Understanding Safety and Wellbeing at Work

Recognise what feeling safe and supported at work means to you.

What does workplace safety include?

Workplace safety can include physical conditions, emotional wellbeing, psychological safety, accessible communication and freedom from harassment or discrimination.

Different aspects of workplace safety

Physical	Hazards, fatigue, pain or unsuitable equipment.
Emotional	Intimidation, excessive pressure or feeling unsupported.
Sensory	Overwhelming noise, lighting or inaccessible spaces.
Communication	Unclear expectations or difficulty raising concerns.
Psychological	Bullying, discrimination, threats or fear of consequences.

What helps me feel safe and supported at work?

What situations leave me feeling unsafe or unsupported?

What would I like to be different?

Recognising My Early Warning Signs

Notice when workplace experiences begin affecting your wellbeing.

Everyone notices different signs

You may notice physical or behavioural changes before you can identify an emotion. These signs are information, not evidence of personal failure.

Possible signs that support may be needed

Physical	Headaches, exhaustion, tension, sleep or appetite changes.
Emotional	Anxiety, frustration, distress or feeling withdrawn.
Cognitive	Difficulty concentrating, processing or remembering.
Behavioural	Avoiding situations, withdrawing or struggling with routines.

What changes do I notice when work affects my wellbeing?

What situations or demands may contribute?

What tells me I may need support or a change?

My Boundaries and Safety Needs

Consider what you need, and which changes require workplace action.

Boundaries and workplace responsibilities

Not everyone can safely set boundaries without support. Some needs require reasonable adjustments, safer working arrangements or action from an employer.

Examples of needs and boundaries

Time	Reasonable breaks and manageable hours.
Communication	Clear instructions or written information.
Sensory	Quieter spaces or suitable equipment.
Emotional	Ways to raise concerns without intimidation.

What currently feels difficult or uncomfortable?

What changes, adjustments or boundaries might help?

What makes communicating these needs difficult?

Who could help me raise these concerns?

When Things Feel Unsafe

Identify realistic actions for difficult or threatening workplace moments.

1 Notice what is happening

Consider whether your physical safety, wellbeing or ability to continue is affected.

2 Prioritise immediate safety

If possible, move away from a hazard or threat and seek appropriate help.

3 Reduce immediate demands

A pause, break, different space or extra time may help when safe and possible.

4 Contact support

Reach out to an appropriate colleague, manager, representative or other support.

5 Consider next steps

Some situations need documentation, formal reporting, adjustments or advice.

What could help me feel safer in a difficult moment?

How could I pause or leave a situation safely?

Who could I contact, and when is urgent help needed?

If there is immediate danger, follow workplace emergency procedures and contact emergency services (999 in the UK).

My Workplace Support Network

Identify people and services who may help you address concerns.

Support can come from different places

Depending on the situation, you might contact a trusted colleague, manager, HR, occupational health, an employee or union representative, ACAS, Citizens Advice, a GP or a trusted person.

My support contacts

Workplace contact or representative

Name / organisation:

How or when they may help:

Contact details:

Independent advice or external organisation

Name / organisation:

How or when they may help:

Contact details:

Personal or healthcare support

Name / organisation:

How or when they may help:

Contact details:

What might make asking for support difficult?

What could make accessing support easier?

If the concern involves your manager or employer, independent advice may be especially helpful. Keep sensitive contact details private.

My Workplace Safety and Wellbeing Plan

Keep your key steps and contacts together in one place.

A plan you can revisit

You can change this plan whenever your circumstances or needs change. Record only what feels safe to keep, and store completed copies privately.

1 My early warning signs

2 Situations where I may need support

3 My immediate safety steps

4 Adjustments or changes that could help

5 People or services I can contact

6 My next manageable step

Your safety and wellbeing matter. You deserve to have concerns taken seriously and support made accessible. You do not have to manage unsafe situations alone.

For immediate danger in the UK, call 999. This workbook does not replace emergency procedures, professional advice or employer responsibilities.