

Wellbeing action planner: Preventing stress and building a healthy workplace

A practical tool to help you take proactive, low-cost steps to protect well-being and reduce health-related absences.

Five simple steps - Wellbeing checklist

Use this quick checklist to track what's already in place and what needs attention.

1. Clear expectations and workload planning

- Tasks and deadlines are realistic
- Priorities are communicated clearly
- Staff influence how they complete work

4. Positive team culture

- Appreciation and recognition are routine
- Mistakes are treated as learning, not blame
- Well-being is discussed openly

2. Supportive conversations

- Regular 1:1 check-ins take place
- Team members feel safe raising issues
- Concerns are followed up promptly

5. Early stress prevention

- Early signs of stress are recognised
- Adjustments are offered proactively
- Workload reviews happen during busy periods

3. Healthy working habits

- Staff take regular breaks
- Annual leave is used consistently
- Long hours/overworking are discouraged



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Stress risk assessment prompts (aligned with health, safety and environment management standards)

Use these prompts to explore potential stressors and identify improvements.

Demands

- Are workloads achievable?
- Do staff have the right tools, skills and time?
- Are breaks taken regularly?

Control

- Can staff influence how and when they work?
- Are flexible options available?

Support

- Do employees feel supported by management and colleagues?
- Are well-being check-ins built into routine practice?

Relationships

- Are conflicts addressed early?
- Is there a culture of respect and collaboration?

Role

- Are responsibilities clear?
- Do staff know what is expected of them?

Change

- Is change communicated early?
- Are staff engaged in discussions about new processes?



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Wellbeing action planner template

Use this planner to capture your actions, owners and review dates.

Action needed

Action needed

Why this matters

Why this matters

Person responsible

Person responsible

Target date

Review date

Target date

Review date

Progress/notes

Progress/notes



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Example actions you can take

These examples are low-cost and easy to implement:

Workload and demands

- Break tasks into manageable stages
- Temporary redistribution of tasks during busy periods
- Agree on protected “focus time”

Control and flexibility

- Flexitime options
- Hybrid working where possible
- Allow staff input into scheduling

Support

- Weekly check-ins
- Training for line managers on well-being
- Quiet space for short breaks

Environment and processes

- Reduce unnecessary meetings
- Improve communication channels
- Clear, accessible policies

Quick manager do's and don'ts

Do

- Act early when you notice signs of strain
- Review workloads regularly
- Involve staff in decisions about work
- Record agreed actions

Don't

- Ignore patterns of stress
- Allow long hours to become normal
- Assume people “will speak up if needed”
- Treat stress as a personal failing



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