

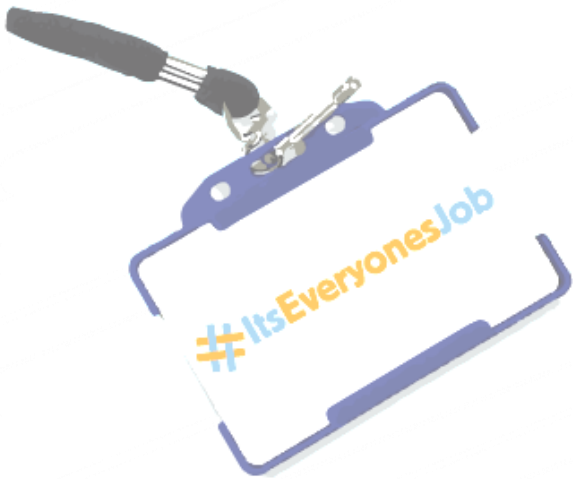


# *Workforce Mental Wellbeing & Suicide Prevention Toolkit*

*#ItsEveryonesJob*

# Fife Health & Social Care Partnership aims to support Workforce Mental Health and Wellbeing.

**Our Workforce Mental Wellbeing & Suicide Prevention Campaign has been needs assessed by our clients & contacts and designed collaboratively by the Suicide Prevention Officer and Workplace Team, Health Promotion Service.**



**The campaign format has been influenced by feedback to a recent survey of Fife workplaces. Over 80% of respondents named web based, digital and virtual material as the most desirable formats.**

**The ethos of our campaign is [#ItsEveryonesJob](#). Throughout all of the campaign resources you will see the common theme of connecting with colleagues at all levels within the workplace, for the improvement and maintenance of workforce mental wellbeing.\***

\*In some instances, you may find resources & training opportunities repeated in multiple sections of this toolkit if they are relevant to the topic.

**If you are concerned for an individual's immediate safety, do not leave the individual alone and call 999 immediately**

# Supporting the Mental Wellbeing of your workers can result in:

- Fewer days lost to sickness and absence and fewer people leaving posts
- Improved productivity and engagement
- Improved teamwork
- Lower staff turnover and recruitment costs
- Access to a wider pool of applicants for posts.

[Healthy Working Lives](#)

## We hope this resource will:

- Increase confidence to approach mental wellbeing in the workplace
- Enable supportive conversations with workers
- Signpost access to the right support services, at the right time.



Press Play



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# Contents

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- [Changes in Mood](#)
- [Distress & Crisis](#)
- [Suicide Prevention](#)
- [After a Suicide – Support for Others](#)

# Workforce Mental Wellbeing



- Everyone has Mental Health
- Common Mental Health Issues
- Workplace Health & Wellbeing Programmes
- Campaigns & Activities
- Resources
- Training Opportunities
- Web Based Information



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# Workforce Mental Wellbeing



*'Mental Health is defined as a state of wellbeing in which every individual realises 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 his or her community.'*

World Health Organisation 2014

## Everyone has Mental Health

Just as physical health refers to everything relating to the health of our bodies, mental health refers to the health of our minds.

Mental Health & Wellbeing has recently been identified as a workplace priority in a Fife Workplace Team Needs Assessment survey.

75% of respondents said that Managing Workforce Mental Health was a topic of interest.

Contact us [Fife.hwlfife@nhs.scot](mailto:Fife.hwlfife@nhs.scot) to find out more.

***'As an employer, you have a crucial role to play in supporting the health and wellbeing of your employees, whether the problems are related to work or not.'***

[Healthy Working Lives](#)

# Workforce Mental Wellbeing (cont)



*'Mental health is everyone's business. We all have times when we feel down or stressed or frightened. Most of the time those feelings pass. But sometimes they develop into a more serious problem and that could happen to any one of us. Everyone is different. You may bounce back from a setback while someone else may feel weighed down by it for a long time. Your mental health doesn't always stay the same. It can change as circumstances change and as you move through different stages of your life.'*

[Mental Health Foundation](#)

## Common Mental Health Issues

There are many mental health conditions and it can be helpful to have a general awareness of them.

[Mind](#) have information available for mental health conditions.

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# Workforce Mental Wellbeing (cont)



## Workplace Health & Wellbeing Programmes

You can highlight and support workforce mental wellbeing as part of wider health, safety and wellbeing programmes in your workplace.

## Campaigns and activities which bring staff together to discuss/participate in Health Improvement can:

- Increase worker morale
- Reduce sickness absence
- Challenge mental health stigma
- Reduce the likelihood of poor workforce mental health.

A Workers Wellbeing Survey can help you to find out what health improvement topics are of priority to your workers. This could assist you to design needs – based Health, Safety and Wellbeing programmes for your workplace.

Fife Workplace Team can help you with FREE and CONFIDENTIAL advice.

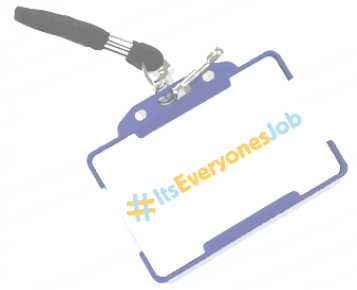
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# Resources



**The Just Ask Listen Talk [Toolkit](#) (J:ALT): supports Fife employers with the tools, knowledge and information to create and sustain mentally healthy workplaces.**

Find out more about:

- Introducing a workplace wellbeing programme
- Raising awareness about mental health
- Ensuring good communication
- Providing a good working environment
- Supporting & developing managers and supervisors
- Monitoring workers health & wellbeing.

**Ask, Tell – Look After Your Mental Health:** this [animation](#) explores what mental health is and that we all have mental health. Factors that can affect our mental health are explored, including how we can promote good mental health and respond compassionately to people who may be experiencing mental distress.

# Resources (cont)



## Skills Development Scotland Mental Health at Work Resources:

**‘Mental Health at Work’** a [resource for Apprentices](#), supports the Mental Health & Wellbeing of young workers.

**‘Mental Health at Work’** a [resource for Employers](#), gives advice and guidance on supporting the Mental Health & Wellbeing of young workers.

## Samaritans Scotland has a Self Help resource:

Keep track of how you're feeling, and get recommendations for things you can do to help yourself cope, feel better and stay safe in a crisis. Click [here](#) to access.

**Scottish Association for Mental Health (SAMH) Workplace:** Includes workplace focussed resources including ‘Managing Stress in the Workplace’ and ‘How to be Mentally Healthy’  
Click [here](#) to access.

# Health Promotion Service Resources



## **Fife Health Promotion Service**

**Health Events Calendar**: can help you plan workplace Health, Safety and Wellbeing campaigns and activities in line with national event dates.

**Fife Health Promotion Service Keeping Connected Leaflets**: has a wealth of signposting advice & contacts to assist those in need, to find the support they require.

**Fife Health Promotion Service Virtual Wellbeing Pack**: can be used to improve workforce wellbeing, reduce stress and increase wellness throughout these challenging times – coping with the ongoing effects of COVID-19 and varied restrictions on everyday life.

**Farming I'm Fine Leaflet**: aims to support the mental health of those working in Agriculture.

**Fife Health Promotion Service Information & Resources Centre**: has a wealth of Health Improvement resources - you can order these through your HPAC account.

# Training Opportunities



**Feedback from Fife workplaces shows that training & signposting to support are beneficial to workforce mental wellbeing.**

**Health Promotion Service Training Team:** offers a Health Improvement training programme. Visit their [webpage](#) to find out more.

## **Positive Steps to Increase Mental Wellbeing Training**

The overview of this training is to *'Increase understanding of mental wellbeing & awareness of the positive steps to increase wellbeing'*.

Book this training via the Health Promotion Service Training Team - [fife.hittraining@nhs.scot](mailto:fife.hittraining@nhs.scot)

## **Introduction to 'Good Conversations'**

This course will benefit those who want to have supportive conversations. In particular those who are having conversations with people living with long term conditions or dealing with challenges either at work or home. Book this training via the Health Promotion Training Team -

[fife.hittraining@nhs.scot](mailto:fife.hittraining@nhs.scot)

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# Training Opportunities (cont)



## Public Health Scotland Learning Zone:

a suite of e-learning which is available to the Public, Private and Third Sector. Most of these training courses are free & you can study them when you like. There's a selection of courses available to improve workplace health.

## **Mental Health Improvement & Prevention of Self Harm & Suicide Prevention Ask, Tell...Awareness Animations Training**

This virtual training session aims to raise awareness and have facilitated discussions around the 3 Ask, Tell... educational animations which highlight areas such as mental wellbeing, suicide prevention and having compassionate conversations with people who are experiencing mental distress or may be feeling suicidal.

Email: [fife.hittraining@nhs.scot](mailto:fife.hittraining@nhs.scot) for further information.

**Samaritans Scotland Workplace webpage:** includes e-learning & helpful information. Click [here](#) to access.

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# Web Based Information



**Workforce Mental Wellbeing & Suicide Prevention [campaign](#):** has a wealth of information to support Fife's workforce with the improvement and maintenance of workforce mental wellbeing.

**'Ahead for Health'** is a 20 minute Mental Health Awareness [Film](#): tackling the subject of mental health at work and encouraging workers to support colleagues who are experiencing mental health issues as well as reducing stigma, by giving people the confidence to discuss mental health openly in their workplace.

**See Me's Scottish Anti-Stigma [campaign](#):** 'The Power of Okay' is creating a culture of openness about mental health by encouraging conversations that will help to dispel the stigma.

**ACAS [Supporting Mental Health at Work](#):** provides information about related legislation plus further guidance, ideas and advice.

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# Changes in Mood



- Signposting and Support
- Resources
- Training Opportunities
- Web Based Information



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# Changes in Mood

A 'Bad Day' can occasionally last longer than that – depending on circumstances. As long as an individual feels able to cope, the associated low feelings should pass. However, if a longer lasting 'Mood Dip' creeps in and affects an individual's mental health, it's advisable to seek help.



Press Play

People may feel uncomfortable discussing their mental health with others. They may feel embarrassed and vulnerable - they may not know who they can turn to.

An open culture to discuss thoughts and feelings can help identify changes in workers quickly. Do they seem:

- Quiet
- Withdrawn
- Frustrated
- Stressed.

Simply asking someone if they're OK can help. Open the conversation and listen – it's OK not to have all the answers and more important to offer the time for a chat and show empathy. Workplace adjustments in response to conversations can support workers.

**If an individual continues to experience low mood, they should seek advice and guidance from their GP.**

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# Signposting & Support

If you feel an individual needs advice to manage their mental wellbeing, you can signpost to local & national self-management websites:



[Access Therapies](#)

[Breathing Space](#)

[CAMHS Hands On](#)

[Mood Cafe](#)

[Samaritans](#)

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# Resources

**Scottish Association for Mental Health (SAMH)** has produced a ['Reasonable Adjustments' guide](#): designed to provide straight forward information for employers and workers on making reasonable adjustments in the workplace for people with mental health problems.



**Samaritans** [How to Support Someone You're Worried About](#): Many people struggle to cope at one point or another of their lives. Reaching out to someone could help them know that someone cares, that they are valued, and help them access the support they need. Samaritans support is available 24hours a day, 7days a week.

**Ask, Tell – Look After Your Mental Health**: this [animation](#) explores what mental health is and that we all have mental health. Factors that can affect our mental health are explored, including how we can promote good mental health and respond compassionately to people who may be experiencing mental distress.

# Resources (cont)

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Find out more about:

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- Raising awareness about mental health
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- Providing a good working environment
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**Fife Health Promotion Service [Keeping Connected Leaflets](#):** has a wealth of signposting advice & contacts to assist those in need, to find the support they require.

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**Public Health Scotland [Virtual Learning Environment](#)**: a suite of e-learning which is accessible for you by the Public, Private and Third Sector. Most of these training courses are free & you can study them when you like. There's a selection of courses available to improve workplace health.

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# Distress and Crisis



- Distress and Crisis
- Signposting and Support
- Resources
- Training Opportunities



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# Distress and Crisis

Distress & Crisis brings unpleasant emotions, feelings and thoughts.

Those experiencing distress/crisis often struggle to think clearly, communicate their feelings, or listen well to advice.

**The triggers for distress/crisis can vary but can often be significant occurrences in a persons life e.g. incidents which are unexpected and cause alarm, trauma, life altering circumstances, tragic news.**

**NOTE:** A person does not need to have previous poor mental health to experience distress/crisis.



**Look out for someone presenting with the following:**



**Press Play**

- In a state of anxiety/panic
- Unable to cope or to be in control of their situation, or to look after others in their care
- Expression of suicidal thoughts.

**There are things you can do to help. Offer time on a one-to-one basis to engage in confidential conversations.**



View the [Samaritans SHUSH Listening Tips](#) to support your conversation.

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# Signposting & Support

**Distress Brief Intervention (DBI)**: Anyone in Scotland aged 16+ can access DBI by simply calling NHS24 on 111. The individual will be triaged through a mental health hub and if identified as needing DBI, they will receive a phone call within 24 hours of contacting NHS24 by a local provider.

The support provided is in two levels and offered depending on the individuals own needs.



Press Play

**Sam's Cafe**: offers support with mental health, crisis support, challenging thoughts and suicidal thoughts. At Sam's the support is free of cost, accessible and available evenings and weekends.

## Fife Health Promotion Service

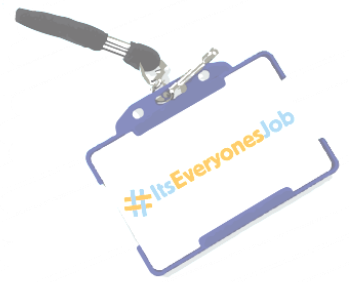
**Keeping Connected Leaflets**: has a wealth of signposting advice & contacts to assist those in need, to find the support they require.



If you are in distress, or in need of urgent help, you can find more information on who to contact via SeeMe's **National Signposting Directory**.



# Resources

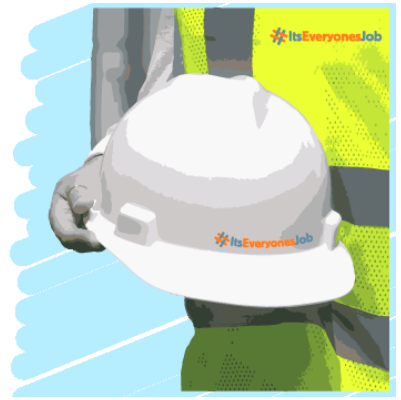


**Ask, Tell – Have a Healthy Conversation:** This [animation](#) gives practical tips about how and when to have compassionate conversations with people who may be feeling suicidal or experiencing mental distress. It highlights the range of communication skills that should be used including listening, questioning and responding skills. It also provides information on how to get immediate help and support.

**How to Support Someone with a Mental Health Problem:** We all go through tough times and people help us through them. This [resource](#) gives practical tips on how to support somebody you care about, whether they are a friend, family member or colleague.

# Training Opportunities

*For future reference, we recommend courses such as: **Assist & Scottish Mental Health First Aid.***



**For the latest information on course availability visit the Health Promotion Service Training Team [webpage](#).**

**National Education for Scotland [Learning Bites](#):** addresses supporting people in distress and crisis, and supporting people at risk of suicide.

**National Education for Scotland (NES):** This Children and Young People's series has been co-produced by NES and Public Health Scotland (PHS) to support learning about mental health, self-harm and suicide prevention specifically for the Children and Young People's workforce. Find out [more](#).

# Suicide Prevention



- Suicide Prevention
- Signposting and Support
- Resources



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# Suicide Prevention

*'...If you're reading this because you have, or have had, thoughts about taking your own life, or you are concerned for someone else, it's important you ask someone for help.'*

[NHS Fife](#)



Press Play

**[NHS Inform Suicide Information](#)**: details guidance about suicide prevention including how to get help for those who need it.

*'Suicide behaviours are complex, there is no single explanation of why people die by suicide. Social, psychological, and cultural factors can all interact to lead a person to suicidal thoughts or behaviour. For many people, an attempt may occur after a long period of suicidal thoughts or feelings, while in other cases, it may be more impulsive.'*

[Mental Health Foundation](#)

A recent survey of Fife workplaces identified that 40% of respondents had been recently affected by suicide in their workplace.

Contact us  
[Fife.hwlfife@nhs.scot](mailto:Fife.hwlfife@nhs.scot) to find out more.

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# Suicide Prevention (cont)



Consider factors which can increase an individual's risk of suicide:

- Isolation & loneliness
- Physical health conditions
- Adverse life experiences: trauma, abuse, neglect
- Inability to adapt well to change or cope with life challenges
- Poor self-esteem, lack of sense of purpose
- Distress/crisis experience
- Bullying at work
- Job security
- Financial concerns.

32% of workplaces who responded to a recent survey said that Suicide Prevention & Awareness was a topic of interest. Contact us [Fife.hwl@nhs.scot](mailto:Fife.hwl@nhs.scot) to find out more.

Mental Health issues can contribute to suicidal thoughts however, not everyone who experiences these thoughts has mental health issues.

**YOU WILL NOT ENCOURAGE A SUICIDE BY ENGAGING IN CONVERSATION - ASKING THE QUESTIONS CAN SAVE A LIFE. HAVING OPEN AND EMPATHETIC CONVERSATIONS WITH YOUR WORKERS CAN REDUCE THE RISK OF SUICIDE.**



Press Play

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# Signposting & Support



**Breathing Space**: is a website and phone service for anyone experiencing low mood, depression or anxiety.

Telephone: [0800 83 85 87](tel:0800838587)

**Samaritans**: operates a 24-hour service available every day of the year. Telephone: [116 123](tel:116123)

**Papyrus**: is a voluntary organisation supporting teenagers and young adults who are feeling suicidal. Telephone: [0800 068 41 41](tel:08000684141)

**CALM**: is support specifically for young men. Telephone [0800 58 58 58](tel:0800585858)

**NHS Inform Suicide Information**: details guidance about suicide prevention including how to get help for those who need it.

# Signposting & Support (cont)



**Penumbra**: offers a range of services that provide practical, emotional & social support designed to improve health & wellbeing.

**SHOUT**: is a free and confidential text service for those in need of support.

**CAMHS Hands On**: provides help and practical advice for supporting children and young people's mental health and emotional wellbeing.

“Stay Alive” is a **Suicide Safety App** which is free to download.

89% of workplaces responding to a recent survey felt that improved suicide awareness would encourage workplaces to engage with the #ItsEveryonesJob campaign. Contact us [Fife.hwlfife@nhs.scot](mailto:Fife.hwlfife@nhs.scot) to find out more.

# Resources



**Samaritans [Supporting Someone with Suicidal Thoughts](#):** a web based resource offering advice and guidance.

**Fife Health Promotion Service [Keeping Connected Leaflets](#):** has a wealth of signposting advice & contacts to assist those in need, to find the support they require.

**Keeping Connected [Young People](#):** This resource is designed specifically for practitioners and provides a directory of service available in Fife which offer help and support specifically for young people on a range of issues.

**Ask Tell – Save a Life, Every Life Matters:** This [animation](#) explores the issue of suicide, including statistics and facts about suicide in Scotland. It helps you to understand the signs that people may be thinking about suicide, and how and when to provide immediate help and support.

**[‘Creating Hope Together’](#):** The strategy will draw on levers across national and local government to address the underlying social issues that can cause people to feel suicidal, while making sure the right support is there for people and their families.

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# Resources (cont)



**Suicide Prevention Video**: Produced in collaboration with representatives from Fife football clubs (Dunfermline Athletic, Raith Rovers, East Fife, Cowdenbeath, Kelty Hearts and Inverkeithing Hillfield Swifts) along with the Fife Flyers and well known local sporting figures (Caroline Weir and Jim Leishman) and Fife support services (Andy's Man Club, Penumbra, SAMs Cafe, Samaritans and CARF).

**Suicide Prevention, NHS Fife website**: Find out more about the continuous suicide prevention work happening here, in the Kingdom of Fife.

The **Samaritans** have produced '**Top 10 Tips**' in relation to media coverage of suicide and '**How to Talk about Suicide Safely Online**'.

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# After a Suicide Support for Others



- Traumatic Incident Framework
- Signposting and Support



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# After a Suicide Support for Others



Death by suicide affects many people whether directly linked to the individual or not.

How people are affected by suicide may differ depending on the relationship/links with the person themselves, and their own life experiences/abilities to cope.

## Traumatic Incident Framework

Fife Workplace Team has produced this [Traumatic Incident Framework](#) to enable the development of tailored policies, plans and processes to help support your workforce through such incidents.

The overall aim is to ensure that employers, managers, supervisors, staff reps and the wider workforce are better prepared to manage incidents effectively when they do occur.

The Framework has been designed with a focus on specific considerations such as suicide and sudden death although it may be applicable to other situations causing worker distress, for example, loss of a colleague suddenly, through an accident or ill-health.



**Press Play**

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# Signposting & Support



**At a Loss** website: provides signposting for bereaved individuals, ensuring they and those supporting them find the information and services appropriate to their loss.

**Families in Trauma**: a peer support and lived experience non profit organisation aiming to raise awareness of the impacts of trauma and support those affected by it through using digital supports.”

**Survivors of Bereavement by Suicide** (SOBS): offers peer-to-peer support to all those over the age of 18, impacted by suicide loss in the UK. They help those bereaved by suicide to support each other, at the time of their loss and in the months and years that follow.

Bereavement in the Workplace affected 67% of workplaces who responded to a recent survey. Contact us [Fife.hwlfife@nhs.scot](mailto:Fife.hwlfife@nhs.scot) for more information.

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# Signposting & Support (cont)



**Keeping Connected Bereavement & Loss**: provides details on useful websites and services that can support you through bereavement and what you may experience in the months ahead.

**SamH After a Suicide**: will help you with the practical issues that need to be faced after a suicide. It also discusses some of the emotions you might be experiencing and suggests some places where you can get help.

Fife Health Promotion Service has hard copies of this document available through the [Information and Resources Centre](#).

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