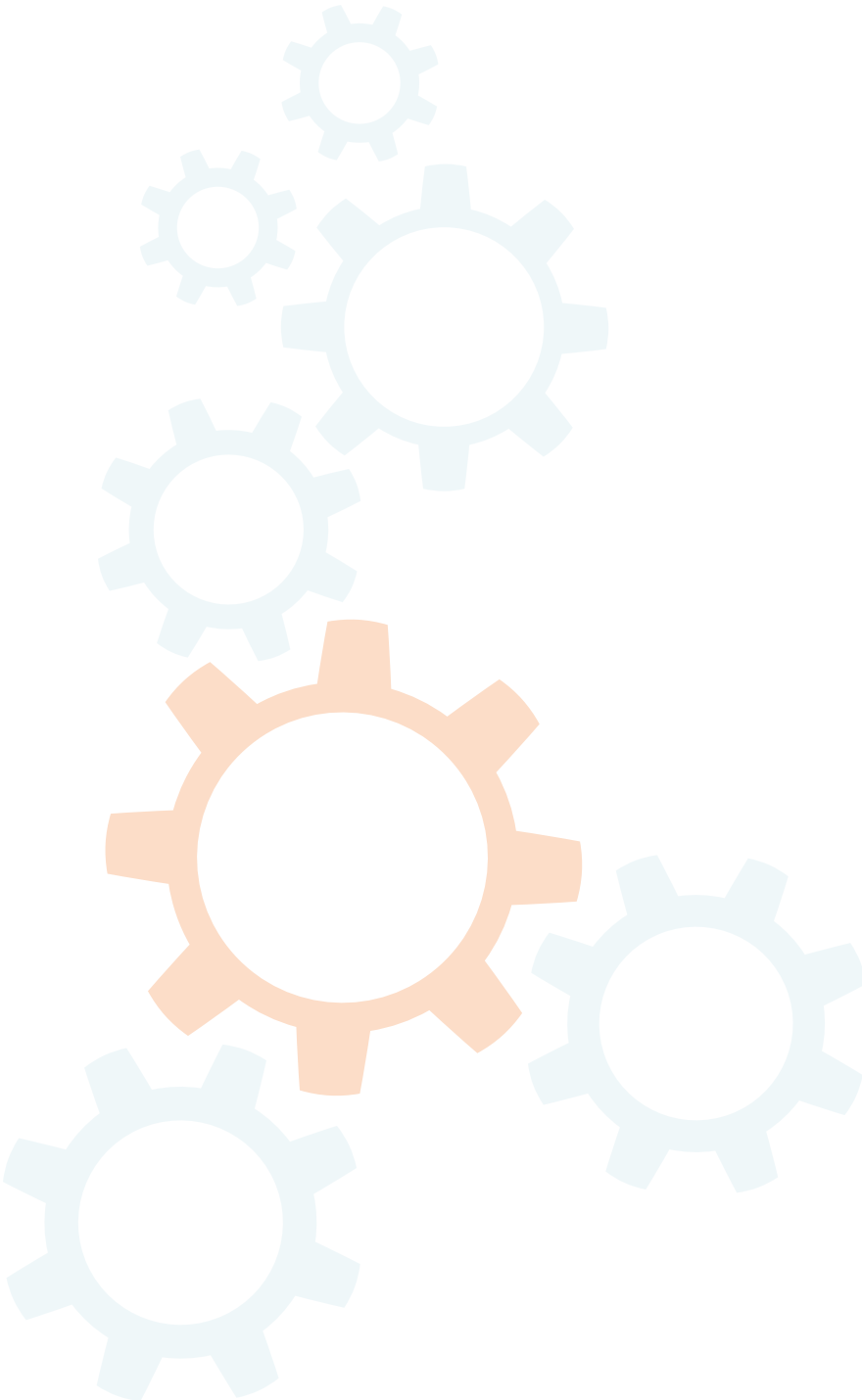


a guide to
looking after
your mental health
and emotional
wellbeing

GUIDANCE FOR STAFF





Our commitment

- As part of its **bwell** Strategy and Action Plan, the Trust is committed to supporting staff who are experiencing stress or a deterioration in their emotional wellbeing and mental health. As many as 1 in 4 people will suffer from a mental health condition at some point in their lives
- We want you to feel comfortable and supported at work, and if you become unwell, we will support you to stay in work as long as you are fit to do so or facilitate your return to work with reasonable adjustments where required
- This booklet will signpost staff to a wide range of services available to help you, both inside and outside the Trust. We also have an accompanying booklet for managers, as well as our interactive Mind Ur Mind toolkit for staff and managers.



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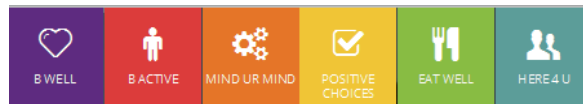




Self Help Tips

We should all make good lifestyle choices to promote and protect our emotional wellbeing. Here are a few tips:

- **Get moving:** Reclaim your lunch break, and get outside to give your mind and body a break away
- **Take 5:** The Public Health Agency encourage us to Take 5 Steps to Wellbeing. More information can be found at <http://www.mindingyourhead.info/take-5-steps-wellbeing>
- **Get a good night's sleep:** keep phones, laptops and tablets out of your bedroom, and give yourself time to wind down before sleep
- **Balance:** enjoy a balanced diet, exercise and only drink in moderation
- **Use your time wisely:** plan your annual leave so you can enjoy hobbies and activities outside of work
- **Take part and speak up:** Take the opportunity to participate in Service Area Risk Assessments and Stress Focus Groups when invited, and offer your ideas and solutions.



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Noticing the Signs

If you are worried about your own or someone else's mental health, there are a few signs to watch out for. However, always remember that each person will present uniquely.

- **Low mood and fatigue:** Do you feel down a lot of the time, but maybe can't explain why? Have your productivity and motivation at work declined? Are you finding it more difficult to make decisions or get through your workload?
- **Poor personal hygiene or appearance:** Have you lost interest in how you present yourself? Is it becoming a real effort?
- **Irritability or snapping:** Do you feel short fused? Do you find yourself becoming more irritable or aggressive?
- **Self-harm:** If you feel you wish to cause harm to yourself, please speak to someone you trust or call Samaritans on **T: 028 9066 4422**. You are not alone and help is available
- **Changes in Sleep/Eating/Use of alcohol problems.**





Look out for one another

- If you have noticed a colleague displaying some of these signs and symptoms, you should think about approaching them and asking them if they are feeling well. This is never an easy thing to do, but they will most likely appreciate the support
- You may find it helpful to use the Time to Change Conversation Postcard at the back of this booklet, and offer it to them? A small act of kindness can make a huge difference to someone's life
- Alternatively, if you are feeling down, you can use one of these cards to alert someone that you would like to talk and get your feelings off your chest. You can also avail of one of the many support services we have on offer.



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Internal Support

- **The Trust** has a range of initiatives to promote and protect your physical, mental and emotional health and wellbeing
- The principal role of the Occupational Health Service (OHS) is to provide advice to employees, managers and the Trust on issues relating to health at work and fitness for work. The service is confidential, impartial and advisory
- **Occupational Health Service** is based on
2nd Floor, McKinney House, Musgrave Park Hospital,
Stockman's Lane, Belfast BT9 7JB ([Map](#))
Opening Times: 8.30am to 5.00pm (Monday to Friday)
T: 028) 9504 0401
E: occupationalhealth@belfasttrust.hscni.net
- **Staffcare:** Staffcare is there to provide free, future-focused and confidential counselling and support for Trust staff. The Staffcare Careline is available around the clock, and they can offer immediate telephone counselling support, or arrange for you to meet face to face in a convenient, anonymous setting
T: 0800 7313674.



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Internal Support

- **bwell:** The bwell app and website provides employees with access to a range of support, advice, training, activities and tools across five wellbeing themes: bActive, Mind Ur Mind, E at Well, Positive Choices and Here 4 U. You can get access to meditation techniques, self-help guides and a mental and emotional wellbeing training guide
- **Here4U** is the home of our extensive range of free activities for staff to address physical, emotional and mental wellbeing. In addition to a wide range of physical training classes, such as boxing, circuits, football and Pilates. Weekly classes include choir, guitar and photography, as well as occasional one off events like floral art and money management. Why not sign up to an event? Visit www.bwellbelfast.hscni.net for more information
- You can also turn to the Trust's Mind Ur Mind toolkit for self-help tips, details of external support and more
- **Belfast Recovery College:** The Recovery College offers a range of free courses that are available for anyone with an interest in mental health and wellbeing including: service users, family members and staff. Our courses provide the opportunity to learn together to help increase understanding of each other's journey in promoting recovery for service users, family members, carers, Trust workers, members of the community and voluntary sectors. Visit <http://www.belfasttrust.hscni.net/BelfastRecoveryCollege> to book.



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Internal Trust Support

- **Health Improvement Team:** The health improvement department also works within the Trust to provide training programmes specifically aimed at promoting and protecting emotional health and wellbeing. Personal Resilience and Mental Health First Aid are some of the courses that can not only improve your mental wellbeing, but help you to look out for others too.

T: **028 9056 5421** or health.improvement@belfasttrust.hscni.net

- **Chaplaincy:** As part of the wider healthcare team, the chaplaincy offers spiritual, religious and pastoral support to anyone who requests it, regardless of faith. Their service is confidential, non-judgmental and open to all. There is an on-call chaplain 24/7 and most sites have facilities for prayer and reflection.

T: **028 9063 2045** Lead Chaplain or see the Hub – sites A-Z – Chaplaincy.





Internal Trust Support

- **Human Resources:** HR offers a wide range of services for staff, and offer a range of flexible working arrangements to facilitate a balance between home and work commitments. From the Carer's Strategy and leaflet to the Harassment Support Service, the Flexible Working Policies and Arrangements to Special Leave policies, Summer Scheme to Childcare Vouchers, there is a wide variety of initiatives to help. Contact the Improving Working Lives team on **T: 028 9063 5678**



- **Domestic Abuse Support Scheme:** This is a free and confidential service available to any staff member. It is provided by voluntary support officers and has been designed and delivered in partnership with our Trade Union colleagues. A workplace policy has been developed to ensure that staff and managers are aware of the policy and the support service. This is a completely free and confidential service and is available to any staff member. Please contact:

Equality Team on **T: 028 9056 5369**

Workforce Equality on **T: 028 9063 6080**

Belfast and Lisburn Women's Aid 24 hour helpline
Freephone 08088 021414

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External Support

The following is a directory of useful resources which can be accessed externally to the Trust. This list is not exhaustive, but it aims to signpost you to support for some of the most common mental health conditions and guidance on some issues that can cause us stress and even poor mental health.

Emergency and Crisis Support

- **Lifeline:** Lifeline is the Northern Ireland crisis response helpline service for people who are experiencing distress or despair. No matter what your age or where you live in Northern Ireland, Lifeline is here to help. This service is free and available 24/7.
T: 0808 808 8000
- **Samaritans:** Samaritans offer a safe place for you to talk any time you like, in your own way, whatever is getting to you. It's free to call: **116 123**





Addictions

- **Addictions NI:** Providing support and treatment to people affected by alcohol or drug addiction. **T: 028 9066 4434**
- **Alcoholics Anonymous:** A fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others recover from alcoholism. **T: 028 9043 4848** or www.alcoholics-anonymous.org.uk
- **AlAnon:** Providing support to anyone whose life is, or has been, affected by someone else's drinking www.al-anonuk.org.uk

Anxiety/Phobias/OCD

- **Anxiety UK:** A charity that gives advice to those suffering from anxiety related disorders, including phobias and OCD. www.anxietyuk.org.uk
- **No Panic:** A voluntary charity which helps those with panic attacks, phobias, and obsessive compulsive disorders. **T: 0800 138 8889** or www.nopanic.org.uk
- **Northern Ireland Agoraphobia and Anxiety Society (NIAAS):** Provides counselling, advice and support **T: 028 9072 7150**

Bereavement

- **Belfast Trust Bereavement Service:** for service users and staff: **T: 028 9063 3904** or Heather.Russell@belfasttrust.hscni.net
- **Cruse:** Committed to breaking the stigma around grief and ensuring every person can access high quality support following a bereavement. **T: 028 9023 2695** or www.helpline@cruse.org.uk
- **PIPS:** Providing support for families who have been touched by suicide as well as suicide prevention and awareness training. **T: 028 9028 7836** or info@pipsprogrammes.com

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Bipolar Disorder

- **Bipolar UK Belfast Support Group:** Support groups are free to attend and open to anyone affected by bipolar, including friends, family and carers: **T: 0333 323 3880** or www.bipolaruk.org/belfast-support-group

Carers

- **Carers NI:** Looking after someone can be tough, but you are not alone. Carers NI exist to provide support and guidance along the way. **T: 028 9043 9843** or www.carersuk.org/northernireland

Debt

- **Christians Against Poverty (CAP):** Providing face to face support and comprehensive debt management services. **T: 0800 328 0006** or <https://capuk.org>
- **Step Change Debt Charity:** The UK's Leading debt charity providing tailored advice and practical solutions to manage debt. **T: 0800 138 1111 Mon-Fri 8am-8pm, Sat 8am-4pm** or <https://www.stepchange.org>

Depression

- **Aware NI:** The national depression charity for Northern Ireland and the only charity working exclusively for people with depression and bipolar disorder. **T: 028 7126 0602 (Derry/Londonderry), 028 9035 7820 (Belfast)** or info@aware-ni.org

Eating Disorders

- **Eating Disorders Association NI (EDANI):** Providing support, information and understanding to people with eating disorders as well as their families and friends. **T: 028 9023 5959** or edani@btconnect.com

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- **The Laurence Trust:** A local charity, based in Northern Ireland, providing support to men living with eating disorders and their families **T: 075 1037 1335** or thelaurencetrust@hotmail.co.uk

LGBT+

- **LGBT Foundation:** LGBT Foundation is a national charity delivering a wide range of services to lesbian, gay and bisexual and trans (LGBT) communities.

Relationships

- **Relate NI:** Enhancing emotional wellbeing in individuals, couples, families and communities by delivering professional counselling and therapeutic services **T: 028 9032 3454** or office@relateni.org

Transgender Support

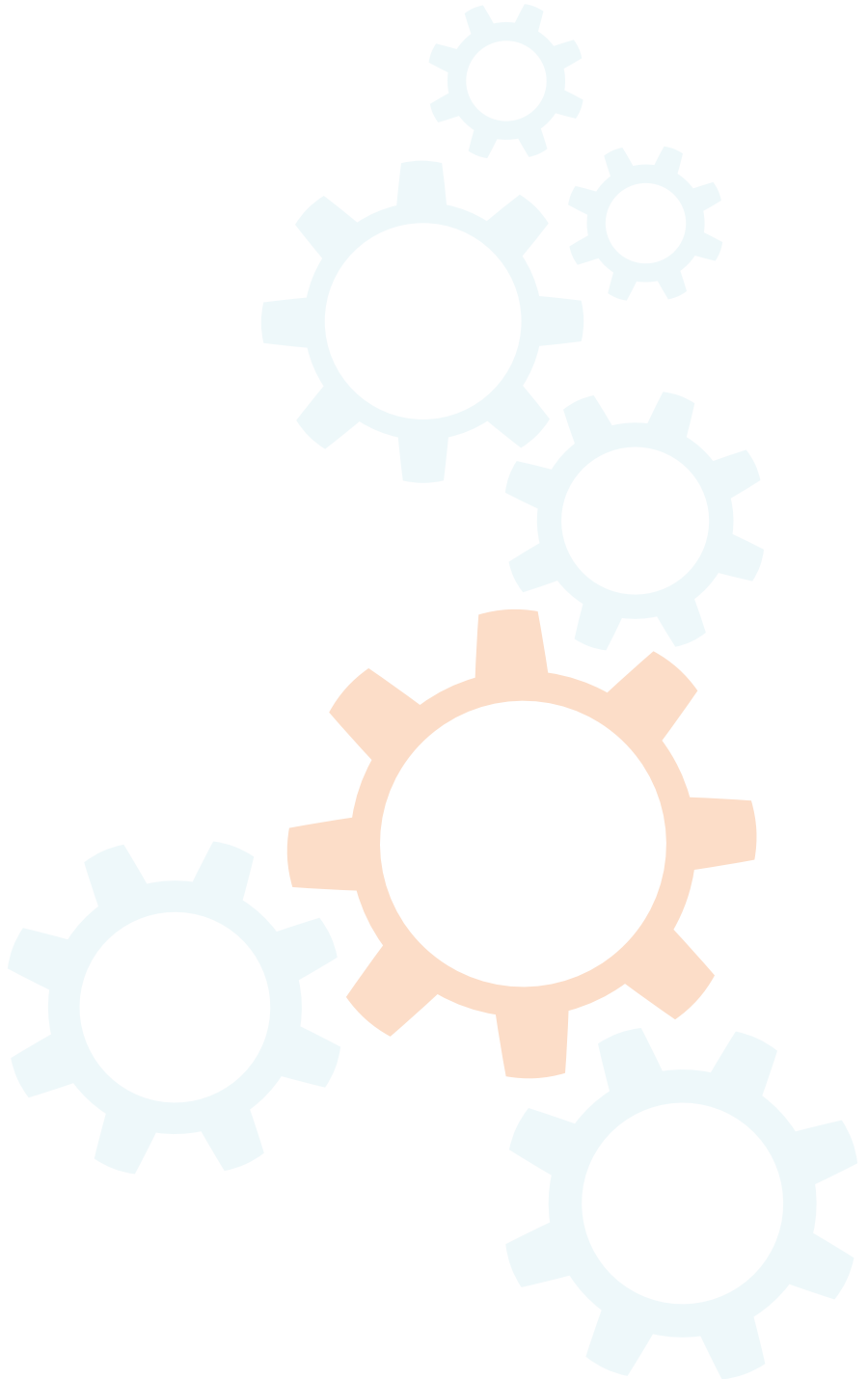
- **Transgender NI:** The hub of information for transgender, non-binary, intersex and questioning people and those who support them across Northern Ireland www.transgenderni.com
- **SAIL NI:** SAIL is a support group for the families of transgender and gender variant individuals of any age who are in need of help, support or advice **T: 028 9532 0023** or www.sailni.com

Trauma

- **Wave:** Care and support for people affected by the conflict in Northern Ireland www.wavetraumacentre.org.uk/home for details of your nearest WAVE centre.

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CONVERSATION
POSTCARDS



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