Steps for Managers When Responding to Concerns About a Colleague’s Mental Health

At work, you notice, or others’ concerns are raised about, the mental health of an individual that you manage.

- **Is there a risk of immediate danger or harm to the individual or others?**
  - **Yes**
    - See Managers’ Guide to supporting individuals experiencing stress and/or mental health issues.
  - **No**
    - **Is there an immediate danger of threat to others on campus?**
      - **Yes**
        - Contact Security (0113 342 2222)
      - **No**
        - **Is there a risk of immediate danger or harm to the individual or others?**
          - **Yes**
            - See Managers’ Guide to supporting individuals experiencing stress and/or mental health issues.
          - **No**
            - Encourage them to access support.

- **Has the individual expressed suicidal thoughts?**
  - **Yes**
    - If possible, speak to the person directly.
    - Encourage them to access support.
    - See Managers’ Guide to supporting individuals experiencing stress and/or mental health issues.
  - **No**
    - Encourage them to access support.

- **Has the individual expressed suicidal thoughts?**
  - **Yes**
    - See Guide for Manager when staff disclose suicidal thoughts.
    - If possible, speak to the person directly.
    - Encourage them to access support.
    - See Managers’ Guide to supporting individuals experiencing stress and/or mental health issues.
  - **No**
    - Arrive a time to talk to the person in private and consider accessing support from one or more of the sources below:
      - Staff Counselling and Psychological Support Service Ext: 33694
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      - Occupational Health Service Ext: 32997
      - Other external service

- **See Managers’ Guide to supporting individuals experiencing stress and/or mental health issues**

After an incident, reflect and debrief, following up on the individual’s and your own wellbeing.