

mind & body

Health and Wellbeing: a toolkit for staff

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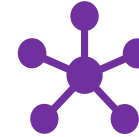


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[Existing initiatives](#)

King's Health Partners occupational health and wellbeing teams
Local and national initiatives

After you access the toolkit, we would like love to hear what you think about it. This will help us to understand the impact of the toolkit and make improvements as needed. [Click here to complete a short survey.](#)

Introduction and acknowledgements

People are what keeps the NHS going. A happy and healthy workforce is critical for delivering the best healthcare to patients and service users. And so, it is important that staff and teams are engaged and have the resources, time and support to look after their wellbeing at work and in everyday life.

This toolkit offers all staff working across health and care services a collection of resources all in the one place, that they can use to support the mind and body health and wellbeing of their team. It includes wellbeing tips and ideas for teams, bitesize sessions on a variety of topics that can be independently led by teams, as well as information and links to existing resources for all NHS staff and in particular, King's Health Partners staff.

This toolkit will continue to be updated based on the feedback from Mind & Body Champions and users. Updated versions will be located on the Mind & Body website [staff health and wellbeing page](#).

We would like to acknowledge the following people who have contributed content and helped develop this toolkit:

Mind & Body Champions: Hannah Baynes, Lucy Fettes, Panos Panagiotis, Laura Madeley, Sharon Hudswell, Helen Kay, Alexis Jones, Charlotte Clifford-Brown, Sarah Spencer-Adams, Helen Parsons, Denise Grant, Alice Baldwin, Georgina Murray, Zac Hana, Junie Foster, Charlene Smith, Anna Roberts, Kahra Horsford-Osborne, Caroline Sweeney, Tanya Denmark, Kathy Payne.

Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts Occupational Health Teams

Mental Health Promotion Team, South London and Maudsley NHS Foundation Trust

Dr Jane Hutton, Consultant Clinical Psychologist, Psychological Medicine, King's College Hospital NHS Foundation Trust

Gary Bridges, Counselling Psychologist, King's College Hospital NHS Foundation Trust

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Wellbeing tips and ideas

These are tips and ideas developed by Mind & Body Champions to support team morale, connection and wellbeing.

Take a look at these ideas and decide with your team what you can adopt as a wellbeing activity.

If you are already doing something with your team let us know by email or twitter!

mindandbody@slam.nhs.uk

[@katemindandbody](https://twitter.com/katemindandbody)

#mindbodycare

- Graffiti board – space for staff to anonymously document feelings/off-loading thoughts
- Noticeboard advertising wellbeing tips, training, staff recognition, good news stories – kept up to date by Champions
- 'Greatex' (opposite of Datex) – an online compliment card staff can email to each other.

In the office



- 'Foodie Friday' – everyone sits down together for lunch on a Friday
- Go out for 'Pay day' lunch
- Bring and share lunch days
- Lunchtime walk
- Team commitment to everyone taking their lunch break
- Eat outside or somewhere not nearby your computer.

Lunchtime



- Use morning/afternoon huddles to check in on how people are feeling
- Wellbeing item on every meeting agenda
- Share morning/afternoon tea at meetings
- 'Walk and talk' meetings
- Include a stretch/easy to do exercise at the beginning and end of meetings.

Meetings



- Use the skills of staff (i.e. yoga skills) to run free classes for staff
- Daily or weekly mindfulness sessions
- Promote upcoming events on wellbeing and training for clinical/personal development
- Staff development/study days to include wellbeing item.

Activities/training



- Weekly 'what's happening' and staff achievement email circular
- Quiet room space
- Peer support sessions or clinical reflection sessions every fortnight/month (group counselling)
- 'Break and walk' time.

Checking in & time out



- Cards and cake to celebrate birthdays and other important dates
- Regular and optional after work get togethers
- Whatsapp group for communication and to organise get togethers
- Organise a team fundraising activity.

Social



Independent team-led sessions



Independent team-led sessions

These sessions have been designed to provide brief education and information on the list of topics below, as well as practical tips and activities teams can do to support their mind and body health.

The idea is these sessions will be delivered by any member of a team. We don't expect you to be an expert on the topic but hope that the information will prompt discussion and people's own ideas about looking after their mind and body health.

Teams are encouraged to adapt these sessions to suit the needs of their teams and look at specific resources available to you within your organisation.

Some details:

- *Time:* each session will take approximately 30 minutes to complete (you may like to spend shorter or longer though)
- *Facilitator:* this can be anyone in the team. It is good to decide in advance who will be facilitating a session so they have time to prepare
- *Role of the facilitator:* the facilitator will be responsible for guiding the team through the session material, as well as encouraging discussion and a focus on key take home points
- *Materials:* some sessions include links to online videos so you will need AV equipment to do this. It might also be helpful to use flipchart paper/pens for some discussions.

Click on the topic you wish to explore:

[1. Constructing personal values](#)

[2. Being active](#)

[3. Reducing burnout and compassion fatigue](#)

[4. Happier@Work](#)

[5. Hydration and nutrition](#)

[6. Mindapples](#)

[7. Mindfulness](#)

[8. Sleep](#)

[9. Stress](#)

[10. Talking about mental health](#)

1. Constructing personal values



1. Constructing personal values

Reflect on last session

If applicable, ask the team to think back to last session – are there any thoughts or reflections on what was discussed? Do any areas need further discussion?

This session's objectives

To develop the ability to use our personal values as a guide to action.

Why mind and body?

Having a sense of meaning and direction in life has been shown to contribute strongly to psychological wellbeing. It is important to consider how looking after your psychological wellbeing can support good overall health.

This module has been developed by Gary Bridges, Counselling Psychologist, King's College Hospital
garybridges@nhs.net

Constructing personal values

- Having a sense of meaning and direction in life has been shown to contribute strongly to psychological wellbeing.
- In Acceptance and Commitment Therapy (ACT), constructing values and using them to guide behaviour is a central part of the treatment.



A definition:

The personal qualities a person most wants to express in his or her daily behaviour.

How can they help?

- Values are like a compass. A compass gives you direction and keeps you on track when you're traveling. And our values do the same for the journey of life
- We use them to choose the direction in which we want to move and to keep us on track as we go. So when you act on a value, it's like heading west. No matter how far west you travel, you never get there; there's always further to go
- Goals are like the things you try to achieve on your journey: they're like the sights you want to see or the mountains you want to climb while you keep on traveling west.



Questions to clarify personal values:

What do you care about and consider to be important in life?

What do you want your life to stand for?

What sort of qualities do you want to cultivate as a person?

How do you want to be in your relationships with others?

Personal values in different life areas

Work/Career and Education

In your current job, what type of employee or manager do you want to be? What personal qualities do you show at work when you are at your best? What skills do you want to develop? What are your values around how to interact with your colleagues? With patients? What are your innermost work values—persistence, hard work, continued development, being supportive to others, career progression, customer service, cooperation, creativity?

Personal Growth/Health

This refers to your ongoing development as a human being. This may include, organised religion, personal expressions of spirituality, creativity, developing life skills, meditation, yoga, getting out into nature. Think about your values in relation to your health and physical wellbeing. What are your intentions with regard to diet, exercise, sleep, smoking, alcohol, and general self-care and well-being? Do you wish to pursue a healthier lifestyle? If so, what form might that take in your life?

Relationships

This can be divided into relationships with your spouse or partner, children, family members, and friends. In an ideal world, how do you choose to relate to the people in your life? How would you treat others if you were the “ideal you” in your various relationships? What personal qualities do you most want to express and develop?

Leisure

What do you or would you most like to pursue for fun and fulfilment in your leisure time? Do you choose having fun, relaxing, or engaging in creative activities and hobbies? What is important to you in this area of your life? What do you most want your leisure time to be about?

Personal values in different life areas

Think about your values in one of the 4 areas of life. **Life area:** _____

In the space below, write down what personal qualities you most wish to express in this area of your life. You can use the **Forty Common Values Exercise** worksheet to help you with this, link available [here](#).

Remember, not everyone has the same values, and this is not a test to see whether you have the "correct" ones. Your value should not be a specific goal, but instead reflect a way you would like to live your life over time.

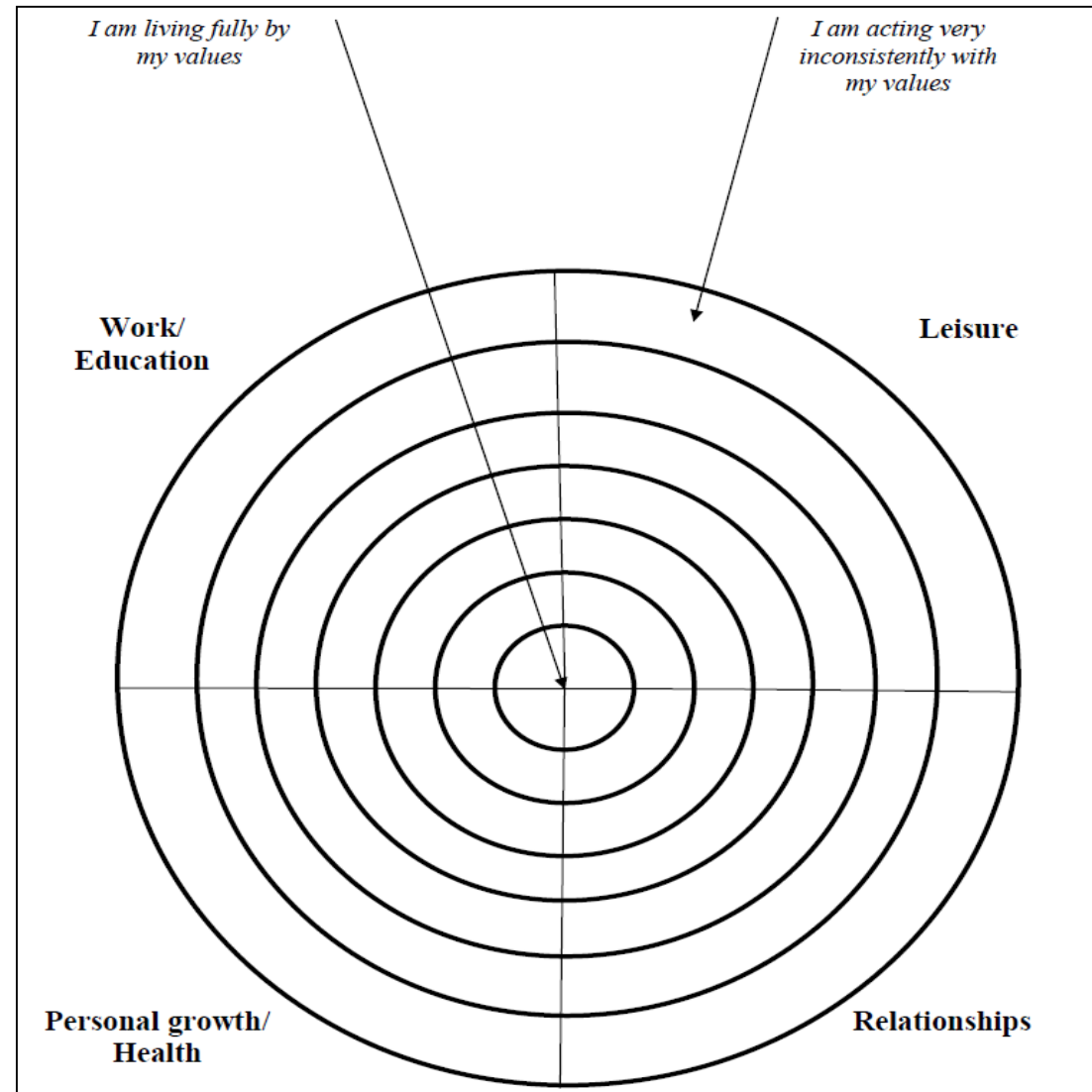
Now, in the table below, list some examples of small actions that would help to express this personal value in your daily life:

The bull's-eye

- You can use this tool to regularly review how you are doing by marking an X in each area of the dart board
- An X in the bull's-eye (the centre of the board) means that you are living fully by your values in that area of life
- An X far from bull's-eye means that you are way off the mark in terms of living by your values.

Some resources

- To find out more about Acceptance and Commitment Therapy, you could seek out the following books:
 - The Happiness Trap (2009). Russ Harris
 - Activate Your Life (2015). Joe Oliver, Jon Hill & Eric Morris.



2. Being active



2. Being active

Reflect on last session

If applicable, ask the team to think back to last session – are there any thoughts or reflections on what was discussed? Do any areas need further discussion?

This session's objectives

Teams to be aware of sedentary behaviours at work and how they can make small, achievable changes to increase their movement throughout the day. This session will also encourage the team to develop their own Walk@Work programme to suit their schedules and work environment.

Why mind and body?

We know that the physiological reactions in the body to being physically active can have a positive impact on your mental health, energy levels and cognitive function.

What does the guidance say?

To stay healthy, adults aged 19 to 64 should try to be active daily and should do:

- at least 150 minutes of [moderate aerobic activity](#) such as cycling or brisk walking every week **and**
- [strength exercises](#) on two or more days a week that work all the major muscles (legs, hips, back, abdomen, chest, shoulders and arms)

or:

- 75 minutes of [vigorous aerobic activity](#) such as running or a game of singles tennis every week **and**
- strength exercises on two or more days a week that work all the major muscles

or:

- a mix of moderate and vigorous aerobic activity every week – for example, two 30-minute runs plus 30 minutes of brisk walking equates to 150 minutes of moderate aerobic activity **and**
- strength exercises on two or more days a week that work all the major muscles.

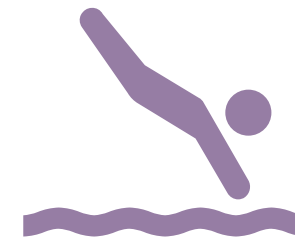
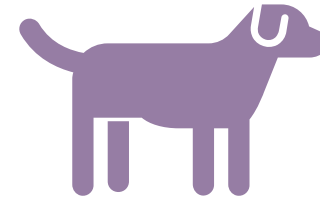
Reference: <https://www.nhs.uk/live-well/exercise/>

Sedentary behaviour

Even if we are meeting the guidelines for physical activity each week, some of us can spend the majority of our day continuously sitting.

Sedentary behaviours can be very harmful for our health. Here is how it works:

- Muscle contraction is a major contributor to many of the body's regulatory processes, such as breaking down glucose, and when we sit our leg muscles are essentially inactive. Loss of local muscle contraction during prolonged sitting is shown to 'slow down' the production and activities of key enzymes involved in removing fats from the blood and exercising won't prevent this 'slowing down' from occurring
- It is also shown to reduce the uptake of glucose from the blood stream into skeletal muscle. However, you only need to stand up or take a short walk in order for your leg muscles to contract, which can help prevent those key enzymes from being switched off
- Experts don't advocate that you spend the whole day standing, it's just about breaking up your sitting time. A recent study found that that breaking up prolonged sitting every 20 minutes with a two-minute walking break improves the adverse effects.



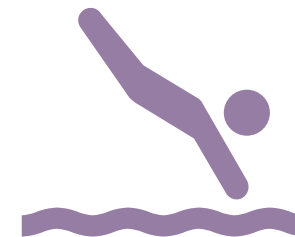
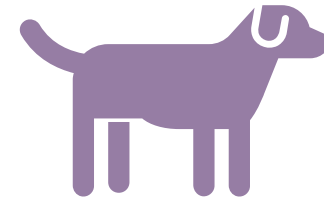
Activity suggestions

Ask the team
what they do?
What other
ideas does the
team have?

- standing up whenever you use the phone – incidental exercise
- doing household chores when watching television – light/moderate intensity exercise
- standing or walking for meetings, to deliver information instead of using email – incidental exercise
- walking or riding a bike to work, public transport or the shops – light/moderate intensity exercise
- getting on/off public transport one stop earlier and walk the rest of the way – light/moderate intensity exercise
- standing up when using public transport, if possible – incidental exercise.

For optimum health results combine these everyday strategies with some moderate (even better moderate-vigorous – the kind that makes you ‘huff and puff’) intensity exercise for at least 30 minutes a day, on most, preferably all days of the week.

This could involve playing a team sport, going for a swim, run or a cycle, going to the gym, doing a ‘boot camp’/personal training or dance class, or briskly walking the dog.



Team activity: Walk@Work

- The next part of the session will involve the team developing some of their own strategies for increasing their activity throughout the work day
- Use a whiteboard or flipchart paper to develop an easy walking route near the office or a route through a nearby walking path, path etc
- Develop a set plan for your team to participate in these walks together i.e. a day and time (could be before or after your team meeting for example). Ensure everyone brings their walking shoes
- Make a commitment with your team to follow through on this – if everyone participates, change will happen.



Take home idea:

- If practical, have a walking meeting instead of a sitting one!
- Check with Occupational Health if there is a walking programme already running at your work.

Where to get help:

Your GP

Occupational Health team

Colleagues, friends and family

Great ideas and resources available on [the NHS Be Active page](#)

3. Reducing burnout and compassion fatigue



3. Reducing burnout and fatigue



Reflect on last session

If applicable, ask the team to think back to last session – are there any thoughts or reflections on what was discussed? Do any areas need further discussion?

This session's objectives

Openly discuss and recognise burnout, vicarious trauma and compassion fatigue. After completing this session team members will have built an understanding and knowledge of what compassion fatigue is and effective strategies to build resilience to prevent and manage it.

Why mind and body?

Burnout and compassion fatigue are sometimes experienced by people working in health and care services, and the symptoms and consequences affect both their overall health, relationships and capacity to work, therefore it is important we recognise these and look at a range of approaches with both mental and physical wellbeing in mind to build resilience.

Read [Sarah's story](#)

What are the teams reflections on Sarah's experience?

Invite the team to share their experiences if they would like to.

What is it?

- **Burnout:** refers to the physical and emotional exhaustion that comes from prolonged stress and frustration. When we feel we have too many demands, and not enough resources, we begin to feel powerless to reach our goals. This can lead to a reduced feeling of personal accomplishment and diminished self-care. Burnout can happen in any field/job.
- **Vicarious Trauma:** When a person is continuously exposed to other people's traumatic experiences through witnessing and/or hearing others' stories, vicarious trauma can be experienced. Vicarious trauma, means that you have not been the direct victim of a trauma, but you have experienced it second hand and may be experiencing post traumatic stress symptoms similar to the person who experienced it. This can include intrusive imagery, dreaming about the traumatic situation or avoiding certain activities.
- **Compassion Fatigue:** If people experiences both burnout and VT they are more vulnerable to developing Compassion Fatigue. Compassion Fatigue is when someone who regularly hears/witnesses very difficult and traumatic stories begins to lose their ability to feel empathy for the people they support, loved ones and co-workers. This deep physical and emotional exhaustion has been described as "having nothing left to give". Sometimes Compassion Fatigue is misdiagnosed as depression. Compassion Fatigue is a gradual process that occurs over an extended period of time.

The "Three R" Approach

Recognise – Know the causes and watch for the warning signs of compassion fatigue.

Reduce – Undo the damage by managing stress and seeking support.

Resilience – Build your resilience to stress by taking care of your physical and emotional health.

Recognise causes and signs

Causes	Warning signs
Bearing witness to suffering	Exhaustion - feeling tired and drained most of the time
Lack of replenishment/ 'down-time'	Frequent headaches, back pain, muscle aches
Lack of sleep	Decreased satisfaction and sense of accomplishment
Unresolved personal trauma	Procrastinating, taking longer to get things done
Pain in powerless people	Using food, drugs, or alcohol to cope
Not appreciating the dangers of empathy	Difficulty separating work life from personal life
Loss of patients	Feeling helpless, trapped and defeated
Multiple roles – too many responsibilities	Impaired ability to make decisions and care for clients/patients
Lack of social support	Lowered immunity, feeling sick a lot
Witness to death and dying while performing duties - first hand exposure	Change in appetite or sleep habits
	Heightened anxiety or irrational fears
	Hypersensitivity or insensitivity to emotional material
	Withdrawing from responsibilities
	Isolating yourself from others
	Reduced ability to feel sympathy and empathy
	Loss of motivation
	Anger and irritability – taking out frustrations on others
	Absenteeism – missing work, taking many sick days, coming in late and leaving early

Discussion

Discuss as a team how you can recognise these warning signs in yourself or your team.

The British Medical Association have a [burnout questionnaire](#) medical professionals can complete to help understand if they are experiencing burnout and links to helpful resources.

Reduce burnout and build resilience

If you recognise the warning signs of compassion fatigue in yourself or your colleagues, there are small personal and organisational changes you might be able to make as well as taking time to reassess priorities, making time for yourself, and seeking support.

Read these together as a team and explore an area in more detail.

What strategies can your team develop together?

Assess your trauma inputs

- Do you work with clients who have experienced trauma? Do you read about, see photos of, and are generally exposed to difficult stories and images at your work?

Adopt Healthy Habits (*for more information refer to other sessions modules*)

- When you eat right, engage in regular physical activity, and get plenty of rest, you can have the energy and resilience to deal with life's hassles and demands. It is during normal "deep" sleep that much of the processing of the traumatic experiences occur. When sleep is disrupted (either shorten or disturbed), the traumatic experience can become lodged in the sympathetic nervous system. Over time an accumulation of these unprocessed traumatic experiences can lead to compassion fatigue.
- Can you think of three small ways to increase your physical activity or improve your sleep? It could be a 30 minute walk with your team during lunch?

Have a transition from work to home

- Do you have a transition time between work and home? Do you have a 20 minute walk home through a beautiful park or are you stuck in traffic for two hours? Do you have a transition process when you get home? Do you change clothes? Do you have a 10 minute quiet period to shift gears? Or go for a run? Do you have a transition ritual?

Start a self-care idea collection

- You could start a self-care idea of the week or have a self-care board where people post their favourite ideas. You could have a "Five minutes of self-care" at each staff meeting, where someone is in charge of bringing a new self-care idea each week.

Take a daily break from technology

- Set a time each day when you completely disconnect. Put away your laptop, turn off your phone, and stop checking email.

Take stock – what's on your plate?

- Make a list of all the demands on your time and energy (work, family, home, health etc.) Try to make this list as detailed as you can – for example: under the 'work' category, list the main stressors you see (number of clients, or amount of paperwork etc.) Once you have the list, take a look at it. What stands out? What factors are contributing to making your plate too full? What would you like to change most?
- If you are comfortable sharing this with a trusted friend or colleague, have a discussion with them on strategies and new ideas.

Reduce burnout and build resilience continued

Learn to say no (or yes) more often

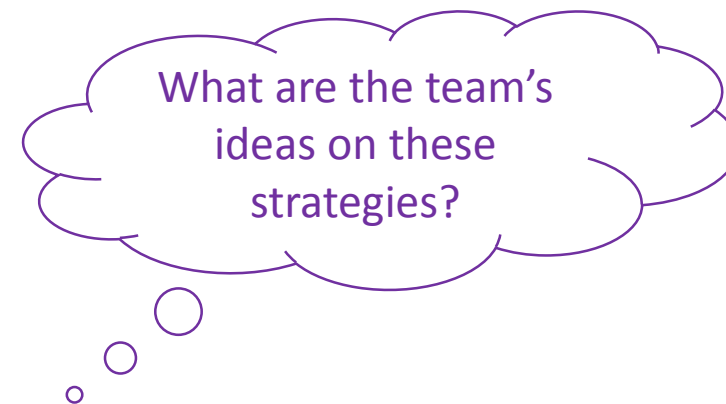
- Are you the person who ends up on all the committees at work? Are you on work-related boards? Do you volunteer in the helping field as well as work in it? Are you the crisis/support line to your friends and family? It can be draining to be the source of all help for all people. Do you think you are good at setting limits?
- Can you think of one thing you could do to say no a bit more often? Conversely, maybe you have stopped saying yes to all requests, because you are feeling so depleted, feel resentful and taken for granted. Have you stopped saying yes to friends, to new opportunities?
- Try to delegate – learn to ask for help at home and at work from someone you trust.

Find time for yourself every day – rebalance your workload

- Do you work straight through lunch? Do you spend weekends running errands and catching up on your week without ever having time to sit? Can you think of simple ways to take mini breaks during a work day?
- Not everyone has control over their caseload, but many of us do, providing we see all the clients that need to be seen. Would there be a way for you to rejig your case load so that you don't see the most challenging clients all in a row?
- Make sure you do one activity aimed at improving your wellbeing.

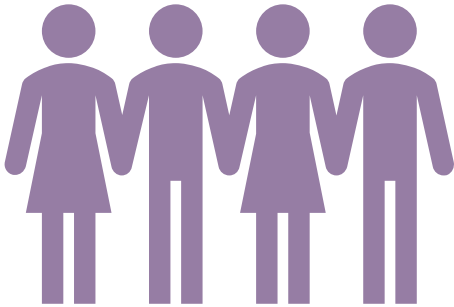
Organisational strategies

- By openly discussing and recognising compassion fatigue in the workplace, we can normalise this problem for one another.
- Discuss with the team how you can work towards developing a supportive work environment that will encourage regular check in times, debriefing, regular breaks, mental health days, peer support, assessing and changing workloads, improved access to further professional development where staff can safely discuss the impact of the work on their personal and professional lives.



Take home idea

- Identify one area you can help to reduce your risk of, or reduce the impact of, compassion fatigue and/or burnout from the 'Reduce & Resilience' ideas



Where to get help:

Your GP

Occupational Health team

Colleagues, friends and family

Your Employee Assistance Programme (EAP)

4. Happier@Work



4. Happier@Work

Reflect on last session

If applicable, ask the team to think back to last session – are there any thoughts or reflections on what was discussed? Do any areas need further discussion?

This session's objectives

Staff to explore the different areas of the Wheel of Wellbeing and come up with practical ways they can as an individual or team explore the different aspects of the wheel. Staff to gain knowledge of the Happier@Work programme and the courses on offer.

Why mind and body?

Happier@Work adopts a mind and body approach to wellbeing. It encourages people to think about their health in the context of their daily life.

This module has been developed by Georgina Murray, Mental Health Promotion Trainer, South London and Maudsley NHS Foundation Trust, MHPT@slam.nhs.uk

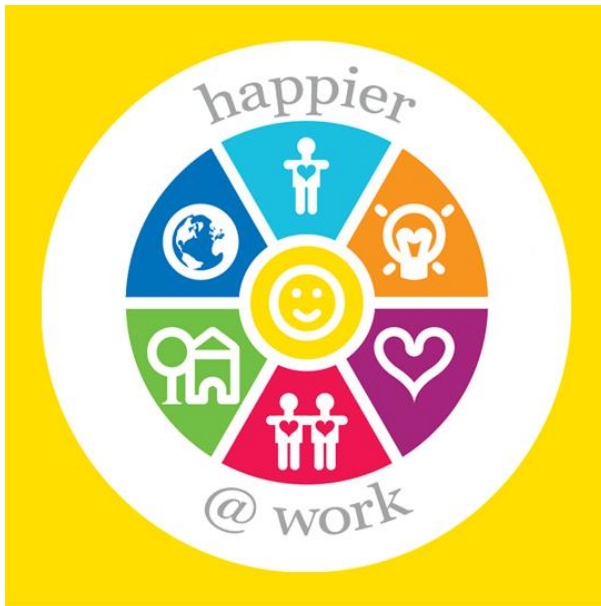
The Happier@Work programme

- Since November 2011, King's Health Partners has been running Happier@Work, a programme aimed at improving staff wellbeing, within a challenging NHS workplace
- The programme identified both the organisational challenges and the assets for staff wellbeing and then developed a range of new pilot initiatives under the Happier@Work banner
- London Southbank University evaluated the programme and found an increase in staff wellbeing. The training sessions helped staff with managing stress and for managers to better support their team's wellbeing. Staff attending the mindfulness course reported feeling more mindful. Happier@Work also resulted in an increase in staff who would recommend their Trust as a place to work
- The Happier@Work courses are still available for King's Health Partners staff today.



The Wheel of Wellbeing (WoW)

- The Happier@Work initiatives are easily identified by the wheel of wellbeing logo
- The logo has been designed to represent the integrated nature of wellbeing: a visual reminder that wellbeing includes body, mind, spirit, people, place and planet
- Each part of the wheel represents different evidence based actions that we can take to boost our wellbeing levels on a day-to-day basis.



- **Body - be active:** anything that gets our body moving around counts as being active
- **Mind - keep learning:** this includes informal and formal learning
- **Spirit - give:** helping others in any way, which includes small acts of kindness and practicing gratitude
- **People - connect:** connecting with others
- **Place - take notice:** being in the moment and taking notice of your surroundings. Spending time in a green space
- **Planet - care:** caring for the environment.

WoW activities for you and your workplace

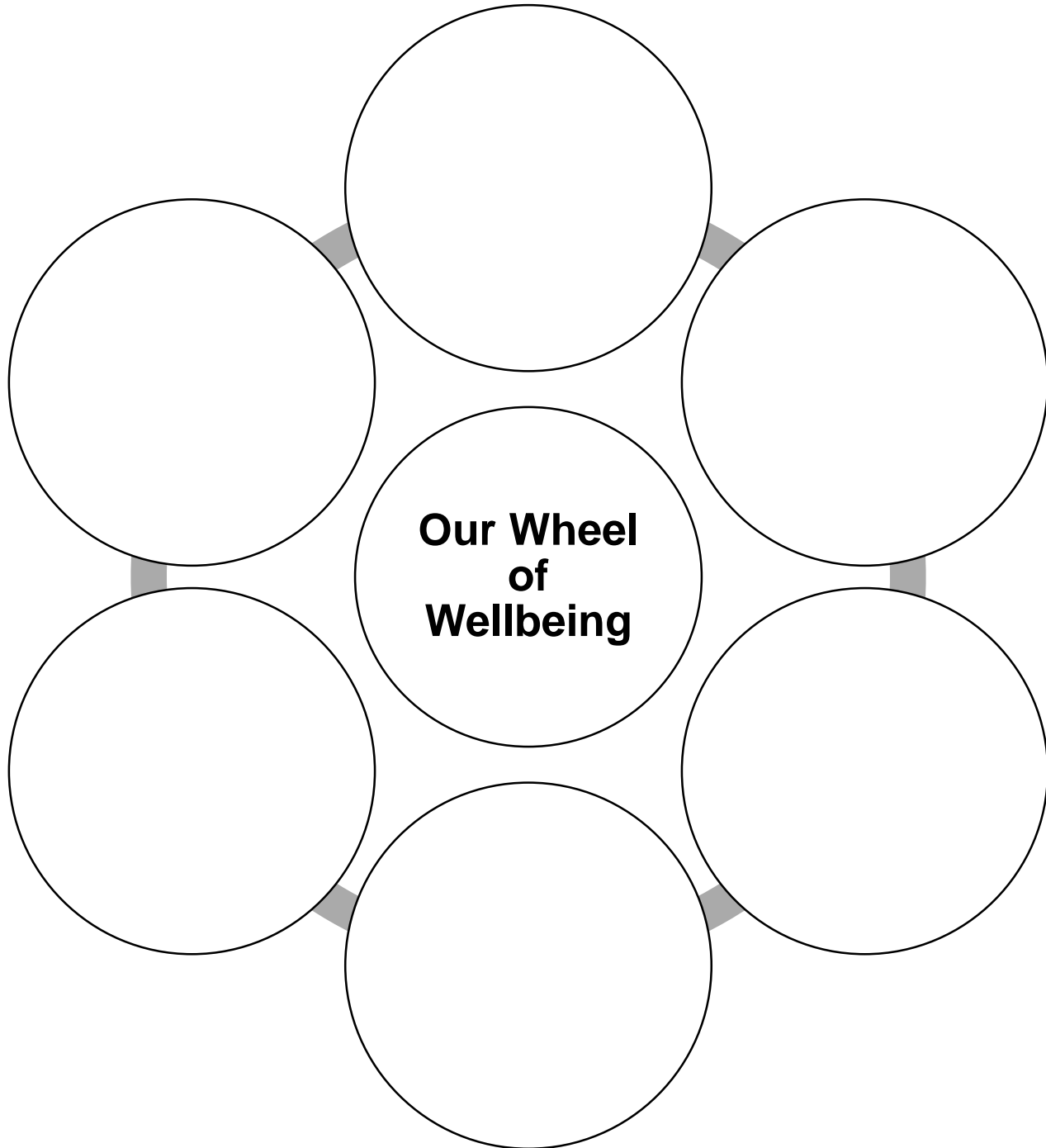
ACTIVITY:

Take time as a team now to develop your own WoW for your office or individually.

Use the template provided.

We have started with some ideas below:


- **Body - be active:** Try out laughter yoga with your colleagues
<https://www.wheelofwellbeing.org/community/want-make-group-giggle>
- **Mind - keep learning:** Try out a new hobby or revisit an old one
- **Spirit - give:** Give verbal positive feedback to a colleague, in person. Be specific regarding what you appreciate about them and also give a written card, for them to keep
- **People - connect:** Do a random act of kindness for a colleague
- **Place: take notice -** Go for a walk with colleagues in a green space and take notice of everything around you. Also, learn about the benefits to our wellbeing, of spending time in nature <https://nhsforest.org/>
- **Planet - care:** As a team, think about one action that you can all take, to help look after the planet.




WoW website


Learn more about WoW and watch the short WoW film <https://www.wheelofwellbeing.org/>


Tips


take a step outside and breath in... 

Try and take a new route home every... 


Learn on how to use vinegar and... 

Every so often, do something that... 

Say hello to a stranger everyday,... 

Ask a colleague to teach you... 

Take a DIY Happiness workshop in... 

Take a holiday within the same... 

When communicating with someone,... 

Activities



Discover Your Common Ground

Sometimes when we're under too much pressure or feeling low, we find it hard to connect...



Find Beauty in Unexpected



Laugh Through Yoga

You know how a good belly laugh makes you feel great? Well, it's also been proven to...

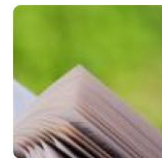


Make Positive Progress



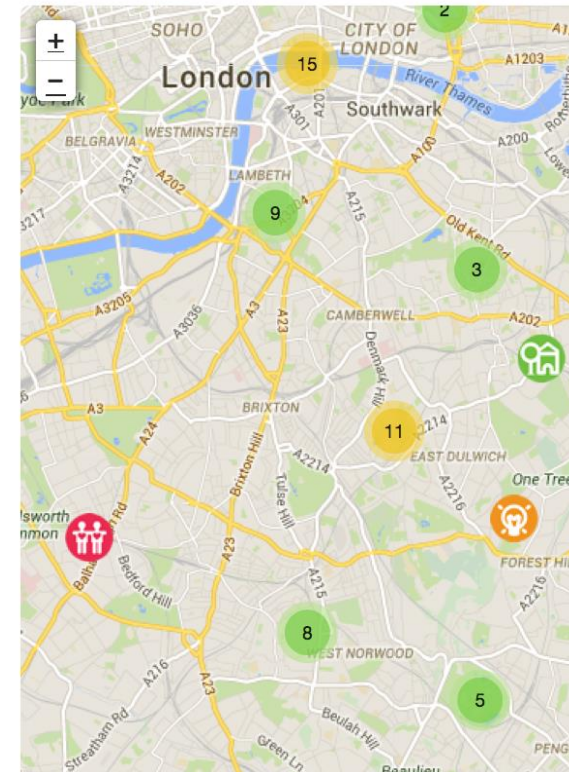
Go Green

Sometimes it's easy to believe that there's nothing much we can do as individuals to save...



Keep Learning about

Places



Take home idea...

Sign up for a Happier@Work course!

Stress Awareness: learn more about stress and equip yourself with coping strategies (half day)

Building Resilience and Wellbeing in the Workplace: for individuals to increase workplace resilience and wellbeing for themselves and their colleagues (half day)

Flourishing in the Workplace: use the science of positive psychology to help you and your colleagues build resilience and flourish at work (full day)

Developing and Managing the Wellbeing Workplace: for managers to increase their confidence and skills in developing and managing workplace mental wellbeing (half day)

Masterclass for Managing Staff Wellbeing: for managers to develop tools to support their team and their own mental health (full day)

Mindfulness: to enable you to put in place your own mindfulness practice (eight week course)

To get in touch:

Email the Mental Health Promotion Team,
MHPT@slam.nhs.uk for up-to-date information about
courses or other enquiries.

5. Hydration and nutrition



5. Hydration and nutrition

Reflect on last session

If applicable, ask the team to think back to last session – are there any thoughts or reflections on what was discussed? Do any areas need further discussion?

This session's objectives

Team members will have knowledge of the importance of hydration and balanced nutrition for their overall wellbeing and how the concept of mindful eating may assist them to make small, achievable changes to improve or sustain a healthy diet.

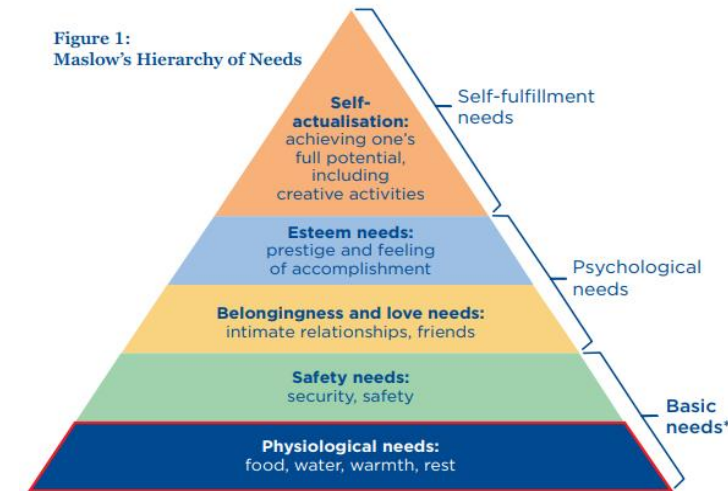
Why mind and body?

Adequate nutrition and hydration is crucial for a physical and mental wellbeing. What we eat and drink can have a significant impact on our risk of disease, how we cope with the requirements of our day-to-day lives, our emotions and how we feel about our wellbeing.

Why is it important?

The Royal College of Nursing has developed a campaign to highlight the importance of rest, water and food for Nurses, but this applicable for all staff. See diagram of Maslow's Hierarchy of Needs.

Figure 1:
Maslow's Hierarchy of Needs



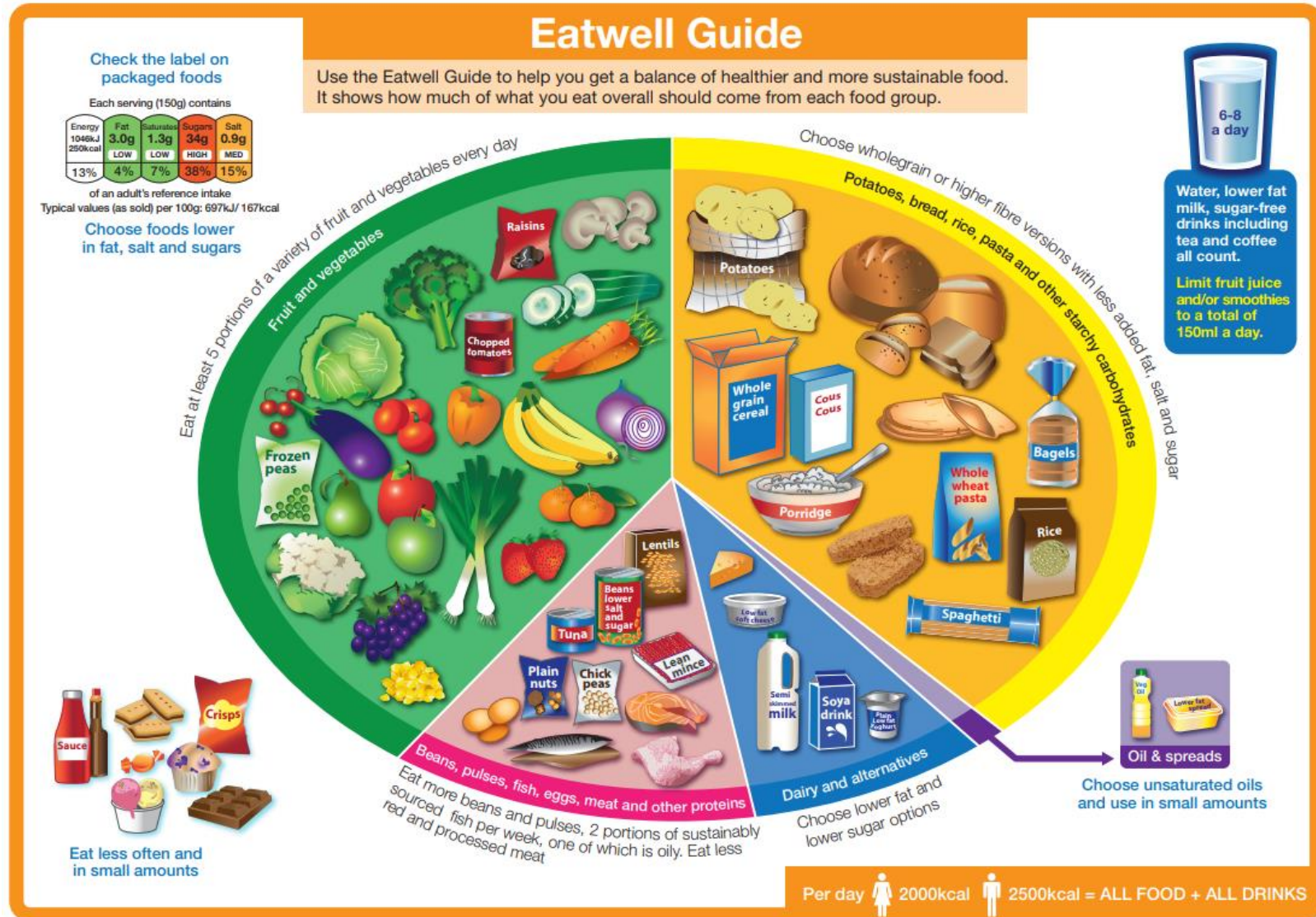
Discuss some ways your team can ensure staff have adequate rest and meal breaks, and keep hydrated throughout a shift.

Reference: Royal College of Nursing Rest, Rehydrate, Refuel Resource. Available via: <https://www.rcn.org.uk/professional-development/publications/pub-006703>

What we need



It is likely that you all know this diagram and understand what you are meant to eat and drink, how much of it and how often in a day. However if you would like more information to help you reach a healthy, balanced diet that is right for your health and energy needs, try visiting <https://www.nhs.uk/live-well/eat-well> (great resources such as healthy food swaps) or getting in touch with your Occupational Health team.



Source: Public Health England in association with the Welsh government, Food Standards Scotland and the Food Standards Agency in Northern Ireland

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Mindful eating

Do these habits sound familiar?

- Eating until you are too full and then feeling guilty
- Emotional eating – eating when you are bored, stressed or anxious rather than hungry
- Grazing on food without really tasting it
- Mindlessly munching on snacks while zoned out in front of the TV or computer
- Eating a meal at the same time each day whether you are hungry or not
- Skipping meals, not paying attention to your hunger signals.

Listen to Neuroscientist, Sandra Aamodt's, TED talk: [Why dieting doesn't usually work](#)

Six ways to mindful eating

1) Let your body catch up to your brain

Eating rapidly past full and ignoring your body's signals vs. slowing down and eating and stopping when your body says it's full

2) Know your body's personal hunger signals

Are you responding to an emotional want or responding to your body's needs?

3) Develop healthy eating environments

Eating alone and randomly vs. eating with others at set times and places

4) Eat food not stories

Eating foods that are emotionally comforting vs. eating foods that are nutritionally healthy

5) Consider the life cycle of your food

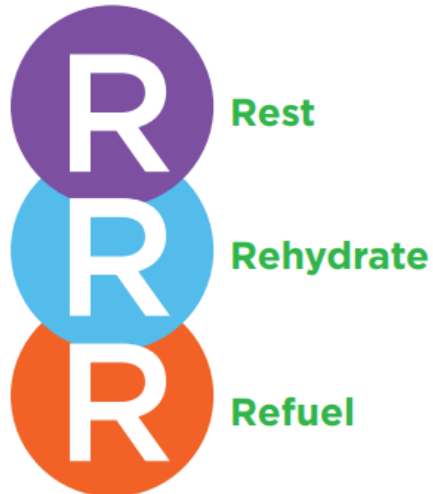
Considering where food comes from vs. thinking of food as an end product

6) Attend to your plate

Distracted eating vs. just eating

Take home idea...

- Try practicing mindful eating (i.e. maybe this is not eating in front of your computer?)
- What is one smart substitution you can make?
- What can you do to ensure you have enough rest and water at work?



Click on the image for more information on the RCN Rest, Rehydrate and Refuel campaign

Where to get help:

Your GP

Occupational Health team

Dietician (possibly available through Occupational Health)

Psychologist

Colleagues, friends and family

6. Mindapples



6. Mindapples

Reflect on last session

If applicable, ask the team to think back to last session – are there any thoughts or reflections on what was discussed? Do any areas need further discussion?

This session's objectives

Team members will have shared things that affect their mental energy and health in their everyday lives and will have identified their five mindapples.

Why mind and body?

Every day activities for looking after your mind can also help to improve your physical wellbeing.

What is a mindapple?

A simple day-to-day activity that is good for the mind.



“The concept of mindapples is to make looking after our minds as natural as brushing our teeth, to build a positive culture for mental health. Simple activities like sleep, water and exercise can improve your mood and keep you healthy, whilst integrating ‘breathers’ and ‘restorers’ into our daily routines can reduce stress and prevent future problems. Just like healthy eating or exercise, we need to build a popular culture of taking care of our minds, and make doing this easy and accessible for everyone.”

There are many things that affect our mental wellbeing.

Mindapples are things we can do to restore or top-up our mental wellbeing.

Team activity

As a team,
brainstorm what
poorly affects your
mental wellbeing?

(write these down on flipchart
paper or whiteboard if available)

What are your Mindapples?

Now think about five things you can do to improve, restore or maintain your mental wellbeing.

These might be things you can do on a daily basis.

These might centre around the [five ways to wellbeing](#) (click on this link to find out more!)

1. [Connect](#)
2. [Give to Others](#)
3. [Be Active](#)
4. [Keep Learning](#)
5. [Be Mindful](#)

Print this page off and use the apple to write down your five mindapples



Take home idea...

As a team, where are you going to place your Mindapples to remind you to do them regularly?

Your team could make your own Mindapples tree!



Resources

Mindapples offer a range of training offers, packages and resources – visit <http://mindapples.org/> for more information.

There are some King's Health Partners staff who are trained to deliver Mindapples sessions – get in touch with us (mindandbody@slam.nhs.uk) to find out if they can help you!

7. Mindfulness



7. Mindfulness

Reflect on last session

If applicable, ask the team to think back to last session – are there any thoughts or reflections on what was discussed? Do any areas need further discussion?

This session's objectives

Team members will be able to practice mindfulness and understand the potential benefits of practicing mindfulness for their physical and mental health.

Why mind and body?

Mindfulness is an activity that can positively influence your mental and physical health. Practicing mindfulness is a proven strategy to improving how we cope with stress, pain, anxiety both mentally and physically.

This module has been developed by Dr Jane Hutton, Consultant Clinical Psychologist, Psychological Medicine, King's College Hospital
janehutton@nhs.net

What is mindfulness?

- Deliberate, curious attention to what's happening right now
- Taking a stance of kindness to ourselves and others
- Cultivated through guided practices (often focussing on the breath and body)...
- For example, resting our feet flat on the ground and noticing how the ground supports us...
- Or placing a hand on our belly and noticing how it gently rises and falls as the body breathes
- And in everyday life (such as noticing what is around us as we walk).

A practice

Click on the icons below to hear a guided breathing exercise or short meditation.

Breathing exercise



Short meditation



If the links don't work, you can find these recordings and more on the IMPARTS self-help materials website:

<https://www.kcl.ac.uk/ioppn/depts/pm/research/imparts/self-help-materials/self-help-materials.aspx>

How can it help?

- Helps us to be more aware of our own experience
- Seeing more clearly our own thoughts, emotional responses and actions, as well as the world around us
- Acknowledging the situation as it is right now
- Can save energy we might have wasted trying to avoid this
- Also the first step in taking action towards making things better, where this is possible
- Coming back again and again to a focus helps us train our attention.

Physiological benefits

- Better immune function
- Reduced stress hormone levels
- Reduced blood pressure and smaller changes in blood pressure in response to stress
- Changes to grey matter concentration, connectivity and activity in the brain.



Evidence: wellbeing for everyone

- Systematic review of the Mindfulness-Based Stress Reduction programme
- Eight weekly classes, daily practice at home
- 29 studies, with a total of 2668 participants included
- Large effects on stress, moderate effects on anxiety, depression, distress, and quality of life
- Benefits maintained over at least five months follow-up.

Reference: Khoury et al (2015) Mindfulness-based stress reduction for healthy individuals: a meta-analysis.

Resources

- Breathworks and Bangor Mindfulness websites
- Headspace, Insight Timer and other apps
- At King's College Hospital, practice session at 3pm on Tuesdays in Psychological Medicine.



Take home idea...

- Can you make a breathing or meditation exercise part of your team's schedule in meetings?

8. Sleep



8. Sleep

Reflect on last session

If applicable, ask the team to think back to last session – are there any thoughts or reflections on what was discussed? Do any areas need further discussion?

This session's objectives

Team members will have an understanding of the importance of sleep for health and wellbeing, the sleep cycle and strategies for how they can improve the quality of their sleep.

Why mind and body?

Mental and physical health are greatly affected by sleep. Sleep also plays an important part in repairing the body, balancing and restoring systems and processing thoughts and feelings.

Why do we need sleep?

Sleep is important for restoring physical and mental health. It refreshes the mind and repairs the body. Lack of sleep, or sleep deprivation, can cause fatigue, poor concentration and memory, mood disturbances, impaired judgement and reaction time, and poor physical coordination.

It has also been found that sleep helps us to process what we have heard, said and done that day – importantly situations that may have been stressful or traumatic.

The body's internal clock regulates when and how we sleep depending on the amount of light around us. When the sun sets, your brain releases hormones, such as melatonin to prepare you for sleep. In the morning, exposure to daylight suppresses these hormones and releases brain chemicals to keep you awake.

How much should we get?

This will be dependent on you. Typically experts will say 7-9 hours for adults (this however varies depending on age, illness and routine). Whatever you get, aim for the same number of hours each night – consistency is the key!

<https://www.guysandstthomaseducation.com/project/sleep-looking-after-your-wellbeing/>

Sleep stages

Sleep isn't a static state of consciousness. The brain moves through distinct stages of sleep, over and over, every night. The two broad categories of sleep include:

- Rapid eye movement (REM) sleep
- Non-rapid eye movement (NREM) sleep.

Rapid eye movement (REM) sleep

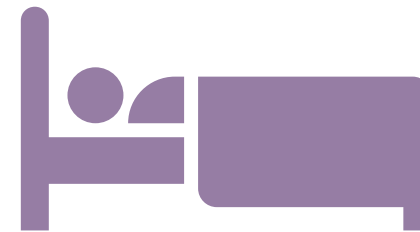
- Rapid eye movement sleep occurs regularly, about once every 90 to 120 minutes. It makes up about one-quarter of your night's sleep. The brain in REM sleep shows significant electrical activity. The sleeper's eyes tend to dart about under closed lids, hence the name. The majority of dreams are thought to occur during REM sleep. Body temperature, blood pressure, heart rate, and breathing increase to levels measured when people are awake. Studies report that REM sleep enhances learning and memory, and contributes to emotional health — in complex ways.

Non-rapid eye movement (NREM) sleep

- Non-rapid eye movement sleep is what you experience for the remaining three-quarters of your sleep time. The amount and type of NREM sleep vary with age and the degree of sleep deprivation.

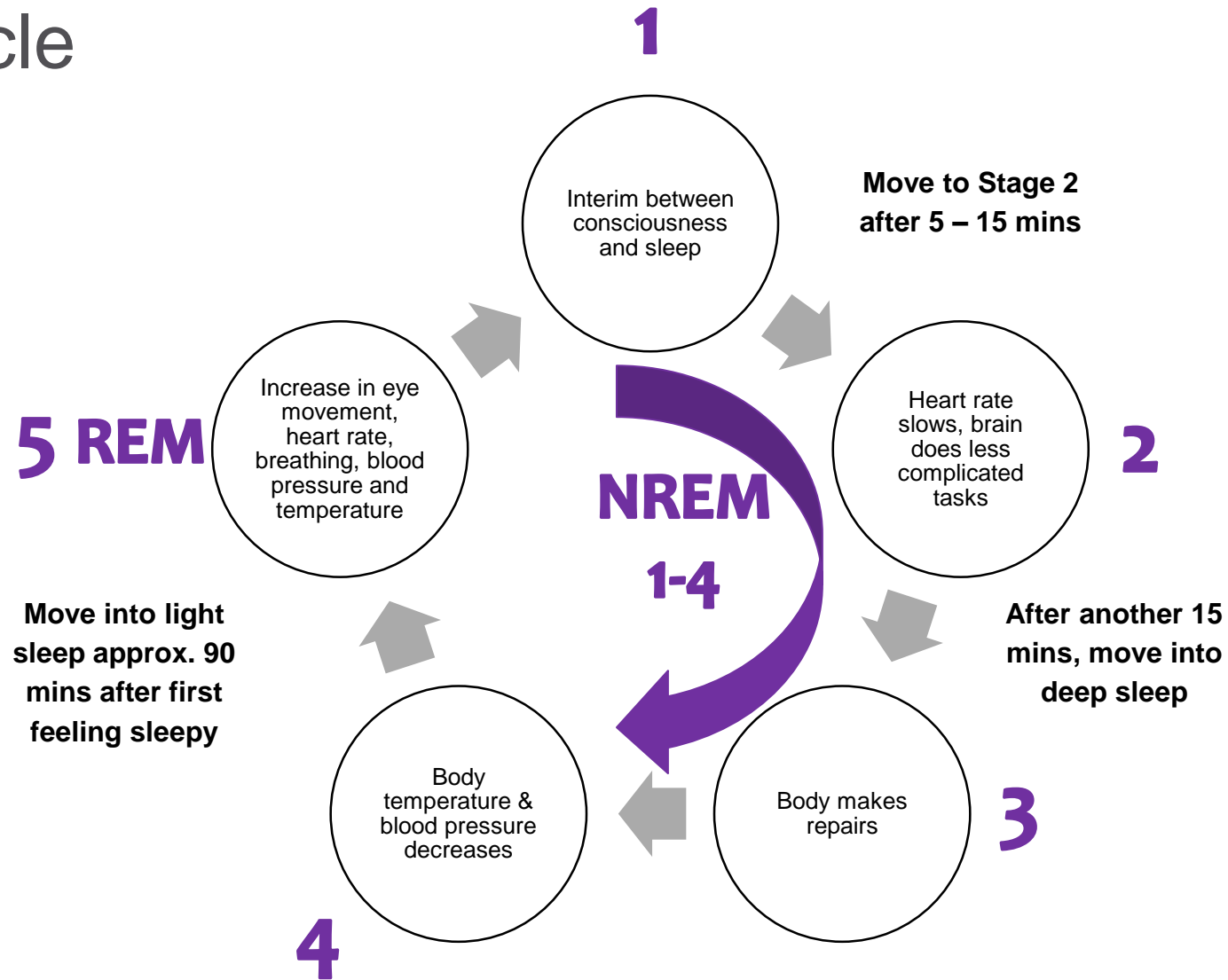
The four broad stages of NREM sleep include:

- **Stage 1** – Dozing or drowsiness. You hover between being asleep and awake.
- **Stage 2** – You lose awareness of your surroundings. Body temperature starts to drop. Breathing and heart rate slow down.
- **Stages 3 and 4** – Deep sleep, also known as 'delta sleep'. Your blood pressure, heart rate and breathing become very slow and your muscles relax. Growth and repair processes occur during this stage.



Reference: https://www.health.harvard.edu/newsletter_article/sleep-and-mental-health

Sleep cycle



Strategies to improve sleep

Relax your mind

- If you are a chronic bedtime worrier, try scheduling a half hour of 'worry time' well before bed. If you can't fall asleep within a reasonable amount of time, get out of bed and do something else for half an hour, such as reading a book
- Another strategy is to try relaxation or gentle, relaxing music.

Assessing your sleeping environment

- Make sure the room temperature is controlled as possible between 20-25 Degrees Celsius
- Ensure the room is dark enough and there is minimal noise if possible (eye mask and ear plugs can help)
- Try not to use your bed for activities such as watching television or talking to friends on the phone – your mind will associate your bedroom with activity.

Establish routine

- Try to wake up at the same time everyday even on weekends. Soon this strict routine will help to 'set' your body clock and you'll find yourself getting sleepy at about the same time every night. Don't ignore tiredness. Go to bed when your body tells you it's ready
- Try not to go to bed if you don't feel tired. You will only reinforce bad habits such as lying awake
- Get enough early morning sunshine. Exposure to light during early waking hours helps to set your body clock. For shift workers, wear dark glasses to block out the sunlight on your way home.

Try to avoid

- Drugs like cigarettes, alcohol, sleeping pills, caffeine, sugar close to bed time
- A heavy meal immediately before bed time
- Mentally stimulating activities close to bedtime e.g. television, internet and texting. Use the last hour or so before sleep to relax your mind.



Discussion

What else can the team think of?

What are some things that can help relax you and develop routine?

In particular, are there any shift workers who have tips that are helpful for them?

How much sleep should we get?

Sleep diary

You may find it difficult to work out what's affecting your sleep. A sleep diary involves recording information about your sleep habits to help you understand your sleep problem and what's affecting it.

If you want to, you can show it to professionals you're working with, so you can work together to understand the problem you're having.

A sleep diary could include information about:

- what time you go to bed and what time you get up
- total number of hours of sleep
- how many times you wake up in the night, how long you are awake and what you do while you are awake
- whether you have nightmares, night terrors or sleep paralysis, or have sleepwalked during the night
- whether you sleep during the day, and for how long
- any medication you're taking, including dose and what time you take it
- the amount of caffeine, alcohol or nicotine you have
- the amount of physical activity you do
- what you eat and drink
- your general feelings and moods, including any anxious and repetitive thoughts.



[Click here for an example sleep diary](#)

Take home ideas and resources

Learn more – Watch a TED Talk:

- [Why do we sleep](#)
- [What happens when we sleep](#)
- [Common sleeping problems](#)

Watch a video on the importance of sleep and access links and resources:

- [Guy's and St Thomas' page on sleep: looking after your wellbeing](#)

Tools to help you measure and manage your sleep:

- [Good Thinking UK](#) have a range of helpful resources
- Test your sleep via Sleepio - <https://www.sleepio.com/>. You will receive a report based and some helpful tips on what might help you to improve your quality of sleep
- FREE Sleep Cycle alarm clock app
- FREE Headspace: Meditation and Mindfulness app

[Self-help guide](#) for people with long-term conditions (published by the IMPARTS team).



Where to get help:

Your GP

Occupational Health team

Sleep expert

Psychologist

Colleagues, friends and family

9. Stress



9. Stress

Reflect on last session

If applicable, ask the team to think back to last session – are there any thoughts or reflections on what was discussed? Do any areas need further discussion?

This session's objectives

Team members will be able to recognise what stress is, types of stress and how to manage everyday stress. The team will also be able to recognise their strengths that will help them respond to stressful situations.

Why mind and body?

Stress is a physical response that redirects resources from our body that would normally be used to keep us healthy towards fighting a threat. This physiological response can also affect our minds too as it distorts our perspective, affecting our judgement and mood.

What is stress?

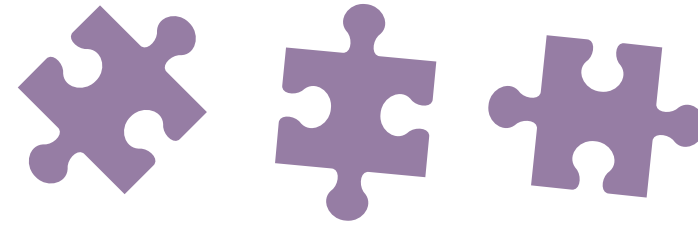
Stress is often described as a feeling of being overloaded, tight, tense and worried. We all experience stress at times. It can sometimes help to motivate us to get a task finished, or perform well. But stress can also be harmful if we become over-stressed and it can interfere with our ability to get on with our normal life.

What are the signs of stress?

When we face a stressful event, our bodies respond by activating the nervous system and releasing hormones such as adrenalin and cortisol. These hormones cause physical changes in the body which help us to react quickly and effectively to get through the stressful situation. This is sometimes called the 'fight or flight' response.

The hormones increase our heart rate, breathing, blood pressure, metabolism and muscle tension. Our pupils dilate and our perspiration rate increases. While these physical changes help us try to meet the challenges of the stressful situation, they can cause other physical or psychological symptoms if the stress is ongoing.

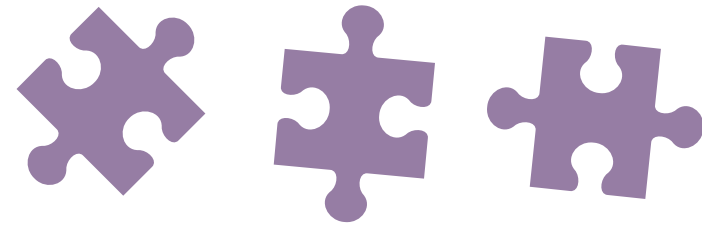
Reference: <https://www.nhs.uk/conditions/stress-anxiety-depression/understanding-stress/>



These symptoms can include:

- Headaches, other aches and pains
- Sleep disturbance, insomnia
- Upset stomach, indigestion, diarrhoea
- Anxiety
- Anger, irritability
- Depression
- Fatigue
- Feeling overwhelmed and out of control
- Feeling moody, tearful
- Difficulty concentrating
- Low self-esteem, lack of confidence
- High blood pressure
- Weakened immune system

Types of stress



Acute stress

Sometimes stress can be brief, and specific to the demands and pressures of a particular situation, such as a deadline, a performance or facing up to a difficult challenge or traumatic event. This type of stress often gets called acute stress.

Stress is different to feeling pressure.

According to the Health & Safety Executive: “We all experience pressure on a daily basis, and need it to motivate us and enable us to perform at our best. It’s when we experience too much pressure without the opportunity to recover that we start to experience stress.” Examples such as deadlines, giving a presentation or going for an interview, are when we might feel under pressure but not stressed.

Episodic acute stress

Some people seem to experience acute stress over and over. This is sometimes referred to as episodic acute stress. These kind of repetitive stress episodes may be due to a series of very real stressful challenges, for example, losing a job, then developing health problems, followed by difficulties for a child in the school setting. For some people, episodic acute stress is a combination of real challenges and a tendency to operate like a ‘stress machine’. Some people tend to worry endlessly about bad things that could happen, are frequently in a rush and impatient with too many demands on their time, which can contribute to episodic acute stress.

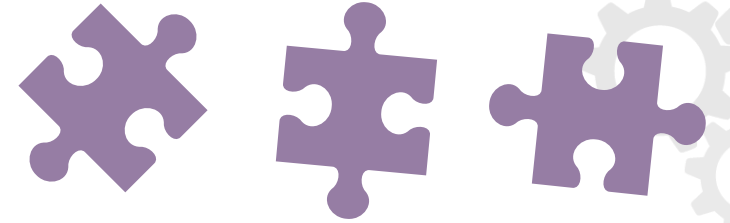
Chronic stress

The third type of stress is called chronic stress. This involves ongoing demands, pressures and worries that seem to go on forever, with little hope of letting up. Chronic stress is very harmful to people’s health and happiness. Even though people can sometimes get used to chronic stress, and may feel they do not notice it so much, it continues to wear people down and has a negative effect on their relationships and health.

When to seek professional help

If high levels of stress continue for a long period of time, or are interfering with you enjoying a healthy life, it is advisable to seek professional help. A mental health professional, like a psychologist, can help you identify behaviours and situations that are contributing to high stress, and help you to make changes to the things that are within your control. Seeking help can be one way to manage your stress effectively.

Tips on how to manage everyday stress



Learning to handle stress in healthy ways is very important. These include recognising and changing the behaviours that contribute to stress, as well as techniques for reducing stress once it has occurred. The following tips can help you look after your mind and body, and reduce stress and its impact on your health.

Identify warning signs

- It is very helpful to be able to identify early warning signs in your body that tell you when you are getting stressed. These vary from person to person, but might include things like tensing your jaw, grinding your teeth, getting headaches, or feeling irritable and short tempered.

Identify triggers

- There are often known triggers which raise our stress levels and make it more difficult for us to manage. If you know what the likely triggers are, you can aim to anticipate them and practise calming yourself down beforehand, or even find ways of removing the trigger.
- Triggers might include late nights, deadlines, seeing particular people, hunger or over-tired children.

Establish routines

Having predictable rhythms and routines in your day, or over a week, can be very calming and reassuring, and can help you to manage your stress. Routines can include:

- Regular times for exercise and relaxation
- Regular meal times, waking and bedtimes
- Planning ahead to do particular jobs on set days of the week.

Connect with others

- Spend time with friends and family, especially those you find uplifting rather than people who place demands on you.
- Share your thoughts and feelings with others when opportunities arise. Don't 'bottle up' your feelings.

Tips on how to manage everyday stress continued

Look after your health

Make sure you are eating healthy food and getting regular exercise.

Take time to do activities you find calming or uplifting, such as listening to music, walking or dancing.

Avoid using alcohol, tobacco or other drugs to cope.

Practise relaxation

Make time to practise relaxation. This will help your body and nervous system to settle and readjust. Consider trying some of the following things:

Learn a formal technique such as progressive muscle relaxation, meditation or yoga

Make time to absorb yourself in a relaxing activity such as gardening or listening to music.

Notice your 'self-talk'

When we are stressed we sometimes say things in our head, over and over, that just add to our stress. This unhelpful self-talk might include things like: 'I can't cope', or 'I'm too busy', or 'I'm so tired', or 'It's not fair'. While we might think that these are fairly truthful descriptions of what's going on, they are not always helpful to repeat, and can even make you feel worse.

Notice when you are using unhelpful self-talk, and instead try saying soothing, calming things to yourself to reduce your levels of stress. Try more helpful self-talk like 'I'm coping well given what's on my plate', or 'Calm down', or 'Breathe easy'.

Keeping things in perspective is also important. When we are stressed, it's easy to see things as worse than they really are.

What other ideas
does the team
have?

Activity

Requires pens and paper

Here is an exercise to help you broaden your perspective and identify more resources to deal with stress. Ideally, you would do this with three other people – preferably who all know each other fairly well.

Each of you needs to map your own resources. Focus particularly on what you think you are really good at. List three of your biggest strengths. If you get stuck, ask the others to suggest some for you.

Thinking about what you're good at can be challenging, particularly when you feel stressed, but consciously thinking about your personal resources can be helpful for shifting your mind out of stressed state.

Next, write down a situation that is provoking particularly stress for you at the moment. It can be anything you like, but you will get more from the exercise if you choose something about which you feel particularly stuck.

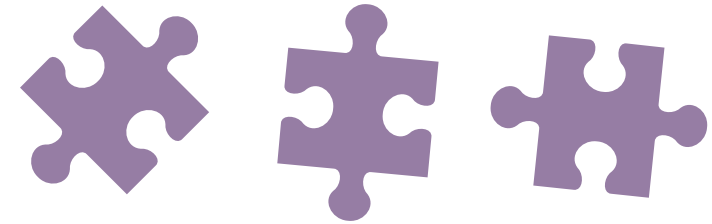
Now take it in turns to share your chosen situations with your peers. For each situation:

- ask each person to suggest how one of their strengths could be used to handle the situation
- then ask them to suggest how one of your own strengths could be useful in this situation too.

The goal of this exercise is to identify resources that you may have missed. By the end, each of you should have a set of practical suggestions for how you can use your resources, and the help of the people around you to, handle the pressures facing you.

You won't eliminate stress in one simple exercise, but by continuing to remind yourself of the things you're good at, and of the people who might be able to help you, you can make broadening your perspective into a positive habit, and turn pressures in challenges.

Reference: <http://mindapples.org/>



Take home tip and resources:

[Reduce stress tips from NHS England](#)

[IMPARTS self-help materials](#)

[Good Thinking UK](#)

Attend a Happier@Work course on managing stress – email MHPT@slam.nhs.uk to find out more.

Where to get help:

Your GP

Occupational Health team

Psychologist

Colleagues, friends and family

10. Talking about mental health



10. Talking about mental health

Reflect on last session

If applicable, ask the team to think back to last session – are there any thoughts or reflections on what was discussed? Do any areas need further discussion?

This session's objectives

Team members will be able to reflect on being aware of and talking about their own mental health, as well as, discuss how they can start a conversation around mental health and offer support to someone who might be experiencing poor mental health.

Why mind and body?

We all have mental health, like we all have physical health. Both change throughout our lives. And, like our bodies, our minds can become unwell. Our mental health affects the way we think and feel about ourselves and others, and how we manage day to day life and stressful situations. Our mental health is important as it can affect our physical wellbeing.

Understanding mental health and wellbeing

Mental health

The World Health Organisation (2014) defines mental health as “...a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.” Like physical health, we can all benefit from looking after our mental health.

Mental wellbeing (also known as ‘positive mental health’ and ‘flourishing’)

Mental wellbeing is the ability to cope with the day-to-day stresses of life, work productively, interact positively with others and realise our own potential. Mental wellbeing is more than the absence of mental illness and it is more than feeling happy.

Poor mental health

Poor mental health is a state of low mental wellbeing where you are unable to realise your own potential, cope with the day-to-day pressures of life, work productively or contribute to a community.

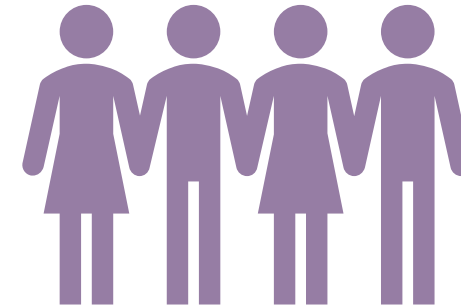
Mental health problems

We all have times when we struggle with our mental health, but mental health problems develop when these difficult experiences or feelings go on for a long time and affect our ability to enjoy and live our lives in the way we want to. You might receive a specific diagnosis from your doctor, or just feel more generally that you are experiencing poor mental health.

Talking about your own mental health wellbeing

Ask your team members to identify how they are feeling today using the diagram below.

The **'How are you feeling NHS?'** toolkit can help staff to check their own wellbeing or speak to and support colleagues with their emotional wellbeing. It also provides resources and signposting, no matter how you are feeling.



On the edge

We feel overwhelmed and out of control. We will find it hard to think through problems, often making rushed decisions and losing our patience.



Having a good day

Our motivation and energy feels easy to find. We are motivated and interested in what we are doing and have confidence we can cope with whatever gets thrown at us.



On go slow

We feel disengaged and struggle to find the energy to fulfil our responsibilities.

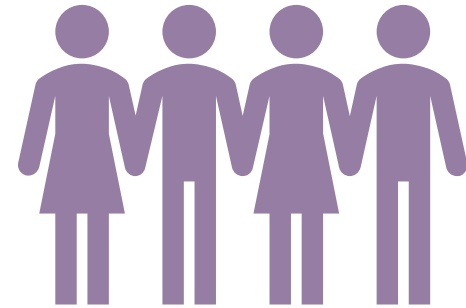
This resource from NHS Employers helps staff plan out how they might have a conversation with their manager about their health - [Take the lead – talk about your emotional wellbeing](#)

Supporting someone else

What emotional support can I offer?

If someone lets you know that they are experiencing difficult thoughts and feelings, it's common to feel like you don't know what to do or say – but you don't need any special training to show someone you care about them. Often just being there for someone and doing small things can be really valuable. For example:

- **Listen.** Simply giving someone space to talk, and listening to how they're feeling, can be really helpful in itself. If they're finding it difficult, let them know that you're there when they are ready
- **Offer reassurance.** Seeking help can feel lonely, and sometimes scary. You can reassure someone by letting them know that they are not alone, and that you will be there to help
- **Stay calm.** Even though it might be upsetting to hear that someone you care about is distressed, try to stay calm. This will help your friend or family member feel calmer too, and show them that they can talk to you openly without upsetting you
- **Be patient.** You might want to know more details about their thoughts and feelings, or want them to get help immediately. But it's important to let them set the pace for seeking support themselves
- **Try not to make assumptions.** Your perspective might be useful to your friend or family member, but try not to assume that you already know what may have caused their feelings, or what will help
- **Keep social contact.** Part of the emotional support you offer could be to keep things as normal as possible. This could include involving your friend or family member in social events, or chatting about other parts of your lives.



Supporting someone else

What can I do if someone doesn't want my help?

If you feel that someone you care about is clearly struggling but can't or won't reach out for help, and won't accept any help you offer, it's understandable to feel frustrated, distressed and powerless. But it's important to accept that they are an individual, and that there are always limits to what you can do to support another person.

You can:

- **Be patient.** You won't always know the full story, and there may be reasons why they are finding it difficult to ask for help
- **Offer [emotional support](#) and reassurance.** Let them know you care about them and you'll be there if they change their mind
- **Inform them how to seek help when they're ready** (for example, you could show them the Mind pages on [talking to your GP](#) and [what might happen at the appointment](#))
- **[Look after yourself](#)**, and make sure you don't become unwell yourself.

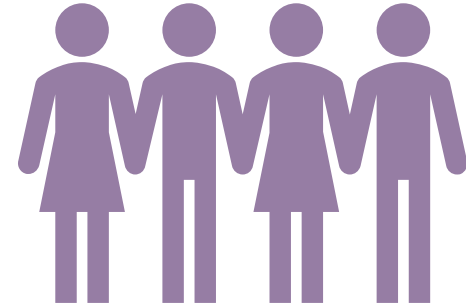


You can't:

- **Force someone to talk to you.** It can take time for someone to feel able to talk openly, and putting pressure on them to talk might make them feel less comfortable telling you about their experiences
- **Force someone to get help** (if they're over 18, and it's not an [emergency situation](#)). As adults, we are all ultimately responsible for making our own decisions. This includes when, or if, we choose to seek help when we feel unwell
- **See a doctor for someone else.** A doctor might give you general information about symptoms or diagnoses, but they won't be able to share any specific advice or details about someone else without their agreement.

Take home ideas and resources

- Have a regular check in with your team members about how they are feeling using the [The How are you feeling NHS? toolkit](#)
- Develop a way or a time you can check in with your team regularly
- Promote [Time to Talk Day](#), [Mental Health Awareness Week in May](#) and [World Mental Health Day in October](#).



Where to get help:

Your doctor

Occupational Health team

Employee Assistance Programme

[The How are you feeling NHS? toolkit](#)

Websites/Helplines (i.e. www.mind.org.uk/)

IAPT (Improving Access to Psychological Therapies) - [click here to find your local service](#)

Psychologist

Colleagues, friends and family

Existing initiatives



Existing initiatives

The following pages provide links to existing occupational health and staff wellbeing services, formal training, and resources available to you and your colleagues

(please note some links are internal links and will only work if you have a valid log in for that organisation).

Click on the icons below to find out more:



Happier@Work

- For all staff across King's Health Partners, the Happier@Work Programme offers free courses, workshops and activities on stress management, mental health awareness training for managers, mindfulness and more
- Their courses are focused around the [Wheel of Wellbeing](#) – visit their site for great wellbeing tips, ideas and initiatives for [yourself](#) and your [community](#)
- Resources are available for purchase for events and teams
- Email MHPT@slam.nhs.uk to find out about current course dates and if you would like more information.



King's College London



Students

- King's College London has a range of resources and support available to students. [Click here to find out more](#)
- They have a fantastic [toolbox](#) of information, blogs, wellbeing campaigns, exercises and strategies to support wellbeing, wellbeing [workshops](#) and [individual coaching support](#)
- For undergraduate students, Occupational Health services are provided by Guy's and St Thomas' services. They can be contacted on **0207 188 4152** or KCLugsoh@gstt.nhs.uk.

3 King's gyms, 1 membership

The Strand, London Bridge and Waterloo Gyms from £13.99 a month.

[Find out more about our gyms](#)

The banner features a background image of a gym with various exercise machines. The text is overlaid in white and red.

Staff

- King's College London has a range of resources and support available to staff. [Click here to find out more](#). This includes, but is not limited to, Employee Assistance Programme (EAP), access to the [King's College NHS Health Centre](#), discounted [gym membership](#), and access to [sports facilities](#), [clubs and societies](#)
- The Employee Assistance Programme provides independent, free, confidential advice and guidance on a range of practical issues for staff on both home and work concerns, such as family matters, debt management, relationships, wellbeing, personal development, and life events
- For postgraduate students and staff, Occupational Health services are provided by King's College Hospital. They can be contacted on **0203 299 3387** or **0203 299 8118**, or kch-tr.KCLOHKings@nhs.net

King's College Hospital NHS Foundation Trust

- Services include, but are not limited to, work-life balance support, Employee Assistance Programme (EAP), smoking cessation support, global challenge and younger lives schemes, paid for Sleepio programme and onsite specialist health services.
- Find out more via the [Occupational Health](#) intranet page and by clicking on [Key Services](#)
- Contact the team on kch-tr.healthierkings@nhs.net

Or via phone: Orpington 01689 865014 (Internal - 65014)

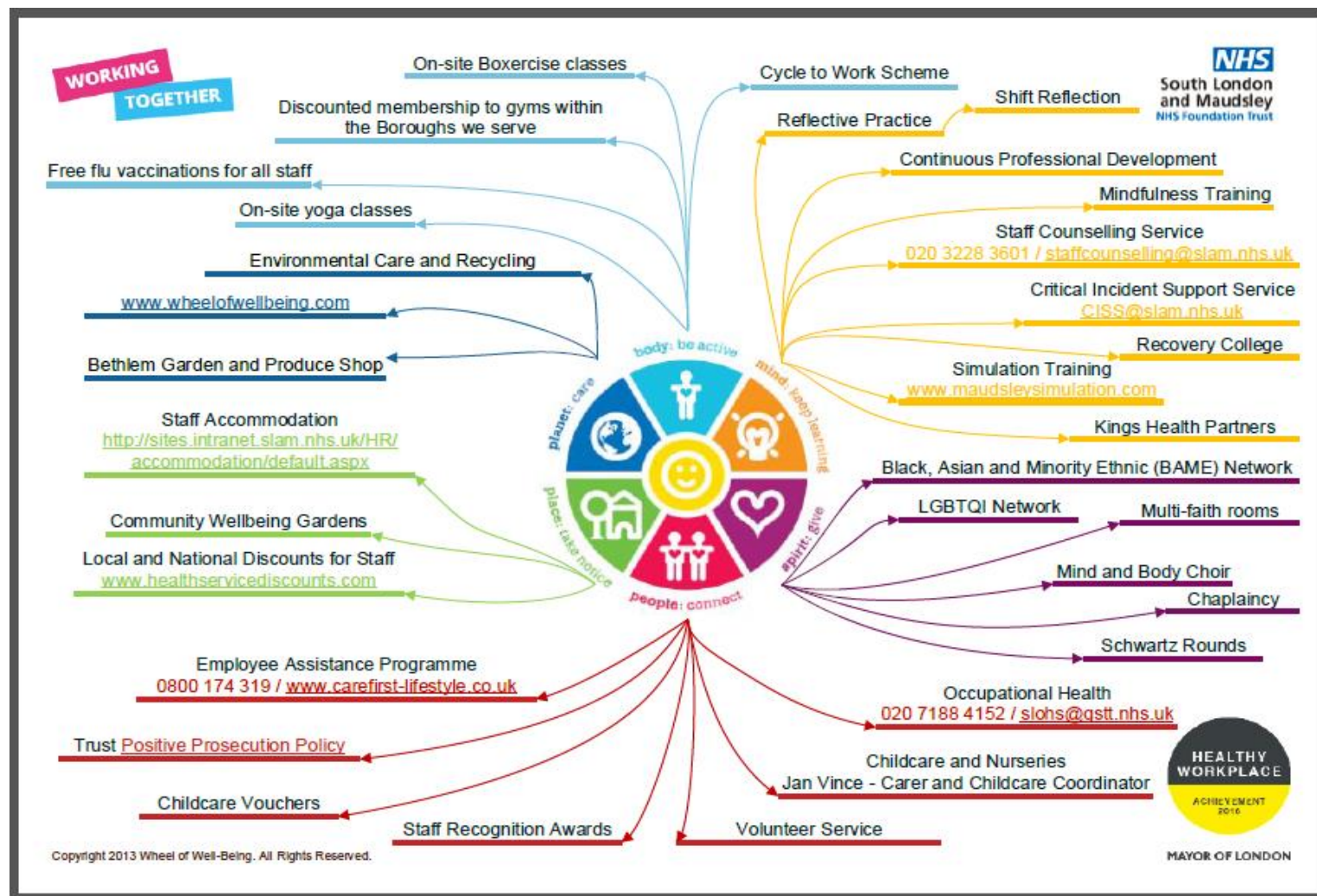
Denmark Hill 020 3299 3387 (internal - 33387)

Guy's and St Thomas' NHS Foundation Trust

- At Guy's and St Thomas' NHS Foundation Trust we're committed to ensuring our staff feel valued and receive the support they need
- Showing we care about you total reward programme offers you a wide range of benefits and support to help in your professional, personal and family life
- Information about the programme is available on Gti
- here: <http://gti/benefits/benefits.aspx>
- Our "[A guide to your benefits](#)" booklet summarises the support available – please email benefits@gstt.nhs.uk if you would like a hard copy
- Total reward programme includes, but is not limited to, CPD training and funding, lunchtime walking groups, cycle to work scheme, free eye tests, physiotherapy, nutrition advice, psychological support, smoking cessation support, email-free Fridays, Employee Assistance Programme (EAP), and financial wellbeing support.



South London and Maudsley NHS Foundation Trust



- There are a range of resources and supports available to staff working at South London and Maudsley NHS Foundation Trust, as illustrated in the picture. These include, Physiotherapy, Psychology, wellbeing support and return to work advice.
- Visit the [support and opportunities page](#) on Maud (intranet) to find out more
- SLaM Occupational Health Service is provided by GSTT. Contact via email slohs@gstt.nhs.uk or by telephone **0207 188 4152**.

NHS Employers



- The NHS Employers Staff health and wellbeing page contains lots of helpful resources, and also includes a [framework](#) through which wellbeing for teams can be organised, and a library of resources [here](#)
- Get in touch with them: healthandwellbeing@nhsemployers.org

[Read case studies and articles](#)

Complete the [How are you feeling NHS? Toolkit](#)

[Find out about campaigns](#)

Additional helpful resources on workplace wellbeing

- <https://www.good-thinking.uk/>

Intuitive, easy to use online service which will help you find tools and information to support your wellbeing, including topics like getting a better night's sleep, right through to completing a clinically approved self-assessment.

- <https://www.mentalhealthatwork.org.uk/>

Resources, toolkits, blogs and case studies for individual staff, managers and organisations all focussed on wellbeing at work.

- <https://www.yougotthiswellness.com/>

Resources for staff working in emergency medicine on keeping well focussed on the five ways to wellbeing and links to accessing support.

Feedback

After you access the toolkit, we would like love to hear what you think about it. This will help us to understand the impact of the toolkit and make improvements as needed. [Click here to complete a short survey.](#)

If you have any further thoughts, comments or questions about this toolkit, please get in touch with us via email mindandbody@slam.nhs.uk.

