

Wellness Check-in Questions



2020
Staff Advice &
Support Hub



Wellness Check-in Questions

The wellness check-in questions aim to structure a conversation between you and your manager when thinking about how you can stay healthy at work and how the Trust and your manager can support you to do this.

You may choose to use these questions during your regular 1-2-1 catch up meetings or as part of your annual appraisal.

Please remember the contents and outcome of this discussion are confidential. Your manager may keep a confidential record of this discussion with your appraisal or regular 1-2-1 notes, should you give permission for them to do so.

We have also created a pocket-sized 'about my health and wellbeing' booklet which some may find helpful. Again this is optional and should only be used if you think it would be valuable and useful for you to have one.

The below questions aim to help structure a conversation between you and your manager when starting to think about the practical ways in which you can stay well at work.

It is important to remember that these questions:

- { Are flexible.
- { Are entirely optional.
- { Aim to enable your manager to better understand your health needs.
- { May be used as a starting point before considering more formal workplace adjustments, should they be needed.

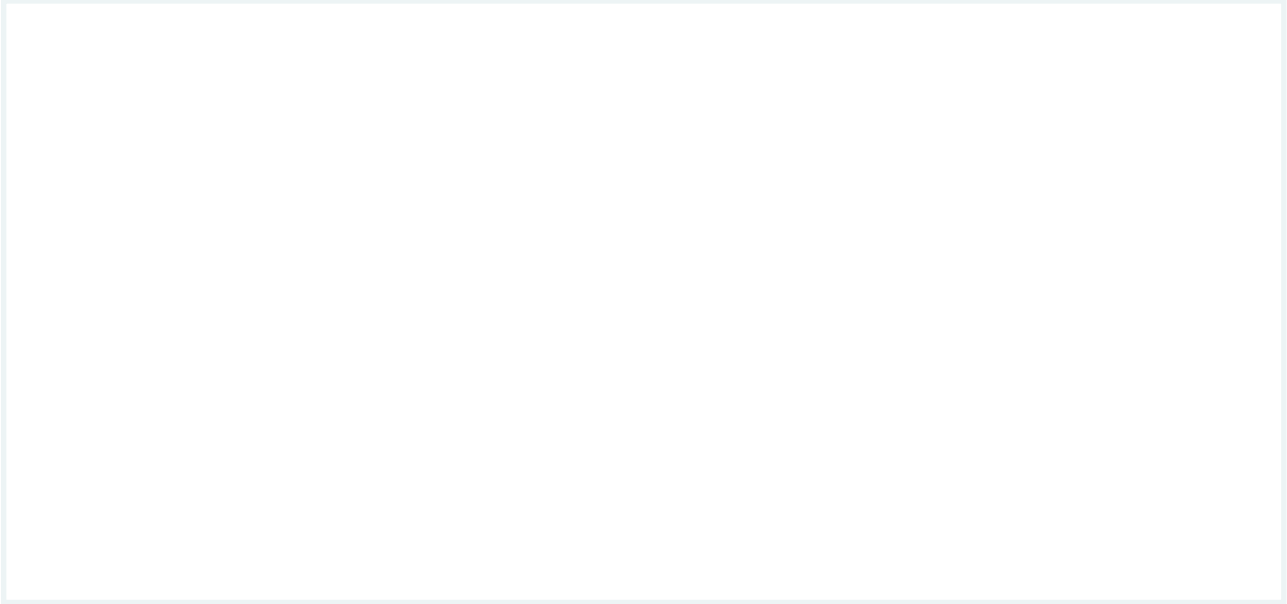


**These questions can be discussed together.
Any answers can be summarised below.**

1

What helps me to stay well at work?

(Examples might include taking an adequate lunch break away from my desk, getting some exercise before or after work or in my lunch break, work structured in certain ways...)



2

What can my manager do to proactively support me to stay well at work?

(Examples might include regular feedback and catch-ups, flexible working patterns, explaining wider organisational developments)



**These questions can be discussed together.
Any answers can be summarised below.**

3

What situations at work can make my health worse?

(Examples might include conflict at work, irregular breaks, working long hours, organisational change, tight deadlines, how decisions are made or communicated)

4

What support could be put in place to help me to stay well at work?

It might be worth thinking about what has worked in the past (Examples might include extra catch-up time with my manager, guidance on prioritising workload etc).

If you list any amendments to your work which fall under reasonable adjustments or the flexible working policy, your manager will need to refer to the [Workplace Adjustment Impact Assessment form](#) or the [Flexible Working Policy](#).

5

We have discussed how work might affect my health but are there other factors outside of work which affect my health that I wish to share?



What next?

The next steps are up to you and will very much depend on the outcome of your discussion. Some colleagues may wish to explore the option of workplace adjustments. If so, please refer to our Flexible Working Policy found in the Policies and Guidelines section of our intranet.

Some colleagues may wish to complete the 'About My Health and Wellbeing' booklet and carry it with them to support future conversations about their health needs with other colleagues. This booklet can be downloaded via our 2020 Staff Advice and Support intranet pages. Alternatively, some colleagues may have found this conversation with their manager valuable in itself and do not require further support right now. Whichever next step is right for you, please remember to check-in and update this information regularly as your health needs change.

To access further help and support visit our 2020 Staff Advice and Support Hub intranet pages, call 0300 422 2020 or email ghn-tr.2020@nhs.net.

