

Anxiety & Stress due to personal reasons

We all have mental health and at some point, life or work events may cause us to have some negative health and wellbeing issues, and the university wants to be a supportive environment. The role of the Line Manager is important in providing positive support and we wish to ensure our Line Managers know where to get support so they can signpost accordingly. A number of common health and wellbeing scenarios have been presented which aim to provide Line Managers with a pathway to help them support their team(s). The [Mental Health & Wellbeing in the Workplace Guidance for Managers](#) document is also a helpful tool for Line Managers.

1:1 Meeting

Line Managers should refer to the [Stress – Managers Guide](#) for advice. During a 1:1 with your Direct Report there will be opportunity for a Wellbeing Conversation and this is the time to ask the Direct Report to highlight any health and wellbeing issues. They may raise the topic themselves, or if they don't and you suspect an issue use the guidance of how to conduct a wellbeing conversation to ask appropriate questions to encourage dialogue. During the conversation, as the Line Manager you can suggest the employee sees their GP and discuss possible reasonable adjustments and/or signpost to the internal resources. If you are in doubt, seek the support of an HR Advisor.

Occupational Health Referral

As the Line Manager you can suggest a referral to Occupational Health allowing the Direct Report an opportunity to speak to a OH practitioner who may suggest counselling or other reasonable adjustments.



Employee Assistance Programme

[MCL Medics](#) is the University's Employee Assistance Programme provider and they provide a free, confidential and independent resource to help employees balance their work, family and personal lives providing advice, information and assistance on a range of topics. Also provides access to a self referred counselling service allowing the employee to speak to a counsellor directly. Suggest they follow the steps on the webpage to access this resource.

Internal Resources

[Silvercloud](#): free online training to support colleagues mental health and wellbeing covering various courses allowing them to support their worries at their own pace such as money, sleep and also resilience course
[Togetherall](#): free online anonymous mental health support any time, any day with clinically trained professionals. Also includes a wide range of self-guided courses colleagues can undertake at their own pace.

[Intranet Health & Wellbeing Home Page](#)