



Take 5 steps to wellbeing in your organisation



Connect



Keep learning



Be active



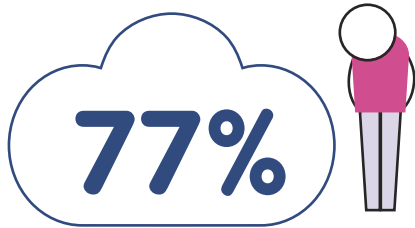
Take notice



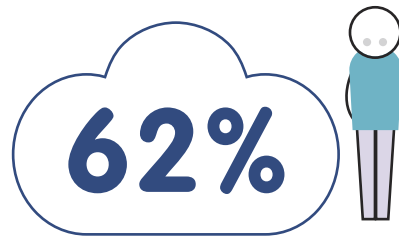
Give

The benefits of Take 5 steps to wellbeing for your organisation

77% of employees have experienced symptoms of poor mental health at some point in their lives. 62% of employees attributed their symptoms of poor mental health to work or said that work was a contributing factor.⁴



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of employees attributed their symptoms of poor mental health to work or said that work was a contributing factor

Your responsibilities as an employer

All employers have legal responsibility to ensure the health, safety and welfare at work of their employees. This includes minimising the risk of stress-related illness or injury to employees.

If someone has a mental health problem that has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities, they are considered disabled and will be protected from discrimination under the Disability Discrimination Act (1995).

When you are aware of health or disability information, employers have a legal duty to consider making reasonable adjustments. You also have a general duty of care and responsibility for employee health, and adjustments should be made to help all employees cope and recover, whether or not they have a formal diagnosis. **For more information, see The Equality Commission Code of Practice on Disability – Employment and Occupation (www.equalityni.org).**

Staff responsibilities

Staff members also have a responsibility to ensure that they are taking steps to improve and support their own mental wellbeing. It is very important to note that there are no specific legal responsibilities on staff members to engage regarding health. However, they must adhere to organisational policy and procedures.

Further Reading

Mental Health Toolkit for Employers www.bitc.org.uk

Emotional Resilience Toolkit www.bitc.org.uk

Minding Your Head PHA www.mindingyourhead.info



⁴ Business In The Community (2016). Mental Health at Work Report: National Employee Mental Wellbeing Survey Findings 2016. Business In The Community: London. Available at: http://wellbeing.bitc.org.uk/system/files/research/bitc_mental_health_at_work.pdf

Supporting wellbeing is good business

Organisations perform better when their staff are healthy, motivated and focused. Stress and mental ill health are two of the biggest factors contributing to long-term sickness absence across all industry sectors. It is estimated that the total cost of mental illness in Northern Ireland is well over £3.5 billion per year⁵.

Lower productivity: Workers may come to work even though they are unwell (presenteeism) because they are concerned that if they disclose a mental health problem, they will face prejudice. The cost to the economy from presenteeism is twice that of absenteeism.

Lost work days: Stress and other mental health problems are the second biggest cause of work absence.

Higher recruitment costs: Valued employees are lost when employers do not invest in mental health.

Increased conflict at work: Stress and mental health problems can lead to costly and time-consuming work conflict.

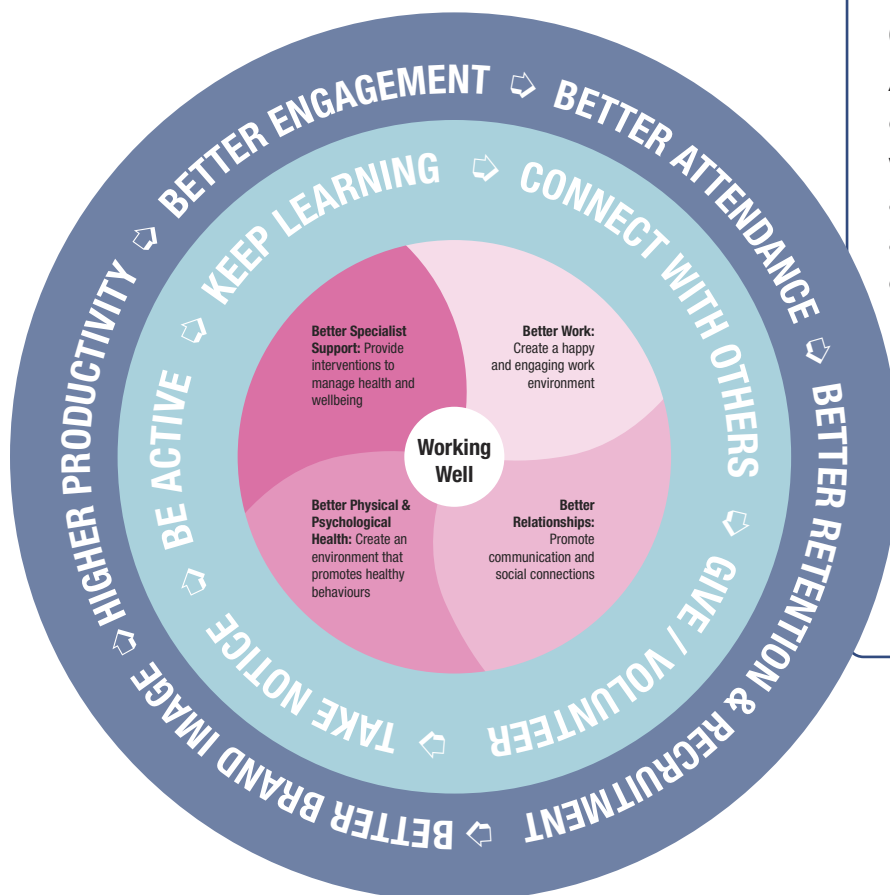
The Workwell Model (Business In The Community)⁶

As this diagram illustrates, Take 5 can be used to support the wellbeing of your people. There are things that employers can do as well as those that employees can do themselves.

(Purple) Business outcomes

(Blue) Employee actions

(Pink inner circle)
Employer actions



⁵ Refine NI LTD: <http://www.refineni.com/mental-health-stats/4578563576>

⁶ BITC Workwell Model. Available at: <http://www.managingemployeewellbeing.com/bitc/>

Using Take 5 steps to wellbeing in your organisation



Connect

Provide opportunities for people to come together socially or to spend more time together during breaks; bring people together through meetings or events and give them opportunities to do things together; encourage face to face communication rather than email; make changes to the work layout which encourages interaction.



Keep learning

Provide opportunities through training and personal development; share experience and skills across teams; provide magazines or books in common areas.



Be active

Provide opportunities for activities, like a lunchtime walking group or incentives like a cycle to work scheme; organise team building events; support team sport competitions; organise the work environment so people move about more.



Take notice

Put pictures or plants in work areas; encourage people to get away from the work environment during breaks; support active listening and engagement with your people through things like surveys, meetings, supervision and reflective practice.



Give

Involve people in supporting good causes and giving time or skills to community based projects; encourage volunteering opportunities; have policies that are flexible and support people's needs.

Promoting Take 5 steps to wellbeing

Take 5 steps to wellbeing is designed to provide a platform to talk to people about their wellbeing in a simple and informal way. Many people are already doing things that relate to Take 5 but don't see them in that way and so do not make the connection as to how these contribute to their wellbeing.

Equally organisations could be providing services or activities that relate to Take 5 which might be enhanced by incorporating the Take 5 brand or the messages into them.

There are many ways you can promote Take 5 to help embed the approach in people's lives.



5

Incorporate the Take 5 approach and branding in your activities or programmes

4

Link with national campaigns such as World Mental Health Day

3

Include Take 5 information on your website and promote through social media

6

Provide literature and resources to staff and customers/clients

The following pages include a range of Take 5 tools with an explanatory note on each one. A plain copy of each of the Take 5 tools is available separately. These do not have the explanatory notes included on them and are, therefore, suitable for printing and sharing. You can also download the tools from:



www.makinglifebettertogether.com

7

Plan events during the year or use existing events to support Take 5






8

Inform staff about Take 5 and promote wellbeing through your policies and processes

9

Develop partnerships with others to seek new opportunities to improve or enhance your organisation's role in promoting and supporting positive wellbeing

Take 5 steps to wellbeing organisational audit tool

	What you do	Who benefits	What other Take 5 messages does this link with?	Areas for development
 Connect				
 Keep learning				
 Be active				
 Take notice				
 Give				

This tool can be used to assist organisations audit their existing activities and how they are directly linked into Take 5 steps to wellbeing. It will help identify exactly what an organisation does, who benefits and where improvements can be made to maximise the use and implementation of Take 5 steps to wellbeing within an organisation



Take 5 steps to wellbeing organisational planning tool

Project Name:

Take 5 elements supported:  **Connect**  **Keep learning**  **Be active**  **Take notice**  **Give**

Take 5 Outcomes

What the project will achieve, e.g. Connect, Keep learning

Outputs

The activities that will happen

Inputs

What resources you need to make it happen

Milestones

When things happen and who will do it

Evaluation

How you will know how well you are doing

This tool can be used to help you to plan activities either one off or held over a period of time. It will allow you to identify specific elements of Take 5 steps to wellbeing and demonstrate how they link into and support the stated actions.



Take 5 steps to wellbeing organisation pledge



Use this pledge to show how you intend to use Take 5 steps to wellbeing in your organisation.

We will...



This pledge is an affirmation of what an organisation intends to do to use the Take 5 messages and can be used as a visible reminder of their goal or commitment. It is also useful in group exercises, or could be put on display in a centre or workplace to inform staff, customers and clients about how the organisation is supporting Take 5 steps to wellbeing.