventions. ASIST teaches participants to recognise when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety.

**Requirement:** Voluntary - *Any colleague wishing to become a Mental Health Champion must undergo this training*

**Delivery Mode:** In person practical workshop (paused due to Covid)

**Duration:** 2 full days

**How to Book:** [Contact Claire Biggar](#)



## ***Scottish Mental Health First Aid (SMHFA) Training***

The SMHFA course takes 12 hours to complete and is delivered by a qualified SMHFA instructor and the quality of their delivery is continuously monitored by NHS Public Health Scotland.

It is likely the course will be delivered over two days (6 hours per day) on campus. The maximum number of participants is 12.

The course will cover the following:

- Guidance on being a Mental Health First Aider
- Attitudes to mental health issues
- Equalities
- The recovery messages
- The impact of alcohol and drugs on mental health
- Introduction to suicide intervention
- Listening skills
- Understanding depression
- How to offer first aid to someone experiencing depression
- Understanding anxiety
- How to offer first aid to someone experiencing anxiety
- Understanding psychosis
- How to offer first aid to someone experiencing a psychotic episode

The course does not train people to be mental health workers, therapists or counsellors. It offers general information about mental health problems giving knowledge and understanding to help remove stigma and fear giving confidence to the person (undertaking the course) to approach and assist someone in emotional distress.

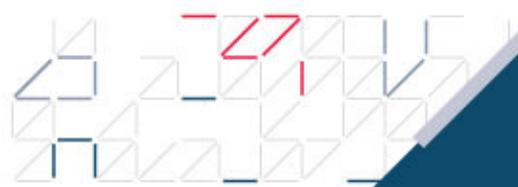
Mental Health First Aid is an initial response to distress and all participants will understand that this help is given only until other suitable, or professional help can be found. This is detailed in the course.

The course content involves role play and scenarios to allow discussion.

After completing the course colleagues will be able to:

- Help in a crisis such as a panic attack or suicidal thoughts and feelings
- Ask questions that will help a person in emotional distress
- Understand the various mental health conditions and illnesses
- Listen without judgment and give the person space to talk about how they feel
- Give relevant information about help that is available internally and externally to ENU
- Be confident about talking about mental health and help to break down stigma
- Understanding boundaries of responsibility and be mindful about managing their own mental health

Those completing the course will be given a certificate of completion and a guidebook to keep for reference.



## ***Applied Suicide Intervention Skills Training (ASIST)***

An accredited two-day interactive workshop in suicide first aid intervention delivered by a trained instructor.

It is likely the course will be delivered on campus over two consecutive days.

The course does not require colleagues to have previous mental health or suicide presentation experience/training.

ASIST teaches participants to recognise when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety.

### **Course format**

The ASIST workshop is divided into five sections that follow a logical progression to gradually build comfort, confidence and understanding around suicide and suicide intervention.

- 1) **Preparing:** Sets the tone, norms, and expectations of the learning experience over the two days.
- 2) **Connecting:** Enables participants to reflect on their own attitudes towards suicide. This creates an understanding of the impact that attitudes can have on the intervention process.
- 3) **Understanding:** An overview of the intervention needs of a person at risk. The trainers focus on providing participants with the knowledge and skills to:
  - recognise risk
  - develop safeplans to reduce the risk of suicide
  - increase the safety of the person
- 4) **Assisting:** Presents a model for effective suicide intervention. Participants develop their skills through observation and supervised simulation exercises in large and small groups.
- 5) **Networking:** The trainers share information about resources in the local community and promote participant commitment to encouraging the transformation of local resources into helping networks.

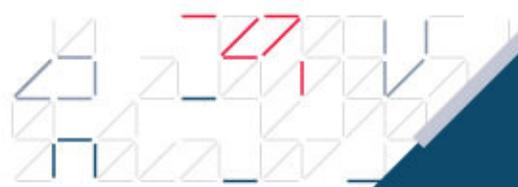
The course does not train people to be mental health workers, therapists or counsellors.

The course content involves role play and scenarios to allow discussion and active participation is expected to complete the course.

After completing the course colleagues will be able to;

- Be suicide alert – identify people who have suicidal thoughts
- Understands the reasons behind thoughts of suicide and the reason for living
- Assess risk and safety – develop a plan to increase the safety of the person at risk of suicide
- Recognise invitations for help and act accordingly
- Recognise potential barrier of seeking help
- Offer support and recognise other important aspects of suicide prevention including life-promotion and self-care
- Effectively apply a suicide intervention model
- Link people with community resources

Those completing the course will be given a certificate of completion and a guidebook to keep for reference.



## Appendix B: Summary Infographic

The infographic below sums up and highlights the goals and commitments for 2021/22.

# HEALTH & WELLBEING PLAN 2021/22

**MENTAL HEALTH AWARENESS & SUPPORT**

Integrate Mental Health Awareness Training into Induction & Management Essentials

- 1/3 staff Trained
- 20% managers
- 15% Increase in Mental Health First Aiders

Role specific staff development  
Align mental health training plan with suicide safer training

**PROGRAMME OF EVENTS**

Deliver annual calendar of activities, including-

- monthly coffee breaks
- HWB information days
- link in with Schools/Services

2022

Participation ↑ 10% all events

**WELLBEING CONVERSATIONS**

**RESOURCES**

Monthly promotion of resources

- Implement new platform/app
- Increase of Staff accessing wellbeing platforms

**HEALTHY WORKING LIVES**

Retain **GOLD** Accreditation

**COMMUNICATION**

- Bones articles
- Focus groups
- Manager comms
- develop robust comms plan
- 10% ↑ members special interest Group

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