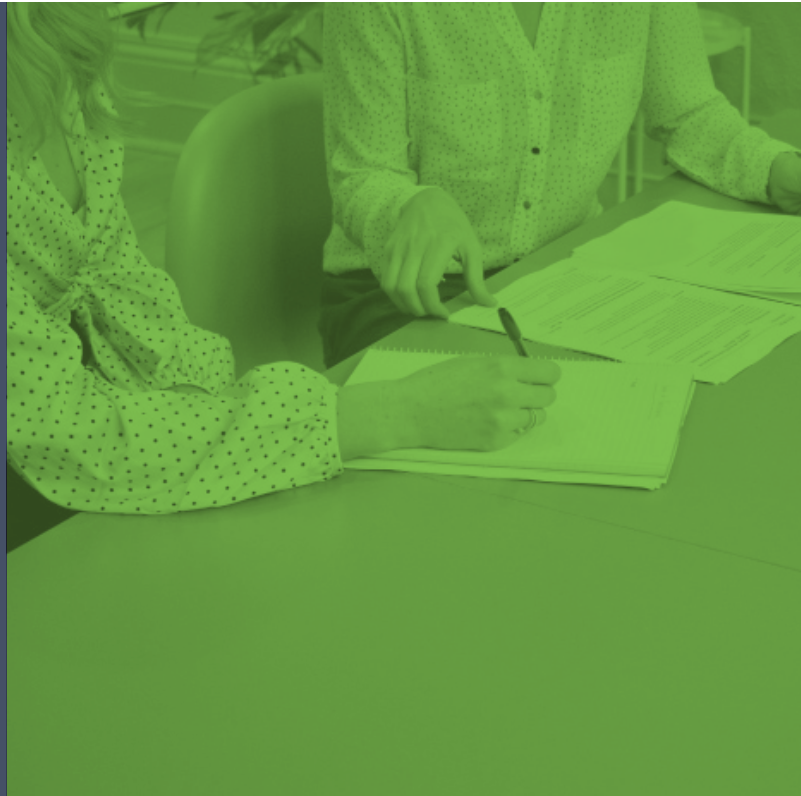


Mental Health and Wellbeing Booklet

cbw.co.uk
020 7309 3800



Key contacts



Nicola Bell
Director, HR
+44 (0)20 7309 3831
nicola.bell@cbw.co.uk



Rebecca Britton
Advisor, HR
+44 (0)20 7309 3940
rebecca.britton@cbw.co.uk



Susan Powell
Assistant, HR
+44 (0)20 7309 3894
susan.powell@cbw.co.uk



Angela Elliott
Advisor, Learning & Development
angela.elliott@cbw.co.uk



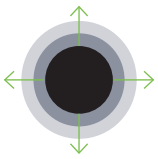
Wellbeing of our team

Carter Backer Winter LLP (CBW) recognises the protection of health and the promotion of wellbeing as important factors in sustaining attendance at work and supporting job satisfaction. CBW is committed to providing a working and living environment for you which minimises risk to your health and promotes positive wellbeing. CBW aims to deliver this commitment by:

- Providing an environment in which if you have health problems that may affect your work or study, you receive suitable support, and that reasonable steps are taken to make adjustments to your work to enable you to achieve your full potential.
- Promoting the health and wellbeing of everyone via management policies, information networks such as mental health promotion campaigns and our Employee Assistance Programme which is accessed via our benefits system.
- Providing everyone with access to mental health support and trained mental health first aiders.
- Encouraging everyone to declare any relevant health or wellbeing matters to enable CBW to identify and implement appropriate measures to ensure you are actively supported.
- CBW will respect the confidentiality of everyone making such declarations and will ensure that information is only shared where it is appropriate to do so (i.e. to support the individual or to prevent harm to the individual or to others).



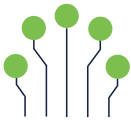
Stress Relievers



Deep breathing

You likely don't pay much attention to your breath. After all, you do it all day long and it's completely automatic. But, becoming more aware of your breath, and performing a few deep breathing exercises can produce a natural relaxation response.

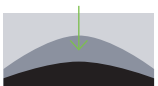
Deep breathing increases the supply of oxygen to your brain and helps promote a state of calmness. Additionally, breathing techniques assist you in focusing on your body, which can quiet your mind. Although there are a variety of breathing techniques – some combine breathing with visualisation-taking a few slow, deep belly breaths can provide immediate stress relief.



Engage your senses

Engaging your senses is another way to refocus your attention and help you let go of worry. The key is to find out which sense is most helpful for you to engage. While some people find listening to music calms their minds, others experience maximum stress relief by looking at family photos.

Experiment with a variety of activities that engage your senses. Put scented lotion on your hands, give yourself a quick hand massage, eat a piece of your favourite sweet treat, or squeeze a stress ball. With practice, you'll learn to recognise which types of sensory activities provide you with the most stress relief.



Progressive muscle relaxation

Stress can cause you to tense certain muscles in your body. Over time, you may become so accustomed to that tension that you stop noticing that your muscles are tight. Sore muscles – especially in the neck and shoulders – can stem from chronic tension. Progressive muscle relaxation lets go of that tension.



Visualisation

When you can't physically go to your 'happy place,' a quick mental holiday can do wonders for your stress. Visualise one of the most relaxing scenes you can imagine – a beach, the top of a mountain, your favourite chair in the living room, or any other place you'd love to be.

Close your eyes and spend a few minutes imagining you are there. Engage as many senses as you can by thinking about what you'd see, hear, smell, touch and taste if you were really enjoying that relaxing scene. A quick mental holiday can relax your mind and body.

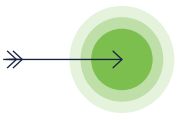


Laugh

It's true what they say –laughter really is the best medicine. A hearty chuckle stimulates circulation and soothes tension, which relieves some of the physical symptoms of stress. Laughter also increases endorphins released by the brain and produces a relaxed feeling.

Surround yourself with a few items that will induce a giggle.

Keep a folder filled with funny cartoons, funny photos, or ridiculous jokes. Talk to a co-worker with a hearty sense of humour or share a funny story. A willingness to laugh at yourself sometimes can also serve as a good reminder not to take life so seriously, which can do wonders for your stress levels.



Practice Makes Perfect

Relaxation exercises take practice, so don't give up right away if you don't see immediate results. Practicing relaxation exercises regularly can train your brain and your body to react to stress differently.

Over time, you'll learn to quickly relieve your distress, so you can prevent stress from hindering your performance.

Mental Health & Wellbeing Charities



Mind

Address: 246 Southwark Park Road
Surrey Quays
London SE16 3RN
Phone: 020 7394 9332
Website: www.mind.org.uk



Together for Mental Wellbeing

Address: 12 Old Street,
London EC1V 9BE
Phone: 020 7780 7300
Website: www.together-uk.org



Sane

Address: 14 Chillingworth Road Islington,
London, N7 8QJ
Phone: 020 3805 1790
Website: www.sane.org.uk



Rethink Mental Illness

Address: 89 Albert Embankment
London
Phone: 020 7840 3109
Website: www.rethink.org



Samaritans Cental Office

Address: The Upper Mill, Kingston Road,
Surrey KT172AF
Phone: +44 (0)20 8394 8300
Website: www.samaritans.org



Caba with you for life

Address: 52 Walnut Tree Walk
London, SE11 6DN
Phone: 020 7780 7300
Website: www.caba.org.uk

The best wellbeing apps for your smartphone

It seems like life is getting more hectic by the day, so it can be a real struggle to find time to look after yourself. For people who are always on the go, what better way to take a moment for your own wellbeing than to download an app for it? There are a huge range of health and wellbeing apps out there promising to transform your life these days, but we've chosen six of the best that have the potential to improve your mental and physical health. These apps are a really good source of support, whether in addition to Mental Health organisations or as a alternative.



Headspace

Download: Android, iOS

Loved by employees, tailored for today's workplace. The only employee mental health solution for modern organisations that combines a popular, science-based application with a program fit for the enterprise. Our staff have access hundreds of meditations and exercises for everything from stress to focus to sleep, and keep teams engaged with custom features like community programming and live meditations. This app is free for all CBW employees and we run monthly lunch time sessions to encourage usage.



Happify

Download: Android, iOS

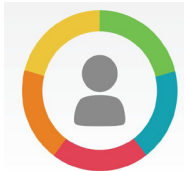
The Happify app is a fantastic tool to help you cleanse your mind of negativity and encourage a more positive outlook. Using evidence-based interventions from positive psychology, mindfulness and cognitive behavioural therapy, the app claims 86% of users feel happier in only two months.



Yoga Studio

Download: Android, iOS

How many times have you promised yourself you'd exercise in the morning before work? With the Yoga Studio app you can easily start your day with a customised yoga class from only ten minutes to a full hour. With readymade classes for strength, flexibility, relaxation, balance, or even a combination of all four, the app offers a huge selection to suit you whether you're a beginner or lifelong yogi. With easily personalised classes this app is a great choice to get you back into the yoga life.



Balanced

Download: iOS

If you're struggling to find the motivation to keep going with all those healthy habits you've been trying to get into, the Balanced app can really help you. The app is designed to put you in full control of your habits, helping you stay motivated to exercise, meditate, or even write your novel. With positive feedback and a very easy to use interface, this app can easily help you pack more into your day.



Calm

Download: iOS

If you've always wanted to try meditation the Calm app is a fantastic choice. With a huge range of guided mindfulness meditations including Calming Anxiety, Managing Stress, and Deep Sleep, it's easy to find something to suit your needs. It's a solid app for both beginners and experienced users containing micro-meditations of only 3 minutes right through to fully guided 25-minute meditations and open-ended meditations.

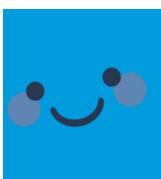


Sleep Cycle

Download: Android, iOS

Waking up groggy and confused can put a dampener on your whole day. Designed to wake you up naturally, the Sleep Cycle alarm clock app analyses your sleep patterns and then wakes you up at the optimum time to help you feel refreshed and ready to take on the world.

The app dynamically listens for the sounds of movement while you're sleeping and then calculates whether you're in a light or deep sleep phase. Promising to gently draw you out of sleep when you're ready, within a thirty-minute window of your chosen wake up time, this app can be a real life-changer.



My Possible Self

Download: Android, iOS

Highlight activities, places and people that influence your mood, so you can focus on the things that make you feel great, and do less of the things that don't.



Mental Health First Aiders

A Mental Health First Aider in the workplace is the go-to person for anyone who is going through some form of mental health issue.

Your first aiders at CBW are Nicola Bell, Rebecca Britton and Angela Elliott. We will be present to help guide the person in distress to the relevant help that they need. We also have the relevant knowledge to be able to spot someone who is developing a mental health issue.

Some things to look out for in yourself and others:

- Being more anxious or irritable than normal
- Disrupted sleep – sleeping too little or too much
- Isolation – not socialising or going out and doing things they used to enjoy
- Confused thinking or lack of concentration
- Feeling extremely sad or low
- Change in eating habits – either lack of appetite or increased hunger

Simple ways to make a difference

- Talk to others about your mental wellbeing or let them talk to you about how they're feeling
- Experiment ways that help you to deal with pressure or stress during the working day
- Keep an eye out for others – if someone seems to be behaving differently, talk to them and ask them how they are
- Be a supportive friend – support and listen to those close to you
- Learn the signs and symptoms of mental health illnesses

Please meet your trained mental health first aiders



Nicola Bell
Director, HR
+44 (0)20 7309 3831
nicola.bell@cbw.co.uk



Rebecca Britton
Advisor, HR
+44 (0)20 7309 3940
rebecca.britton@cbw.co.uk



Angela Elliott
Learning & Development Advisor, HR
+44 (0)20 7309 3940
angela.elliott@cbw.co.uk



Office Meditation

Office meditation techniques are exercises that can be slipped inconspicuously into your day in short intervals. Just a minute or two of meditation out of each hour can build a profound momentum towards peace of mind in daily life.

Try some of the following exercises during down times at work or just take a break for a minute or two every hour.

The Inner Smile Meditation

The Inner Smile is used in both Buddhist and Taoist circles. Some Taoists use it to relax before meditation. Close your eyes and smile at your forehead in the same way that you would smile to another person. Repeat the process for other parts of your body.

Breath Meditation

Meditation is the art of concentrating on one thing as well as the art of being present with experience, emotions and thoughts as they occur. Take some deep breaths without worrying about how you're breathing. Take note of how you're breathing. Close your eyes or keep them partially open so that they are looking into the body space and focusing on nothing in particular in the external world.

Head Rolls and Shoulder Rolls

Like stretching, head rolls and shoulder rolls limber up the joints, bring you into the body and make deep stress relief and successful office meditation easier to achieve.

Body Scan Meditation

The body scan is another great office meditation. Eyes can be open or closed just like in the breath meditation. Instead of the breath, the object of focus here is the sensation in various portions of your body. You can start with the feet and work your way up or you can start with the head. We'll begin with the feet.

Relax and take a few deep breaths. The only thing that exists are the sensations in your feet. Do this for a full minute. Relax into the sensations of the feet. You will notice sensations you aren't normally used to experiencing as well as a deep relaxation.



Tips to deal with exam stress

Exam stress, like most stress, mainly comes down to feeling out of control. Do I know enough? What questions will come up? What if I do badly? This triggers reactions from feeling irritable to being unable to eat or sleep properly, feeling tearful or even panicky.

Here are some tips on how to deal with exam stress.

Be Prepared

Make sure you know what you are supposed to have learned and that you have all your notes, books and essays to hand. Do you know what format the exam takes and how the marks are allocated? If not, ask your teacher and/or study the marking scheme, which is often on the exam board's website.

Make a Plan

Working out how much time you have to revise and planning how you can use it best by making a timetable is a key factor in how to deal with exam stress.

Another technique recommended by all time management experts is taking what feels like an overwhelming task and breaking it down into manageable chunks. Perhaps you need to spend more time on some subjects than others? Vary the timetable so you don't get bored.

Know When and Where You Work Best

Work when you are most alert. We all have slightly different body clocks – are you a night owl or a dawn lark? Everyone has different revision styles – maybe you like to sit at a tidy library desk or under the duvet with your laptop. Wherever you feel calm and in control is the best place for dealing with exam stress.

Take a Break

Psychologists suggest that we can only concentrate properly for about 45 minutes at one stretch, while neuroscientists tell us that the longer we try and focus on one thing, the less our brains are able to deal with it effectively.

Take breaks to stay refreshed. Instead of cramming in more revision or, indeed, stressing over how to deal with exam stress, the best thing might simply be to do something completely different.

Exercise

This is probably one of the best ways of dealing with exam stress. Anything from walking the dog to going for a swim, run or bike ride helps reduce physical tension that can lead to aches and pains, and releases natural feel-good brain chemicals. If you can't get motivated, rope in friends – it's much harder to make excuses.

Avoid Stimulants

It is a myth that caffeine, nicotine or any other substance can help improve concentration. On the contrary, they are likely to increase your anxiety levels and making you feel more stressed.



Eat Well

Keeping your blood sugar levels steady so that you don't have energy dips during the day and can sleep well at night is a vital way of dealing with exam stress. Avoid lots of processed, sugary foods like cereal, biscuits, sweets and chocolate. Lean protein like chicken, salmon or egg, plenty of veg and carbs that release their energy slowly like wholegrain bread, rice and pasta will keep energy levels steady.

Pulses like chickpeas and lentils are great for vegetarians (and others), since they contain both protein and slow-release carbs.

Drink Well

Staying hydrated with lots of water, low-cal sodas or herbal teas is key to feeling alert. Juices or sugary drinks can make you feel jittery and mess up your energy levels.

Caffeinated tea and coffee perk you up, but stick to about five cups a day, and if you feel jittery or have problems sleeping, drink your last one in the late afternoon. Bear in mind that colas, energy and sports drinks may all contain a lot of sugar and caffeine.

Relaxation

If you are really anxious, find a calm, quiet space and try breathing deeply in and out for a few minutes, focusing your mind on something pleasant, like a beautiful place with happy memories – anything that helps you wind down.

Sleep Well

Tossing and turning the night before an exam is understandable, and our bodies are able to cope with lack of sleep for a day or so. Worrying about not being able to nod off only makes matters worse but there are many things you can do to help.

A hot bath and having somewhere dedicated just to sleeping (and not watching TV or going on a computer, phone or tablet) will help you switch off. If you really can't get to sleep, do something repetitive like a jigsaw or ironing. If you really, really can't sleep, don't panic. Sheer adrenaline will help you get through most exams. The next day might be better than you expect.

Talk to Someone

Almost everyone finds exams stressful – so you are not alone. Expressing your worries to a good friend, family member, your school tutor or a student counsellor will help get them out of your system.

Reward Yourself

Build in treats to your timetable – anything you can look forward to as a reward for sticking to it. Plan something exciting to celebrate the end of the exams.

Keep Perspective

At the end of the day, keeping things in perspective is one of the most powerful ways of keeping your stress levels under control. Focus on you and don't worry about anyone else. Remember your best is good enough. Keep everything in perspective – in five years time this will not be a concern and regardless of the outcome, things will be ok anyway.

Eating yourself happy

During the autumn and winter months, a lack of sunlight can lead to a lower mood and an increased likelihood of suffering from Seasonal Affective Disorder (SAD). But you don't have to hop on a plane or pay for light therapy, changing what you eat can improve your mood.

Knowing what foods we should and shouldn't be eating can be really confusing, especially when it feels like the advice changes regularly. However, evidence suggests that as well as affecting our physical health, what we eat may also affect the way we feel. Improving your diet may help to:

- Improve your mood
- Give you more energy
- Help you think more clearly

Eat regularly

If your blood sugar drops you might feel tired, irritable and depressed. Eating regularly and choosing foods that release energy slowly will help to keep your sugar levels steady.

Slow-release energy foods include pasta, rice, oats, wholegrain bread and cereals, nuts and seeds.

Quick tips:

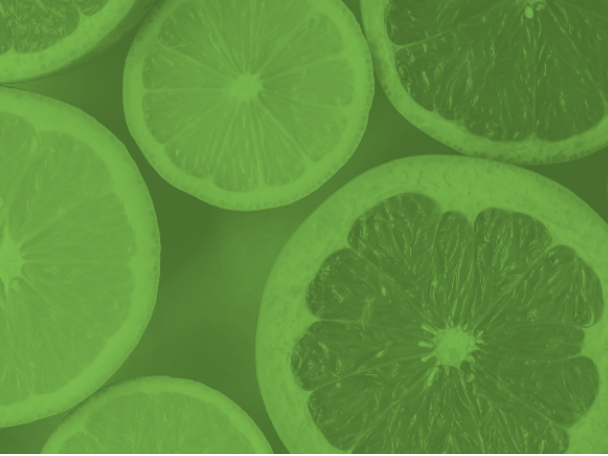
- Eating breakfast gets the day off to a good start
- Instead of eating a large lunch and dinner, try eating smaller portions spaced out more regularly throughout the day
- Avoid foods which make your blood sugar rise and fall rapidly, such as sweets, biscuits, sugary drinks, and alcohol

Staying hydrated

If you don't drink enough fluid, you may find it difficult to concentrate or think clearly. You might also start to feel constipated (which puts no one in a good mood).

Quick tips:

- It's recommended that you drink between 6-8 glasses of fluid a day
- Water is a cheap and healthy option
- Tea, coffee, juices and smoothies all count towards your intake (but be aware that these may also contain caffeine or sugar)



5 a day

Vegetables and fruit contain a lot of the minerals, vitamins and fibre we need to keep us physically and mentally healthy.

Eating a variety of different coloured fruits and vegetables every day means you'll get a good range of nutrients.

Quick tips:

- Fresh, frozen, tinned, dried and juiced (one glass) fruits and vegetables all count towards your 5 a day

Managing caffeine

Caffeine is a stimulant, which means it will give you a quick burst of energy, but then may make you feel anxious and depressed, disturb your sleep (especially if you have it before bed), or give you withdrawal symptoms if you stop suddenly.

Caffeine is in tea, coffee, chocolate, cola and other manufactured energy drinks.

Quick tips:

- If you drink tea, coffee or cola, try switching to decaffeinated versions
- You might feel noticeably better quite quickly if you drink less caffeine or avoid it altogether

Getting enough protein

Protein contains amino acids, which make up the chemicals your brain needs to regulate your thoughts and feelings. It also helps keep you feeling fuller for longer.

Protein is in lean meat, fish, eggs, cheese, legumes (peas, beans and lentils), soya products, nuts and seeds.

Quick tips:

- Whatever your diet, why not do some research into other foods that contain protein, and find something new to try?

Eating the right fats

Your brain needs fatty acids (such as omega-3 and -6) to keep it working well. So rather than avoiding all fats, it's important to eat the right ones.

Healthy fats are found in oily fish, poultry, nuts (especially walnuts and almonds), olive and sunflower oils, seeds (such as sunflower and pumpkin), avocados, milk, yoghurt, cheese and eggs.

Try to avoid anything which lists 'trans fats' or 'partially hydrogenated oils' in the list of ingredients (such as some shop-bought cakes and biscuits).



Working from home

Working from home is becoming increasingly normal within daily working life. Without the clear boundaries that office life provides, it can be difficult for people to structure their day, meaning some will work longer hours and get burnt out whilst others may find it hard to get motivated. Here are some tips for remote workers:

- Set up a designated workspace somewhere you can focus on tasks without being distracted. Make sure you have everything you need for a normal working day – computer, phone, stationery, papers...etc.
- Get dressed. Changing into working clothes will help you mentally switch to productive work mode. It will also help you distinguish between 'home working' and 'home life'.
- Write a daily to-do list. Set out a list of realistic, achievable tasks to keep you focused.
- Know when to step away from your desk. Be clear about when your working day begins and ends and take breaks to refresh. It's easy to let yourself be 'always on' when your home and office are the same place. When work is over, be sure you switch off to avoid burnout. Think about having 'core hours' which people you work with are around for.
- Stay in conversation. Contribute regularly to team chats/group emails so you don't drop off the radar. Ask what people are working on and share what's on your plate. Being physically separated means you miss the 'water-cooler moments' so this is a means to keep informed.
- Foster relationships. Make time for non-work chats as you would in the workplace and use video calling to maintain face-to-face contact.
- Be clear in your communication. Speaking in person gives you visual and audio cues that help you communicate. Conversing remotely removes a lot of that extra information so make your communications extra clear and concise.
- It's easy to work longer hours and take fewer breaks when working from home. Why not put a reminder in your diary when you plan to finish working? You can also make sure you take at least a 30-minute lunch break. If you can, try to get some fresh air and go for a short walk. It's important you look after your own wellbeing so you can also be there to support your team.
- Ask for support when needed. Speak out when you need assistance, further training or support. Your manager, colleagues and you are part of a team and should be supporting each other, especially remotely.

Simple lifestyle changes can make a world of difference to your quality of sleep

Keep Regular Sleep Hours

Going to bed and getting up at roughly the same time every day will program your body to sleep better. Choose a time when you're likely to feel tired and sleepy.

Cut Down on Smoking

Nicotine is a stimulant. People who smoke take longer to fall asleep, wake up more frequently, and often have more disrupted sleep.

Write Away Your Worries

If you tend to lie in bed thinking about everything you have to do tomorrow, set aside time before bedtime to make plans for the next day. The aim is to avoid doing these things when you're in bed trying to sleep.

If you cannot sleep, get up

If you cannot sleep, do not lie there worrying about it. Get up and do something you find relaxing until you feel sleepy again, then go back to bed.

Make an appointment to see your GP if lack of sleep is persistent and it's affecting your daily life.

Do not over-indulge

Too much food or alcohol, especially late at night, can interrupt your sleep patterns. Alcohol may help you to fall asleep initially, but it disrupts your sleep later in the night.

Try & Relax Before Bed

Have a warm bath, listen to quiet music or do some gentle yoga to relax your mind and body. Your GP may be able to recommend a helpful relaxation CD.

Exercise Regularly

Moderate exercise on a regular basis, such as swimming or walking, can help relieve some of the tension built up over the day. But make sure you do not do vigorous exercise too close to bedtime, as it may keep you awake.

Breathe easy

For an easy three- to five-minute exercise, sit up in your chair with your feet flat on the floor and hands on top of your knees. Breathe in and out slowly and deeply, concentrating on your lungs as they expand fully in your chest.

While shallow breathing causes stress, deep breathing oxygenates your blood, helps centre your body, and clears your mind.

Wellbeing benefits

Bupa Cash Plan

Depending on your staff level, you are entitled to various benefits such as optical discount.

Headspace

The only employee mental health solution for modern organisations that combines a popular, science-based application with a program fit for the enterprise.

Chilly Bottle

This will enable you to drink hot and cold drinks throughout the day to keep you refreshed and hydrated.

Individual Locker

This is where you can lock up any client information, laptops to save you carrying this home and to store any yummy treats.

Cycle to Work

This is to encourage our employees to cycle to work because healthier, happier employees mean more productive employees.

Annual Flu Jabs

Flu jabs are offered to all staff each year (around October time). This is to encourage a healthier workforce during the upcoming winter months.

Quarterly Wellbeing sessions (meditation yoga etc)

We offer a range of sessions to cater for everyone's wellbeing and mental health needs.

Lunch & Learns

We ask each department to present to CBW staff explaining what their department does, including key contacts and potential cross selling.

Cardigan or Jumper Contribution

If you are feeling chilly in the office, CBW will contribute £25 towards keeping you warm!

Gym Membership (Flexible Benefits)

For those of you seeking more exercise time, the gym in our building offers a discounted rate to CBW staff.

Daily Fruit

Twice a week you will be provided with fresh seasonal fruit! – Enjoy!

Drinks Fridge on a Friday (both alcoholic and soft)

To celebrate the end of the week around 4pm, we encourage you to have a drink whether it's alcoholic or soft and start to unwind ready for the weekend.



Member of DFK International



Carter Backer Winter LLP
66 Prescott Street
London E1 8NN
DX513 London City

Tel: +44 (0)20 7309 3800
Fax: +44 (0)20 7309 3801
cbw.co.uk
info@cbw.co.uk



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