

Mental health toolkit

Our user-friendly toolkit provides you with the knowledge and tools necessary to support your team's mental health needs within the employment law context. See what's included...

E - info@halborns.com

T - 0115 718 0333

W - halborns.com



Toolkit contents

Mental health champions

- Role profile
- Mental health champion application form
- Letter confirming success in securing mental health champion role
- Mental health training course repayment agreement
- Introduction to our mental health first aid champions

Promoting mental fitness and supporting well-being

Policies

- Promoting mental well-being
- Being happy and healthy at work

Guidance note

- For managers on how to support mental well-being

Agenda

- An informal discussion where you consider if the employee is experiencing mental health challenges

General

- Employee well-being survey
- Stress risk assessment
- Ideas for supporting human 'be-ins'

Plans

- Well-being support plan
- Well-being communication plan

Reasonable adjustments

- Flowchart
- Adjustment checklist
- Employee agreement



Toolkit contents

Identifying and addressing mental health concerns

- Letter to employee too stressed to attend formal meeting
- Guidance note for managers when to pause, suspend or progress the formal process

Managing absence due to mental health

Letters

- To employee absent with mental ill-health who is not following sickness absence policy
- To GP regarding concerns for employee's wellbeing
- To employee asking for permission to contact their medical adviser
- To employee's medical adviser to understand more about condition
- Calling employee to a meeting to discuss sickness absence
- Confirming outcome of sickness absence meeting (warning)
- Confirming outcome of sickness absence meeting (dismissal)
- Confirming appeal
- Confirming outcome of sickness absence appeal meeting

Notes

- Welcome back
- Phased return to work

Agendas

- Sickness absence meeting
- Appeal meeting

Consent

- Form for completion by the employee



Toolkit fee - £595+VAT
[Click here to purchase](#)