Your workplace resource kit

A practical readiness checklist

Use this pack to organise agreed support information. Complete the fields digitally or print and write by hand.

Workplace / team

Kit owner | **Last checked** | **Review due**

Tick each item once it is ready and checked.

- [ ] **Role and boundaries**
  A clear description of what your workplace mental health contacts can do.
- [ ] **Named contacts and availability**
  Confirmed work contact details, working hours and an alternative contact.
- [ ] **Approved workplace procedures**
  A clear location for escalation, urgent-help and information-handling procedures.
- [ ] **Learning resources**
  Current course materials or an action plan that matches the training completed.
- [ ] **Support directory**
  Current, relevant support links with access details checked before sharing.
- [ ] **Employer support**
  Details of HR, occupational health or an employee assistance programme, if offered.
- [ ] **Easy access**
  A shared location that colleagues, remote workers and relevant shifts can find.
- [ ] **Review responsibility**
  A named owner and review date, plus a plan to replace out-of-date copies.

Keep this pack about resources, not personal health details.

It does not replace training, clinical care or your organisation's approved procedures.

Put training behind your workplace support.

Explore our live online Level 3 Mental Health First Aid course.

Instructor-led learning. Qualification subject to successful assessment.

mentalhealthfirstaidcourse.co.uk

Make support information easy to find

Contacts and resource finder

Agree these details with your organisation before sharing. Use work contact details and check that named people consent to being listed.

Workplace / team

Workplace contact 1

Name and agreed role

Work contact details

Availability

Workplace contact 2

Name and agreed role

Work contact details

Availability

Where to find the approved resources

Workplace escalation and urgent-help procedures

Employer support / HR / EAP or occupational health, if available

Checked support directory and course resources

Use links, folder names or document locations. Do not add case notes.

This is a resource finder, not an emergency service or a clinical assessment.

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