



Connect



Keep learning



Be active



Take notice



Give



Introduction

The New Economics Foundation (NEF) research has concluded that Take 5 steps to wellbeing contribute to improving wellbeing in its fullest sense, both physically and emotionally, supporting people of all ages to feel good and function well. Evidence indicates that it is individuals who practice all '5 steps' who have the highest level of wellbeing.

Workplaces can use the Take 5 steps to wellbeing framework to help identify opportunities to promote wellbeing among staff. Because the Take 5 steps to wellbeing can benefit people of all ages, it is also promoted in other settings such as schools, youth organisations and community settings such as libraries, pharmacies and leisure centres. This means that we can practice the Take 5 steps to wellbeing not just in the workplace, but also at home, in our leisure time and with our families.

In the Belfast area the Take 5 in workplaces programme is delivered by Belfast Health & Social Care Trust, Business in the Community and Belfast Health Development Unit. The programme and award levels developed are based on best practice guidelines and NICE Mental Wellbeing at Work.



What are the Take 5 Steps to Wellbeing?

The Take 5 Steps to Wellbeing are:

CONNECT, KEEP LEARNING, BE ACTIVE, TAKE NOTICE and GIVE. (CLANG)



Take 5 is a set of simple messages that can be used by everyone. As a workplace, you are best placed to know how to encourage participation in each of the steps depending on for example, the demographics of your employees and their daily working environment. The aim of this booklet is to give a very brief overview of Take 5 steps to Wellbeing and

some of the possible ways to incorporate it into your workplace. Further ideas and resources will be provided to workplaces who sign up to take part in the programme including support to develop an Action Plan for promoting Take 5 in your organisation.



Take 5 Steps to Wellbeing Workplace Model

As a workplace, we suggest that you begin by reflecting on what you're already doing to promote wellbeing in the workplace. How are you currently supporting wellbeing within your organisation? Is there continuity between different initiatives and activities you offer? Where would the Take 5 steps to wellbeing fit within your current activities or action plans? Could you bring activities together under the umbrella of the Take 5 Steps to Wellbeing framework?

Workplaces who sign up to take part in the programme will be supported to conduct an audit of the wellbeing initiatives they run to identify how these align with Take 5. This will help you see which areas you could develop further and make a plan of how you'll achieve this.

How to Champion Take 5 Steps to Wellbeing in your Workplace

Create a shared sense of purpose

Clearly communicate your vision for a healthy workplace and take people along for the journey.

Really listen

Ask your team what they think about Take 5 Steps to Wellbeing and really TAKE NOTICE and take onboard what they say.

Set clear expectations

Ask managers to actively promote and support their people and teams to participate in Take 5.

Set the tone

Champion Take 5 through staff emails, notice boards, staff Facebook or WhatsApp groups

Lead by example

Be a role model for others and introduce the Take 5 Steps into your life – go for a walk, say thank you, notice the trees and clouds and sky.

Introducing Take 5 Steps to Wellbeing in the Workplace

There are many different ways you could incorporate the Take 5 steps to wellbeing message within your organisation. Based on your Take 5 Action Plan and evidence of actions you will be accredited at Level 1, Level 2 or Level 3.

A summary of the accreditation criteria for each level are shown opposite:



Level 1:

- ✓ Commitment from Senior Management within organisation
- ✓ Commitment from a person(s) within the organisation to support implementation
- ✓ Complete and sign a Take 5 pledge
- ✓ Map out existing activities within organisation under the Take 5 headings
- ✓ Development of a Take 5 Action Plan
- ✓ Building awareness of Take 5 among staff. Examples include:
 - Sharing Take 5 messages via as posters, leaflets, emails and events
 - Provision of Take 5 awareness sessions to staff
 - Integrating health and wellbeing within team building and related activities for staff.

Level 2:

- ✓ Foster a culture that promotes mental wellbeing by establishing clear lines of support and signposting for staff
- ✓ Build a network of employee mental health first aiders or wellbeing ambassadors
- ✓ Provision of specialist skills training and refresher for managers & supervisors to build knowledge and confidence in mental health
- ✓ Provision of support for employees with management responsibilities
- ✓ Ensure that systems are in place to provide support for employees for whom external factors are influencing their mental wellbeing
- ✓ Offer all employees training or activities to boost awareness, self-care and coping strategies

Level 3:

- ✓ Proactively promote mental wellbeing by embedding in strategy and organisational policies and practices
- ✓ Senior leadership support for wellbeing initiatives demonstrated by taking action to reduce stigma, promote awareness among staff and foster a top-down wellbeing culture
- ✓ Development of policies, processes and ways of working with staff that are considerate, equitable and inclusive, e.g. policies on flexible working, menopause, bereavement, disability, race, etc.
- ✓ Monitor and evaluate the support you provide at least on an annual basis using a relevant evaluation tool against set objectives and targets.
- ✓ Use of a blended approach of internal and external support and expertise, with tiered levels of accessible support
- ✓ Establishment of a communication system (e.g.: wellbeing resource hub or intranet pages) for signposting staff to support and resources
- ✓ Consider the provision of an employee assistance programme for staff
- ✓ Development and enhancement of volunteering scheme/ community for employees.



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Being part of the Take 5 Accreditation has had a positive impact in Heron Bros #betterlives program, and I would highly recommend any organisation looking to prioritise their health and wellbeing to take part as it will help leave a positive impact for all staff and their business.

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Heron Bros



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I highly recommend the Take 5 Accreditation. It has massively contributed to building a more engaged workforce and created a positive workplace culture around wellbeing and as a Company the support we can provide for staff around physical and mental health and continue to promote and build on.

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Northern Ireland Housing Executive



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Participating in the Take 5 Accreditation has really helped our company with all team engagement in creating the plan which covers all 5 aspects for the focus on our Health & Wellbeing in the workplace and beyond. We have moved away from a top-down approach for our team health and wellbeing and now have a structured and shared annual plan with contribution from employees.

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Suki Tea





Becoming a Take 5 Steps to Wellbeing Workplace

Workplaces can play a vital role in the health and wellbeing of our population. By becoming a Take 5 workplace, you can show your commitment to promoting positive mental and emotional health and wellbeing for your staff.

For information on how to become a Take 5 workplace please reach out to one of the contacts listed overleaf. You will be asked to complete an application process. If successful, representatives from your organisation will be invited to take part in a workshop to explore the Take 5 approach and how this could be adopted in your workplace.

You'll be supported to complete an audit of your current activity to promote staff health and wellbeing, identifying how you can use Take 5 to enhance this. You'll develop an Action Plan on promoting Take 5 in your workplace and will be asked to gather evidence on how this has been delivered.

A visit will take place to your organisation and you'll be awarded accreditation based on your Action Plan and evidence. Your Take 5 Accreditation will last 2 years and we advise you to renew it every 2 years (or annually) to ensure you are implementing a continual improvement approach.



For more information please contact:



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**Making life better,
together**

supported by Belfast Health Development Unit

This booklet has been produced on behalf of the Belfast Health Development Unit. Copies of the Take 5 logos and brand guidelines are available in the 'Take 5 A Guide for Practitioners Toolkit' at: <https://www.makinglifebettertogether.com/wellbeing-resilience/>