**Thriving at Work in sport and physical activity**

**An action plan for implementing the standards in your workplace**

You can use this template to develop a mental health at work plan that addresses each of the six core *Thriving at Work* standards.

We’ve included some example activities below. You can tailor them to the specific needs of your organisation, or use them as ideas to develop your own plan.

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| **Thriving at Work core standard** | **Activity description**  List the tangible activities your organisation has planned to meet each of the Thriving at Work standards. | **Lead(s)**  Outline who is responsible for each activity | **Timescales**  Provide planned timescales and dates | **Performance indicators**  Include how you will monitor the impact of each activity |
| **One:** Produce, implement and communicate a mental health at work plan that encourages and promotes good mental health of all | Set up a mental health at work plan working group.  Include representatives from any relevant teams, e.g. directors, HR, performance, safeguarding/welfare, communications, regional staff, club representatives, player association.  The working group will:   * take stock of any other mental health activity the organisation is already doing, e.g. under the Mental Health Charter * consider how the mental health at work plan can build on this to improve mental health at work for all employees, volunteers and athletes * map out what exists already to meet the *Thriving at Work*   standards   * identify any additional activities that could be introduced or scaled up * assign lead staff members for each activity * capture views of the whole workforce, e.g. through surveys * promote the mental health at work plan * regularly review progress against the plan and agree evaluation activities   Sign the Mental Health Charter for Sport and Recreation |  |  |  |
| **Two:** Develop mental health awareness among employees by making information, tools and support accessible. | Provide reliable mental health information, e.g. on the intranet and physical copies of resources in the workplace.  Embed mental health awareness in mandatory training. Celebrate key dates in the mental health calendar.  Run internal communication campaigns.  Provide platforms for people in different roles to share their experiences.  Recruit Mental Health Champions and mental health first aiders. |  |  |  |
| **Three:** Encourage open conversations about mental health and the support available when employees are struggling, during the recruitment process and at regular intervals throughout employment, with appropriate workplace adjustments offered to employees who require them. | Promote the internal and external support available to people if they are experiencing a mental health problem, e.g:   * medical services (including talking to your GP) * peer support groups, including online communities such as Elefriends * internal wellbeing networks for colleagues to share tips for managing wellbeing at work * an Employee Assistance Programme (EAP) * any free or subsidised access to private medical insurance offered by the organisation.   Review and improve recruitment/selection/appointment processes to facilitate disclosure and appropriate support.  Embed mental health in the induction process.  Make wellbeing part of regular catch-ups, including one-to-ones and team meetings.  Develop effective processes for supporting mental health in times of transition, e.g. leaving the sport, redundancy, changing roles. |  |  |  |
| **Four:** Provide your employees with good working conditions and ensure they have a healthy work life balance and opportunities for development. | Set out how your organisation encourages people to work sensible hours, take full breaks and to rest and recuperate after busy periods.  Outline the learning and development opportunities you provide.  Offer employees the right to request flexible working.  Ensure robust policies on bullying and harassment are in place and well publicised. |  |  |  |
| **Five:** Promote effective people management to ensure all employees have a regular conversation about their health and well-being with their line manager, supervisor or organisational leader and train and support line managers in effective management practices. | Train all managers and coaches on how to support someone with a mental health problem, including when the person is off work unwell and returning to work after sickness absence.  Introduce regular check-ins or one-to-ones for all people with their managers, coaches or supervisors, include a catch up on what might be impacting on the individual’s wellbeing.  Introduce Wellness Action Plans |  |  |  |
| **Six:** Routinely monitor employee mental health and wellbeing by understanding available data, talking to employees, and understanding risk factors | Detail how you plan to routinely take stock of staff mental health allowing you to:   * understand the factors that affect people’s mental wellbeing in your workplace * identify what you’re already doing to support it * assess the impact your current approach is having * plan further improvements, enhance morale and increase productivity.   Take part in Mind’s Workplace Wellbeing Index. |  |  |  |