



# Workplace Checklist: For Safe and Supportive Workplaces

# Workplace Checklist

## Ripple Deployment

**Action:** Deploy the Ripple browser extension across your IT

**Description:** Ripple is a digital tool, which if a user searches for harmful content online, they will first be guided through a filter of breathing exercises and then very simple, uncluttered and calmly presented strategies and forums, help lines and mental health services they can access both now and longer term: accompanied with messages of hope and encouragement to keep safe. To date, Ripple has been downloaded over 800,000 times, (free for schools, colleges, universities, parents, carers and charities, fee required from businesses). Ripple has intercepted over 4,500 genuine harmful online searches.

- Individuals, Parents and Guardians - you can download Ripple at home, for free, [here](#).
- Schools, College, Universities - please liaise with your Wellbeing and IT teams and inform them that Ripple is a browser extension that can be deployed free, en masse (FAQs)
- Businesses and Corporates - please liaise with your Wellbeing and IT teams and inform them that Ripple is a browser extension that can be deployed en masse for a subscription fee. (FAQs).

**Website:** [www.ripplesuicideprevention.com](http://www.ripplesuicideprevention.com)

## Flexible Working

**Action:** Adhere to the rules and regulation surrounding flexible working and support your staff with their decisions.

**Description:** Flexible working is a way of working that suits an employee's needs, for example having flexible start and finish times, or working from home. All employees have the legal right to request flexible working - not just parents and carers. This is known as 'making a statutory application'. Employees must have worked for the same employer for at least 26 weeks to be eligible.

### Types of flexible working

- Job sharing - Two people do one job and split the hours.
- Working from home - It might be possible to do some or all of the work from home or anywhere else other than the normal place of work.
- Part time - Working less than full-time hours (usually by working fewer days).
- Compressed hours - Working full-time hours but over fewer days.
- Flexitime - The employee chooses when to start and end work (within agreed limits) but works certain 'core hours', for example 10am to 4pm every day.
- Annualised hours - The employee has to work a certain number of hours over the year but they have some flexibility about when they work. There are sometimes 'core hours' which the employee regularly works each week, and they work the rest of their hours flexibly or when there's extra demand at work.
- Staggered hours - The employee has different start, finish and break times from other workers.
- Phased retirement - Default retirement age has been phased out and older workers can choose when they want to retire. This means they can reduce their hours and work part time.

**Website:** <https://www.gov.uk/flexible-working>

## Mental Health First Aiders

**Action:** Organise Mental Health First Aid Courses for your staff

**Description:** Mental Health First Aid (MHFA) is a training course which teaches people how to identify, understand and help someone who may be experiencing a mental health issue. Staff will learn to recognise warning signs of mental ill health and develop the skills and confidence to approach and support someone while keeping yourself safe.

**Website:** <https://mhfaengland.org/>

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## Headspace Subscription

**Action:** Offer Headspace subscription as a 'benefit' for your staff

**Description:** Headspace for Work is the leading mindfulness-based mental health benefit that helps your team take care of their minds. With some of the highest adoption rates in the industry, it offers your team access to hundreds of meditations and exercises for stress, focus, sleep, and movement. The result? Less stress and burnout — and that means fewer sick days, better focus, and more effective teamwork.

Your team will have complete access to the Headspace app — including hundreds of exercises for stress, focus, productivity, sleep, kids and more to help your employees manage their mental health, anytime. Plus, they can enjoy live meditations and exclusive experiences catered specifically for your team.

**Website:** <https://www.headspace.com/work/how-it-works>

## Meeting Free Time

**Action:** Encourage your staff to book out a set time out of their working day for 'meeting free' time.

**Description:** Even before the pandemic, 71% of managers thought meetings were costly and unproductive. Since many companies have shifted to remote and hybrid workplace models, meetings have steadily increased in frequency and length to compensate for the loss of in-person interactions. Today's knowledge workers typically spend more than 85% of their time in meetings, which studies show negatively affects people's psychological, physical, and mental well-being.

Though building trust and achieving team cohesion rely on frequent, quality interactions, meetings are no longer the best way to accomplish this. As a result, many organizations, including Facebook and Atlassian, are taking a stand by adopting no-meeting time, during which people operate at their own rhythms and collaborate with others at a pace and on a schedule that is convenient, not forced.

**Website:** <https://sloanreview.mit.edu/article/the-surprising-impact-of-meeting-free-days/>

## Champion Health

**Action:** Deploy Champion Health across your organisation

**Description:** Nicknamed 'The Netflix of Wellbeing', Champion Health is a platform you can embed across your organisation. Use surveys and assessments to better understand the health, morale and wellbeing of your people. Measure employee wellbeing and morale in the workplace to maximise the impact of your initiatives. Develop your evidence-based wellbeing strategy with tailored support from our experts and upskill management in how to support your most valuable asset, your people.

**Website:** <https://championhealth.co.uk/>

## Employee Assistance Lines

**Action:** Ensure your organisation has an Employee Assistance Line in place

**Description:** Employee Assistance Programmes (EAP) are employee benefit programmes offered by many employers. EAP are intended to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing. EAP generally include assessment, short-term counselling and referral services for employees and their immediate family - wherever they are in the world. Typically, an EAP grants employees access to a set number of sessions (usually less than six) with a therapist, and the employee would not accrue any co-pay, deductible, or other out-of-pocket costs for the service.

**Website:** <https://www.verywellmind.com/what-is-an-employee-assistance-program-5217738>

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## Regular Communications

**Action:** Use communication to reduce stigma and increase access to mental health resources.

**Description:** Don't wait until open enrolment to mention mental health benefits and community resources. Promote them frequently, such as in monthly newsletters. Ensure that your executives mention emotional well-being every time they talk about recruiting talent and building an inclusive culture that helps employees bring their best selves to work. Offer workshops so employees can learn more about mental health and resilience.

**Website:** [www.understood.org/en/articles/workplace-mental-health-5-ways-to-support-employee-wellness](http://www.understood.org/en/articles/workplace-mental-health-5-ways-to-support-employee-wellness)

## Develop Mental Health Policies

**Action:** Encourage your staff to book out a set time out of their working day for 'meeting free' time.

**Description:** Without proper mental health policies in place, your company is missing out on a huge opportunity. For example, do you have policies to help prevent discrimination (including bullying and harassment) or prevent stigma around depression in the workplace? If you already have some policies in place, review your current policies and see if they can better support employees.

**Website:** <https://hbr.org/2016/07/how-we-rewrote-our-companys-mental-health-policy>

## Provide Bereavement Support

**Action:** Ensure bereavement support is in place for colleagues who have lost someone to suicide or suspected suicide.

**Description:** HR and Leadership teams are expected to be knowledgeable in mental health, employee wellbeing and transparent communications. Our expectations have been raised, but when something as specific as death by suicide occurs, it's almost impossible to be an expert and it is crucial that you respond in the right way. We offer a membership which provides HR and Leadership teams with the tools, guidance and processes needed to support their team members in the case of a bereavement by suicide or suspected suicide. An annual online membership that provides you with two incident pathways, should you need them, allowing you to support your team members in the case of a bereavement by suicide or suspected suicide. The platform also gives you access to proactive resources, an account manager and wider mental health service signposting.

**Website:** <https://suicideandco.squarespace.com/>

# Suicide Safety Questions

There are 6 elements that may present danger to a person thinking about suicide, we must ask the person we are supporting the following questions.

## **Are you alone?**

Being alone can pose a risk to a person who is considering suicide, especially if the person doesn't have anybody to speak to, therefore we must ask the person if they have a safety contact or link to professional support.

## **Are you in pain?**

If the person is experiencing high levels of emotional pain, continue the conversation, this may help reduce that in some way for them.

## **Do they have a plan?**

If they have the means and a plan in which to suicide, we must consider how we would dismantle that plan.

## **Have they attempted to end their life before?**

We also need to know if they have ever attempted suicide before, if they've just had thoughts of suicide, if they've only ever had thoughts of suicide and not, acted on the thoughts, they are less likely, to end up at the point of death than somebody who has had thoughts and has acted on them.

## **Is the person using alcohol or drugs?**

If so, we must discuss no use of safe use.

## **Have you been given a mental health diagnosis?**

If they have it means they may already be linked to the GP or clinical support.

Once we have asked the 6 questions, we then need to consider what needs to be done now for safety and who can help them with this, i.e. out of hours G.P, friends, family or faith groups

# Helping a Suicidal Person

If someone you know is feeling suicidal they might need someone they feel safe with to talk to express their feelings, fears and anxieties with, and to be themselves with.

## What might someone who is suicidal want?

### **Someone to listen**

Someone who will take time to really listen to them. Someone who won't judge, force advice or opinions, but will give their undivided attention.

### **Someone to trust**

Someone who will respect them and won't try to take charge. Someone who will treat everything in complete confidence.

### **Someone to care**

Someone who will make themselves available to put the person at ease in a calm manner. Someone who can reassure, accept and believe them. Someone who is able to show that they care.

## What might someone who is suicidal not want?

### **To be alone**

Rejection can make the problem seem ten times worse. Having someone to turn to makes all the difference.

### **To be lectured**

Lectures don't help. Nor does a suggestion to 'cheer up' or an easy assurance that 'everything will be OK'. Try to avoid analysing.

### **To be interrogated**

Don't change the subject, pity or patronise. Talking about feelings can sometimes be difficult. People who get the confidence to speak to you about suicide will not be rushed or put off.



**R;pple**  
For Business

**Protecting workplaces,  
people and futures.**