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

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

1. Is there a risk of immediate danger or harm to the individual or others?
   - No: See Managers’ Guide to supporting individuals experiencing stress and or mental health issues.
   - Yes: Has the individual expressed suicidal thoughts?

2. Has the individual expressed suicidal thoughts?
   - Yes: See Guide for Managers when staff disclose suicidal thoughts.
   - No: See Managers’ Guide to supporting individuals experiencing stress and or mental health issues.

3. Is there an immediate danger of threat to others on campus?
   - No: Contact Emergency Services on 999 then Security on 0113 343 2222.
   - Yes: After an incident, reflect and debrief, following up on the individual’s and your own wellbeing.

4. Encourage them to access support.

5. Arrange 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
   - ODPL
   - Exploration of work-based adjustment
   - Discuss with HR
   - Health & Safety Services Advice: Ext. 34201
   - Occupational Health Service: Ext. 32997
   - Other external Service

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