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**How to support a member of staff experiencing mental health problems at work**

If someone in your team discloses a mental health condition, you may wish to read up on the nature of the condition so that you have a basic understanding of what they might be experiencing. Mind have [useful resources](https://www.mind.org.uk/information-support/types-of-mental-health-problems/https%3A/www.mind.org.uk/information-support/types-of-mental-health-problems/).

Remember that it is not your role to provide advice – conditions are experienced differently by different people so try not to make assumptions. Managers should consider the following:

* Taking advice from Occupational Health on the condition, and possible support or adjustments.
* Encouraging staff to be open about any problems or issues they are experiencing at work.
* Ensuring confidentiality with any information shared with you. Many people are concerned about the stigma of mental ill-health, and may not want to share information with colleagues.
* Working together with the member of staff, HR and Occupational Health in finding solutions and providing relevant support. The individual will typically have the most insight into what support or adjustments they need and how to manage their specific condition or symptoms. Ask them what they think they need.
* Ask if there is anything that you can do to help them stay mentally healthy at work. Explore if they are any trigger points or situations that can make their situation worse, and if there is anyway these can be minimised.
* Signposting additional support that is available through the University, such as the wellbeing programme of activities and the counseling service.
* Supporting the member of staff in exploring ways to improve their health and relevant coping strategies. This could include practical changes such as considering flexible working, hours of work and breaks, provision of coaching or mentoring, or time off to attend for treatment.

A supportive manager can make a significant difference to a member of staff experiencing mental health concerns. Above all, be positive and focus on what the individual can do rather than what they cannot. Mind can provide more information on supporting staff experiencing a mental health problem via their [website](https://www.mind.org.uk/media/550657/resource4.pdf).