**Staying Well (SWELL) Plan**

The College’s Staying Well (SWELL) Plan has been developed and adapted from Mary Ellen Copeland’s Wellness Recovery Action Plan (WRAP®) and Mind’s Wellness Action Plan. WRAP is an evidence-based system and has been used worldwide to manage both physical and mental health.

Employees should take the lead and work together with their manager to develop a personal SWELL Plan to proactively manage their health and wellbeing. This enables people to plan in advance and develop tailored support for a time when they are not coping so well. It also facilitates open dialogue with managers – leading to practical, agreed steps which can form the basis for regular monitoring and review. This enables managers and colleagues to understand how to anticipate and address risk of relapses for both mental health and long-term health conditions. Use of the SWELL Plan may also be recommended by [Occupational Health](http://www.imperial.ac.uk/human-resources/about-us/occupational-health/), [EDIC](http://www.imperial.ac.uk/equality/equality-at-imperial/edic/) and/or [HR](http://www.imperial.ac.uk/human-resources/about-us/local-hr-representatives/), all of whom are able to offer support in reviewing plans and advising on adjustments.

The key thing is to take a **pro-active approach** to your health and wellbeing, prior to any issues arising. Mental and physical illnesses and disability come in many forms; everyone’s experience is different. The SWELL Plan is designed both as a pro-active tool as well as being used to identify any specific thoughts, feelings and behaviours experienced when someone becomes unwell.

The SWELL Plan should be held confidentially and be regularly reviewed by the employee and their manager together. Employees need only provide information that relates to their role and the workplace, and that they are comfortable sharing. The SWELL Plan is not legally binding but is intended to allow a manager to agree with employees how they can be practically supported in the workplace and how to address any health needs.

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| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Department** |  |

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| **The Basics** | |
| What is your baseline? How do you feel when you are well? |  |
| How does your health condition / impairment/situation affect you? How do you feel and come across when you are impacted? |  |

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| **Triggers**  Triggers are things that happen that may set off a worsening of your condition(s) or situation. | |
| Describe any triggers you have identified that tend to worsen your symptoms or situation. These can be workplace or external triggers: |  |
| How can your colleagues help minimise triggers or support you to manage your symptoms or situation at work? |  |
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| **Early Warning Signs**  These are the subtle signs that you may be experiencing a worsening in your condition(s/situation). Sharing yours will help others to look out for you and support you when you need it most. | |
| What early warning signs should your colleagues look out for? |  |
| What steps or support can your colleagues provide if they recognise the early warning signs? |  |
| What steps can you take to manage your condition(s) in the workplace? |  |

Detailed below is a section for **optional support** networks information. This is in addition to emergency details provided via the Imperial College In

You are under no obligation to provide these details. You can choose to fill out emergency information details for one, none, or all the suggested boxes or provide contact details for groups not suggested here. You may also want to share information about medication.

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| **Emergency Situations**  Should you be in a position where you are unable to communicate your needs to a first responder or emergency services provider is there anything important your Line Manager or Colleagues should be aware of and ready to pass on |
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Here is another section for **optional** medical information.

You are under no obligation to provide information about your medication. You may choose to share information that you think is relevant for others to know on an ongoing day to day basis.

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| **Medication**  Use this space to share any important information that others may need to know about medication you take to manage your condition(s)/situation. This can include side effects, or anything else you feel is relevant. |
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Do you have a [Personal Emergency Evacuation Plan](https://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/peeps/) (PEEP)?

Yes/No

If yes, please provide information on your agreed evacuation arrangements. Please ensure a copy of your PEEP is available to all relevant parties including the EDI Centre and all other departments and individuals listed on your PEEP.

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| Support Networks  Please give details of friends, family, or health care professionals that you may want your colleagues to call if your health deteriorates. Be specific of who you would want contacted in specific situations | |
| Name: |  |
| Relation: |  |
| Contact details: |  |
| When they should be contacted: |  |
| Name: |  |
| Relation: |  |
| Contact details: |  |
| When they should be contacted: |  |

Employee’s signature: Line manager’s signature:

Today’s date: Date to be reviewed: