



# BEYOND LIMITS

Beyond the limits of conventional support

## **Mental Health and Wellbeing Policy**

**This policy sets out our approach to mental health and wellbeing for all staff.**

**Review: May 2027**

## INTRODUCTION

Mental health and wellbeing are an important part of culture at Beyond Limits. Those experiencing mental health difficulties should not face discrimination and Beyond Limits are committed to helping to identify these difficulties and supporting people to overcome them.

## ETHOS THAT SUPPORTS MENTAL HEALTH IN THE WORKPLACE

We recognise that everyone will experience mental health difficulties at some point in their lives. We aim to support those in need as best we can, offering time and space to listen and if appropriate, by signposting professional services. We will not judge, or blame, we act to provide a support network for anyone experiencing difficulties.

We also recognise the importance of empowering people to take care of their own mental health and wellbeing. This might be by taking positive actions which support resilience, or physical exercise, which is one of the most effective ways to improve your mental health.

## ROLES AND RESPONSIBILITIES

**HR:** Is responsible for providing advice and support to colleagues. HR will lead on reviewing employee wellbeing practice and monitoring our approach to mental health and wellbeing. HR will lead with a clear accountability for protecting and supporting mental health and wellbeing throughout the organisation. HR will also work closely with the Mental Health First Aider to promote mental health and wellbeing initiatives across the organisation.

**Senior Leaders:** Should play a key role in creating change by using appropriate resources available to them in a fair and equitable manner. These should be monitored regularly to assess effectiveness.

**Team Leaders/Line Managers:** Should take responsibility for ensuring mental health and wellbeing is discussed openly and for providing the appropriate support when necessary. This can be done through one-to-one meetings, support and supervision, wellbeing audits and by completing a wellbeing action plan.

**All Managers:** Should seek and take any appropriate action from regular feedback on their approach. They should actively promote employee wellbeing by:

- Speaking out about mental health and wellbeing
- Supporting campaigns to encourage all staff to work healthy hours and maintain a healthy work-life balance

**All Employees:** Are responsible for accessing support when they need it and raising any concerns with their line manager. All employees, irrespective of their role in the organisation, should work towards a healthy work/life balance.

## ROLE OF A MENTAL HEALTH FIRST AIDER

Beyond Limits has a designated Mental Health First Aider. Esther Coules can be contacted on 01752 546449 or via email [esther.coules@beyondlimits-uk.org](mailto:esther.coules@beyondlimits-uk.org). All Mental Health First Aiders receive specific training and can:

- Encourage and signpost colleagues experiencing ill mental health to access appropriate professional support or self-help guides and strategies
- Spot the early signs and symptoms of mental ill-health
- Start a supportive conversation with a staff member who may be experiencing a mental health issue or emotional distress
- Listen without judgment or blame
- Maintain appropriate levels of confidentiality
- Contact emergency services if appropriate

In addition, Beyond Limits offers several staff benefits including critical illness cover and life cover insurance, speak to your line manager to find out more about these. You can also access AIG Smart Health, which offers access to a GP, mental health expert and certain health checks. You can find details about this [here](#).

## SUPPORT AND WELLBEING

**Support & Supervision:** All staff will have regular support and supervision from their line manager. This should be every 6-8 weeks, but the frequency and duration can be adjusted to reflect the complexity and workload of the person in question and other factors which may contribute to their mental health and wellbeing. Staff are encouraged to request additional support and supervision should their circumstances change or if they feel would benefit from this.

Support and supervision and the completion of a wellness action plan will encourage conversations around mental health and wellbeing and stress and provide a forum for colleagues to discuss matters around their home life as well as the workplace.

**External Support:** Anyone who feels they need support is also encouraged to access the following services. There are many helplines staffed by trained people who are ready to listen. They offer a non-judgmental listening ear:

- **Samaritans:** [www.samaritans.org](http://www.samaritans.org)
- **National Suicide Prevention Helpline** [www.spuk.org.uk](http://www.spuk.org.uk)
- **National Domestic Abuse Helpline** [www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk)
- **Citizens Advice** [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

## ADDITIONAL INFORMATION

If a member of staff has concerns about the mental wellbeing of a colleague, they should try and speak to them. If they remain concerned, then they can speak in confidence to either the Mental Health First Aider or their line manager. It may be difficult but please speak to someone, it could really help the person concerned.

As part of the Mental Health and Wellbeing Action Plan, the senior leadership team will assess and review the training needs of staff.

All feedback relating to this policy or the implementation of it can be sent to:  
[edyta.piekarska@beyondlimits-uk.org](mailto:edyta.piekarska@beyondlimits-uk.org)

This policy will be reviewed annually (or before if appropriate) by HR in consultation with colleagues.

