



Workplace Wellbeing Toolkit

Workplace wellbeing toolkit

Need Urgent Help?

Why is workplace wellbeing important?

Paying attention to our mental health at work has never been more important. Many of us have faced disruption to our workplaces during the Covid-19 pandemic and as our working environments continue to change, paying attention to and protecting our mental health must be a priority.

[Mind reports that](#) at least one in six workers experience common mental health problems, including anxiety and depression. Their research shows that work is the biggest cause of stress in people's lives, more so than debt or financial problems.

Using this toolkit

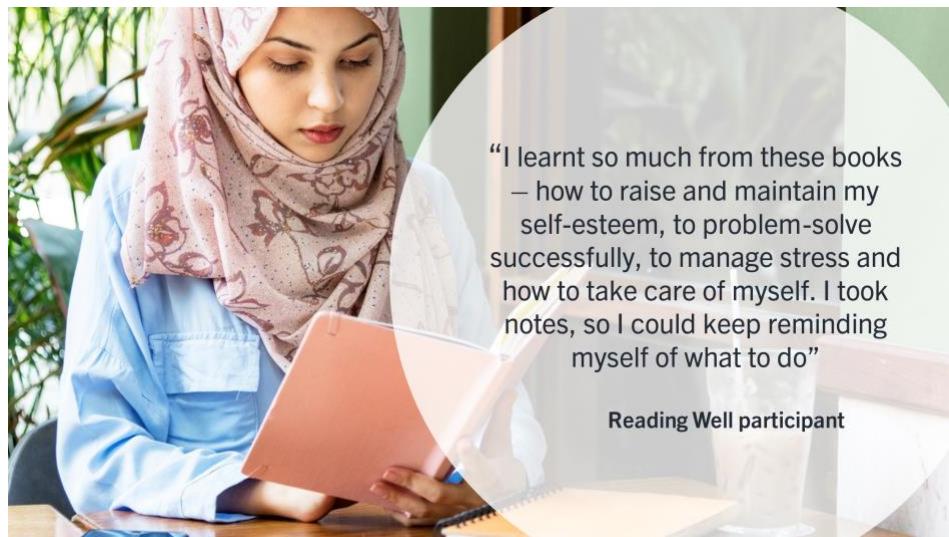
This toolkit has been created by [The Reading Agency](#) to support workplace wellbeing through the power of reading.

The toolkit recommends the titles from the [Reading Well for mental health](#) collections that are available on the shelves of your public library and for free download via [public library e-lending services](#) to support your mental health at work.

The toolkit also contains signposting to relevant resources to help foster and support a culture of wellbeing amongst colleagues.

The Reading Agency is a national charity that tackles life's big challenges through the proven power of reading. We work closely with partners to develop and deliver programmes for people of all ages and backgrounds; our vision is for a world where everyone is reading their way to a better life. We help 1.8 million people benefit from reading every year, through our programmes, our tireless campaigning, our excellent networks and our power to influence, challenge and make change happen. www.readingagency.org.uk

Reading Well: books to support mental health at work



"I learnt so much from these books – how to raise and maintain my self-esteem, to problem-solve successfully, to manage stress and how to take care of myself. I took notes, so I could keep reminding myself of what to do"

Reading Well participant

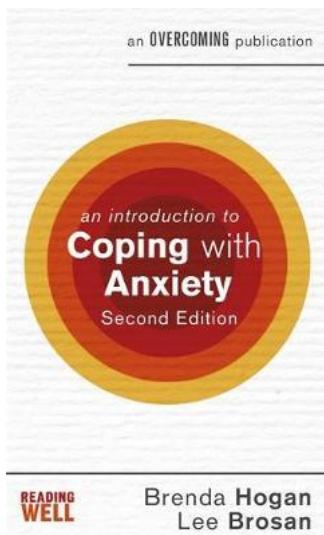
Reading Well supports you to understand and manage your health and wellbeing using helpful reading.

The books are chosen and recommended by health experts as well as people with lived experience of the topics covered.

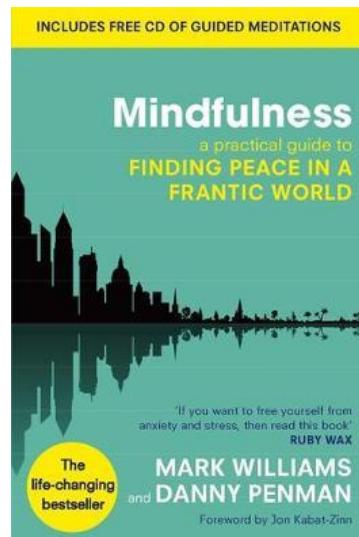
2.6 million Reading Well books have been borrowed from libraries and **91%** of people surveyed found their book helpful.

You can borrow an eBook or eAudiobook for free today, via [your library e-lending service](#) or visit your local library where the books are available for you to borrow directly from the shelves. Anyone can read or recommend books from the collection to support mental health.

Below are a few of the books from the collection that may be useful to support workplace wellbeing:



Learn strategies to reduce feelings of anxiety, while finding out how anxiety develops and the physical symptoms to look out for.



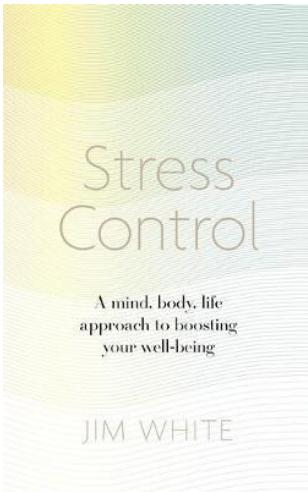
A set of simple yet powerful practices that you can incorporate into daily life to break the cycle of anxiety, stress, unhappiness and exhaustion.

THE SHELDON SHORT GUIDE TO **PHOBIAS AND PANIC**



Professor
Kevin Gourney

Sheldon Short Guides let you grasp the essentials in less than an hour. This book looks at how to tackle both specific phobias and the anxiety which causes such fear, and covers obsessive-compulsive disorder, social phobia, generalised anxiety state and panic disorder with agoraphobia.



Boost your wellbeing and feel in control of your future by following straightforward steps to get a sense of control and learn skills for long-term stress management.

Find more books from the [Reading Well collection to support mental health.](#)

Reading-well.org.uk/wales

Useful resources for workplace wellbeing

Workplace Wellbeing Toolkit



A one-page strategic [guide](#) to creating a mentally healthy organisation from the [Mental Health at Work](#) website.

You can share this guide with colleagues and display in communal staff areas.

Mental Health at Work

'Lockdown toolkit' and 'Transitioning back to work after lockdown' toolkit.

Mental Health at Work have also created toolkit resources, with ideas and tips to help colleagues look out for each other whether they're [still working from home](#) or [beginning the process of returning to their place of work](#).

They also have a bilingual guide '[Working with compassion in Wales](#)' to help people in Wales develop compassionate approaches at work and improve interactions between staff, customers, clients or service users.

Wellness Actions Plans

The mental health charity [Mind Cymru](#) have developed a series of free [downloadable bilingual resources](#) to help employers better understand what makes for a mentally healthy workplace, and how to put simple, low cost measures in place to achieve this. These resources are an easy, practical way of helping you to support your own mental health at work and, if you are a manager, helping you to support the mental health of your team members.

Further signposting:

- [Mind](#) have collaborated with the [Society of Occupational Medicine](#), [Acas](#) (Advisory, Conciliation and Arbitration Service) and [Business in the Community](#) to create a [downloadable toolkit](#) for [Returning to the workplace after the COVID-19 lockdown](#).
- Mind have also created a [list](#) detailing helpful organisations, public services, government guidance and other types of support available during the coronavirus pandemic.
- [Mental Health at Work](#) have created a bilingual guide '[Working with compassion in Wales](#)' to help people in Wales develop compassionate approaches at work and improve interactions between staff, customers, clients or service users.
- Mental Health at Work have also created a Lockdown: Looking out for ourselves and each other toolkit.
- As part of Public Health Wales's [How Are You Doing?](#) campaign, their website has several pages dedicated to [Information and Advice for Employers and Employees](#). The [Mental Health in the Workplace](#) page offers support and resources for employers' and employees' mental health.
- [Time to Change Wales](#) works to end mental health discrimination and has created [resources](#) to challenge stigma and discrimination in your own community or organisation.
- [NHS 111 Wales's](#) website has resources and signposts to other supporting organisations to support mental health.
- [SilverCloud](#) provides online CBT programmes for anyone in Wales aged 16 or over dealing with mild to moderate depression, anxiety or stress.
- [NHS One You](#) offers a quick 5 question quiz to get your personalised plan of simple ideas to help improve your mental health and wellbeing.
- [Download Mind's top tips for coping during coronavirus](#) as an Easy Read PDF.
- [Mental Health at Work](#) offers a section of resources including [toolkits](#) tailored to key areas of workplace mental health.
- [Mindful Employer](#) is a UK-wide, NHS initiative. It is aimed at increasing awareness of mental health at work and providing support for businesses when recruiting and retaining staff.
- [Parents and carers can access self-care advice](#) on the Anna Freud Centre website.
- The Mental Health Foundation have provided advice for parents with [children returning to school after lockdown](#).

Help Lines

- [NHS 111 Wales](#) - call NHS 111 Wales (currently available in the following health board areas - Hywel Dda, Powys, Aneurin Bevan and Swansea Bay - including Bridgend). If you are outside this area, please call 0845 46 47.
- [Community Advice & Listening Line \(CALL Wales\)](#) offers emotional support and information on mental health and related matters to the people of Wales. Anyone concerned about their own mental health or that of a relative or friend can access the service. C.A.L.L. Helpline offers a confidential listening and support service. Helpline: 0800 132 737 or Text 'help' to 81066.

- [Meic Cymru](#) is a confidential, free helpline service for children and young people up to the age of 25 in Wales. You can call, text or instant message them in Welsh or English for support, advice and information. 0808 80 23456 (8am to midnight) or text 84001.
- [Campaign Against Living Miserably](#) (CALM) supports men experiencing distressing thoughts and feelings: 0800 58 58 58pm–midnight, 365 days a year.
- [The Silver Line](#) supports individuals over the age of 55 by providing information, support and friendship: 0800 4 70 80 90 open 24 hours a day, every day of the year.
- [Umbrella Cymru](#) are gender and diversity specialists in working across Wales to provide support and advice for anyone identifying as gay, lesbian, bisexual or transgender, + call 0300 302 3670 (if no one answers leave a message and they will return your call) or text 07520645700.
- [Switchboard](#) supports anyone identifying as gay, lesbian, bisexual or transgender: 0300 330 0630 Open 10:00-22:00 every day.
- The [Helplines Partnership](#) provides a directory of all the helplines available in the UK, which you can search to find the best telephone support service for you.
- [Mind Infoline](#) provides information on local mental health support services that can support you: [0300 123 3393](#).
- [Samaritans](#) 08457 90 90 90
- [Saneline](#) is a national mental health helpline providing information and support to people with mental health problems and those who support them: 0845 767 8000 (6pm-11pm)

Need urgent support?

If you are having thoughts of suicide, are harming yourself or have thought about self-harm, it's important to tell someone.

These thoughts and feelings can be complex, frightening and confusing, but you do not have to struggle alone.

If you cannot wait to see a doctor and feel unable to cope or keep yourself safe, the [Time to Change Wales](#) website shows you how to get [urgent support](#) right away.

It's important to know that support is available, even if services seem busy at the moment because of coronavirus.