



MENTAL HEALTH IN BUSINESS LTD

ALCOHOL, SUBSTANCES AND MENTAL HEALTH RESOURCE PACK



PREPARED BY

MENTAL HEALTH IN BUSINESS LTD, 2023

ABOUT MENTAL HEALTH IN BUSINESS



WHO ARE WE?

Mental Health in Business (MHIB) was founded in 2018.

We work with a wide range of businesses and organisations to help them embed a positive mental health culture.

We believe in a future where all workplaces protect psychological safety and promote good mental health and wellbeing for everyone.

In this resource, you will find helpful information alongside tips and techniques to help you and your colleagues stay healthy and thrive at work.

ALCOHOL, SUBSTANCES AND MENTAL HEALTH

THE MIS-USE OF ALCOHOL AND SUBSTANCES ARE CLOSELY LINKED TO POOR MENTAL HEALTH. OFTEN, PEOPLE REACH FOR ALCOHOL OR SUBSTANCES AS A WAY OF COPING WITH HOW THEY ARE FEELING.

Tips for supporting someone with substance and alcohol problems

It can feel difficult to support someone who is struggling with substance or alcohol use. You might feel concerned or even frustrated. And- there are things you can do to help- this might include encouraging them or even supporting them to seek help. If you are supporting someone seeking help for the first time, you could:

- Reassure them that it is OK to seek help.
- Help them find out what services are available locally.
- Go to appointments with them, if they would like you to. This may especially help for their first visit.

If they already receive treatment or support, you could encourage them stick to their treatment plan, go to appointments and meet their targets.

As well as helping them find treatment and support, these are some ways to help someone feel supported:

- Find ways to spend more time together. You could try joining in with any activities that they enjoy.
- Listen to them if they want to talk about their experiences or how they feel.
- Try to explain how their alcohol or substance use is affecting you (or how it is affecting their work or colleagues)



ALCOHOL SUPPORT ORGANISATIONS

BELOW ARE SOME ORGANISATIONS WHO CAN HELP WITH ALCOHOL RECOVERY SUPPORT

If you, or a colleague is in mental health crisis and need medical help fast:

- Ring 999 to contact emergency services
- Go to your nearest A&E department

If it is not a medical emergency, but you still need urgent help: Ring 111 for professional health advice (24 hours, 365 days a year)

- Make an appointment with your GP

Alcoholics Anonymous (AA)

[0800 9177 650](tel:08009177650)

help@aamail.org (email helpline)

alcoholics-anonymous.org.uk

Help and support for anyone with alcohol problems.

Alcohol Change UK

alcoholchange.org.uk

Information and support options for people worried about how much alcohol they are drinking, in both English and Welsh.

FRANK

[0300 123 6600](tel:03001236600)

talktofrank.com

Confidential advice and information about substances, their effects and the law., their effects and the law.

London Friend

londonfriend.org.uk

Offers a range of services around London to support LGBT health and wellbeing including support groups and counselling.

Smart Recovery

<https://smartrecovery.org.uk/>
SMART Recovery helps participants decide whether they have a problem, builds up their motivation to change and offers a set of proven tools and techniques to support recovery.

Turning Point

turning-point.co.uk

Health and social care services in England for people with a learning disability. Also supports people with mental health problems, substance and alcohol abuse or unemployment.

We Are With You

wearewithyou.org.uk

Supports people with substance, alcohol or mental health problems, and their friends and family.

SUBSTANCE SUPPORT ORGANISATIONS

BELOW ARE SOME ORGANISATIONS WHO CAN HELP WITH SUBSTANCE RECOVERY SUPPORT

Club Drug Clinic

[020 3317 3000](tel:02033173000)

clubdrugclinic.cnwl.nhs.uk

Information and support for people worried about their use of recreational substances. The clinic offers help in the London boroughs of Kensington & Chelsea, Hammersmith & Fulham and Westminster.

Cocaine Anonymous UK

[0800 612 0225](tel:08006120225)

helpline@cauk.org.uk

cauk.org.uk

Help and support for anyone who wants to stop using cocaine.

DAN 24/7

[0808 808 2234](tel:08088082234)

81066 (text DAN)

dan247.org.uk

A bilingual English and Welsh helpline for anyone in Wales in need of further information or help relating to substances or alcohol. Also known as the Wales Drug & Alcohol Helpline.

FRANK

[0300 123 6600](tel:03001236600)

talktofrank.com

Confidential advice and information about substances, their effects and the law.

London Friend

londonfriend.org.uk

Offers a range of services around London to support LGBT health and wellbeing including support groups and counselling.

Marijuana Anonymous

[0300 124 0373](tel:03001240373)

[helpline@marijuana-](mailto:helpline@marijuana-anonymous.org.uk)

anonymous.org.uk

marijuana-anonymous.co.uk

Help for anyone worried about cannabis use.

Narcotics Anonymous

[0300 999 1212](tel:03009991212)

ukna.org

Support for anyone who wants to stop using substances.

Release

[020 7324 2989](tel:02073242989)

ask@release.org.uk (email helpline)

release.org.uk

National charity that offers free and confidential advice about substances and the law.

Turning Point

turning-point.co.uk

Health and social care services in England for people with a learning disability. Also supports people with mental health problems, substance and alcohol abuse or unemployment.

We Are With You

wearewithyou.org.uk

Supports people with substance, alcohol or mental health problems, and their friends and family.

ORGANISATIONS WHO CAN HELP YOU SUPPORT SOMEONE ELSE

BELOW ARE SOME ORGANISATIONS WHO CAN HELP ANYONE AFFECTED BY SOMEONE ELSE'S RECREATIONAL SUBSTANCE AND ALCOHOL USE.

Adfam

adfam.org.uk

Information and support for friends and family of people with substance or alcohol problem or

Al-Anon

[0800 0086 811](tel:08000086811)

helpline@al-anonuk.org.uk

al-anonuk.org.uk

Offers support meetings across the UK for anyone whose life is affected, or has been affected, by someone else's drinking. Also provides online support meetings, and a confidential helpline.

DrugFAM

[0300 888 3853](tel:03008883853)

drugfam.co.uk

Provides support to anyone affected by someone else's harmful use of substances, alcohol or gambling.

Families Anonymous

[0207 4984 680](tel:02074984680)

famanon.org.uk

Support for friends and family of people with substance problems.

National Association for Children of Alcoholics

[0800 358 3456](tel:08003583456)

helpline@nacoa.org.uk

nacoa.org.uk

Provides information, advice and support for anyone affected by a parent's drinking, including adults.

We Are With You

wearewithyou.org.uk

Supports people with substance, alcohol or mental health problems, and their friends and family.





OUR TOP TIPS FOR SELF-CARE

LEARNING HOW TO TAKE CARE OF OURSELVES IS A GREAT WAY TO MAINTAIN GOOD MENTAL HEALTH

Here are some areas to focus on for your own self-care:

Sleep - Getting enough sleep has a huge effect on how you feel. Cut out drinking or eating immediately before bed, especially caffeine and sugar which can keep you awake.

Physical Activity - Exercise reduces stress and boosts your mood. Just 30 minutes of low-intensity aerobic exercise 3-5 times a week will help increase positive moods.

Support Network - Having a network of friends and family is important for good mental health. Take time to nourish existing relationships and build new friendships.

Therapeutic Activities - Mindfulness and meditation are examples of therapeutic activities. Reduce stress by following the mindfulness exercise later in this guide.

Tech Habits - Building 'device-free' time into your days (especially in the evenings when it is time to unwind) can help reduce anxiety and stress as well as help you sleep better.

Eating Well - Nutrition plays a big part in the prevention, and management of mental health problems. Eating a diet rich in healthy, whole foods ensures healthy body and brain function. Eat more fruit and veg to boost your mental health.

Back to Nature - Getting outside more often is a great way to keep calm and stress-free. A walk in the countryside can work wonders for your wellbeing.

Boundaries - It's all too easy to give our time and energy to everyone else. Say no to people pleasing and take more time for yourself.

Purpose - Having a mission in life can be a great way to stay motivated during the good and the bad days. Write your mission on a piece of paper or in a file on your computer so you can remind yourself from day to day.

Sense of Humour - Even in the most desperate of times having a sense of humour can reduce stress and boost our mood. Take a break and think about a time you couldn't stop laughing

THE 7 PILLARS OF MENTAL HEALTH

USE THIS GUIDE TO TAKE SIMPLE ACTIONS EACH DAY TO HELP IMPROVE YOUR WELLBEING



EAT FOR WELLNESS

Research suggests that eating well (a well-balanced diet in veg and nutrients) can increase feelings of wellbeing. Try choosing a healthier lunch option today and be sure to drink plenty of water!



CONNECT

Connection with yourself and others is so important for your wellbeing. How can you make an effort to connect with someone today? Instead of sending an email or message, why not pick up the phone?



MOVE

Physical activity is good for your mental health and well-being so take some time to move your body in some way today. Even a small amount of physical activity can make a big difference!



COMMUNICATE

A problem shared is a problem halved. If you can, share something that is troubling you with a person you trust or if you are worried about a friend, start a conversation with them - Ask them if they are ok.



BE MINDFUL

Being more mindful can help you feel good. At different times throughout your day STOP and notice your surroundings. Focus on the breath going in and out through your nose. Tune into your senses - see, hear & feel.



BE COMPASSIONATE

Being more compassionate to yourself and to others can help improve your own wellbeing. Today take a moment to yourself and treat yourself with kindness. Consider how you could show kindness to others today.



SLEEP

Lack of sleep can make you feel stressed and anxious. Getting enough sleep helps your body heal itself. What things can you do to help yourself sleep better this week?



AN INTRO TO MINDFULNESS

Mindfulness is a practice which focuses our attention on the present moment. By increasing awareness of the present, we can become more aware of our thoughts, feelings and bodily sensations.

Being more aware as you go through life (and work) can make a positive difference to your mental health and wellbeing.

By being more present we can learn to live more fully and respond to situations with choice rather than reacting automatically.

If you are feeling stressed or anxious, then the following mindfulness exercise can help you feel much more at ease.

MINDFULNESS OF BREATHING (10 MINS)

Sit comfortably on a chair with your back straight and rest your hands in your lap.

Close your eyes and focus on the sensations of being in contact with the chair.

Notice any bodily sensations from the tips of your toes to the top of your head.

As thoughts arise just notice them, and re-focus your attention to any sensations in your body.

After 2 mins gently move your attention to your breathing.

Focus on your breathing, as you breathe gently in and out.

Every time your mind wanders, **gently bring your focus back to the breath** (becoming aware that your mind has wandered is just as important as remaining aware of your breath).

After 10 mins bring the practice to an end, open your eyes, and notice any changes in how you feel.

Practice every day for 1 week to reduce stress and anxiety.



WELLNESS ACTION PLAN (WAP)

HELPING PEOPLE GET WELL AND STAY WELL

A Wellness Action Plan (WAP) helps people get well and stay well. It uses a series of questions to help someone explore how they feel when they are well and what they need to do to stay well along with any external triggers that can cause unhelpful thoughts, feelings or behaviours.

To create your own action plan write your answers to the questions below on a separate piece of paper.

- What am I like when I'm well? (when I feel well, I am...)
- What do I need to do every day to stay as well as possible?
- What do I need to do a few times a week to stay well?
- What could I do to stay well that I don't manage to do now?
- What external events trigger unhelpful thoughts, feelings and behaviours in me?
- What can I do when I am triggered to prevent things from getting worse?
- What are my early warning signs that tell me that my mental health is poor?
- What actions can I take when I recognise my early warning signs?



OUR TEAM

THE PEOPLE BEHIND MENTAL HEALTH IN BUSINESS



CLAIRE RUSSELL
CEO

Claire has had a corporate career spanning 20 years, having managed and directed businesses in the financial services sector since she was just 20 years old.

She leads our program development, delivers training and coaching; and is a prolific speaker as well as a committed volunteer, giving much of her time to her local Samaritans branch.

Claire is also a mental health first aider and mental health first aid trainer (accredited by MHFA England)



NIKKI OWEN
OPERATIONS MANAGER

Nikki has 15 years experience running and growing two personal development businesses. The first being the UK's leading NLP & Hypnosis Training business, followed by a Three Principles-based coaching business that trained 100's of Clarity Coaches.

Her understanding of mental health and wellbeing has transformed all aspects of her life from parenting & relationships through to business success.



STEVE HEATH
DIRECTOR

Steve has a diverse background with over 7 years experience running his own successful business in the music industry- gaining valuable experience in project management, marketing and managing teams.

He believes in a future where positive mental health and wellbeing in the workplace is the norm and at the forefront of a healthy, vibrant workforce.

Steve is also a mental health first aider and professional mental health coach.

OUR TRAINERS

THE PEOPLE BEHIND MENTAL HEALTH IN BUSINESS



JAY UNWIN
LEAD TRAINER

- A decade of experience in health, fitness and wellbeing
- A former career in science education
- Jay has developed a mental and physical fitness philosophy to rebuild the strength of his body and mind, and to avoid slipping back down ever again
- Jay's teaching & philosophy is all pinned on a few central tenets: accessibility, adaptability and efficiency.
- Jay's mission is quite simple: to help as many people as possible improve their overall quality of life, through improved mental and physical fitness.



LIBBY MORELY
OCCUPATIONAL HEALTH
PRACTITIONER

Libby is an Independent Occupational Health Practitioner, Workplace Wellbeing Specialist and experienced trainer in Stress & Mental Health - related topics.

She qualified as a Registered General Nurse at Nottingham University Hospital in 1991 and now combines her working knowledge of HR and H&S with evidence-based mental health-related training across many business sectors. Libby is also a member of the Society of Occupational Medicine and the Royal Society for Public Health.

Libby is passionate about reducing the negative stigmatising attitudes that remain around mental ill-health and a firm believer in workplaces providing a proactive and supportive culture around this subject.

GET IN TOUCH



Are you interested in creating a positive mental health culture in your business?

If so, we would love to hear from you.

To find out how we can work with your organisation to develop an effective mental health and wellbeing strategy you can contact us below:

Email - info@mhib.co.uk

Phone - 01788 340 180

Web - <http://www.mhib.co.uk>
