

Workplace Support Plan

A plan written with the employee, not about them

A support plan gives an employee and their manager a shared, agreed picture of what helps and what to do if things become difficult. It is most useful when written while the person is well, in their own words, and kept confidential.

The employee owns the plan. They decide what goes in it and who sees it.

The plan

	IN MY OWN WORDS
What helps me stay well at work	
What can make things harder at work	
Early signs that I am starting to struggle	
What others might notice	
What I would like my manager to do if they notice these signs	
Adjustments that help me	
Support I use or can use, inside and outside work	
Who to contact in an emergency, if I choose to say	

Agreements

	AGREED
How often we will check in	
How I will raise something urgent	
Who else can see this plan	
Review date	

Signed or agreed by the employee and the manager, with the date. Store it securely, as you would any health information.

IF SOMEONE NEEDS HELP NOW

If there is an immediate risk to life, call **999**. Samaritans are available free, 24 hours a day, on **116 123**. In England, NHS 111 (option 2) connects to an urgent mental health service.