

# Suicide & Crisis Management

## Flow Chart for Managers

**CRISIS OCCURS** – employee is extremely upset/breaks down  
or is showing unusual or out of character behaviour

### Approach your colleague in a supportive manner.

Create time out by redirecting and accompanying them to a quiet, private area/room within the work area, or as close as possible. **DO NOT SEND THEM ELSEWHERE**

**Ask them** who they would like to talk to and where possible facilitate this.

**Ask them** what help they need.

**Do not** offer them full confidentiality as you may need to sensitively share what the colleague tells you if someone is at risk (and outline this to your colleague so they are informed and know this is to keep them safe).

**Ask if** they have accessed support elsewhere, eg, from their GP, Vivup, Crisis Team, Mental Health Team etc.

### During your conversation: ASK SPECIFICALLY ABOUT SUICIDE RISK

#### Specifically:

Have you had any thoughts that life is not worth living?

Have you had any thoughts about ending your life? Do things get so bad for you, that you think about suicide?

### Responding to what your colleague says

**IF YES**, what happened to these thoughts?

- Have you had thoughts about how you would take your own life?
- Have these thoughts got so far as a plan?

**If yes**, what has happened to the plan?

- Have they acted on the plan previously?

If not, what has stopped them from doing so? For example, What protective factors do they have (eg, children, parents, hobbies, professional support, pets etc). What and who has kept them safe until now?

- Are they intending to act on the plan? When?

If there is an immediate risk of harm to self or others, accompany the colleague to attend the Emergency Department (or depending on your location call an ambulance).

You must also consider the safety of the environment in which the colleague is located, do they have access to objects which could cause harm? If so, ensure they are not left alone.

**IF NO** – Say to the colleague ***“If anything changes, please do feel able to talk to me about it”*** then follow the steps over the page.

### After the event

- Agree and maintain appropriate contact with the colleague to facilitate their health and wellbeing.
- It can be distressing for you and your team to hear that a colleague feels suicidal. Consider if you and or colleagues in the team need additional support and where this can be accessed. This may depend on the circumstances, eg, TRiM, advice and support for you as a manager to support your colleague’s mental health on their return to work, etc
- Inform Safeguarding 01623 622515 Ext 3357, email [sfh-tr.safeguardingadults@nhs.net](mailto:sfh-tr.safeguardingadults@nhs.net)
- Inform your People Services Team at: [sfh-tr.peopleservicesteam@nhs.net](mailto:sfh-tr.peopleservicesteam@nhs.net)

Where there is no immediate risk to self or others and the colleague wishes to remain at work consider whether they are well enough to do so.

**Assess whether they are composed?**

**Able to make decisions?**

**Able to concentrate?**

**Are any physical symptoms such as nausea, vomiting, shaking etc. resolved?**

If concerned, Occupational Health can be contacted for advice:

**Email: [sfh-tr.occupational.health@nhs.net](mailto:sfh-tr.occupational.health@nhs.net)**

**Tel: 01623 622515 Ext 3780/1  
8.30am – 4.30pm Monday to Friday.**

**If out of hours contact Bronze On-call/Duty Nurse Manager via the Switchboard number 01623 622515 or pressing 0 if onsite.**

Agree with them the message to be given to colleagues. Ensure that this is adhered to. Colleagues should understand and respect this.

**Where there is no risk to self or others and the colleague wishes to leave work, enquire about their personal circumstances, do they live with anyone or do they live alone. Offer to contact someone to collect them.**

If no one is available to collect them ask if they would like you to arrange a taxi for them. Alternatively, it may be possible to arrange for a colleague to accompany them, however consent must be obtained from the colleague in this regard.

If they decline this offer you will need to consider whether they are well enough to travel alone.

If concerned Occupational Health can be contacted for advice.

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**Tel 01623 622515 Ext 3780/1**

**If out of hours contact Bronze On-call/Duty Nurse Manager via the Switchboard number 01623 622515 or pressing 0 if onsite.**

**Remember you can only advise.**

**Safeguarding can also be contacted for advice and support Tel 01623 622515 Ext 3357, email [sfh-tr.safeguardingadults@nhs.net](mailto:sfh-tr.safeguardingadults@nhs.net)**

Consider whether referral to Occupational Health is appropriate/required. Discuss with Senior Manager and Occupational Health if you are unsure. [sfh-tr.occupational.health@nhs.net](mailto:sfh-tr.occupational.health@nhs.net)

**Tel 01623 622515 Ext 3780/1 or visit their intranet page Occupational Health**

**<https://bit.ly/4dwPSJc>**

Is signposting to an alternative source of support appropriate?

**Crisis Access Helpline (24/7): 0808 1963779**

**Vivup (24/7): 03303 800658 or visit the webpage on Employee Assistance Programme ([tercltd.co.uk](http://tercltd.co.uk))**

**Spiritual and Pastoral Care Team at SFH: [sfh-tr.chaplaincy@nhs.net](mailto:sfh-tr.chaplaincy@nhs.net) or call 01623 622515 Ext 2754 or out of hours call Switch board (01623 622515) and ask for on call Chaplain.**

**Freedom to Speak Up Guardian at SFH: visit Freedom to Speak Up – Raising Concerns ([nnotts.nhs.uk](http://nnotts.nhs.uk)),**

**Their GP, Staff Side Trade Union rep etc.**



**Suicide**  
**It's ok to**  
**talk about it**

**If appropriate, seek advice from your People Services Team at: [sfh-tr.peopleserviceteam@nhs.net](mailto:sfh-tr.peopleserviceteam@nhs.net)**

**After the event, agree and maintain appropriate contact with the colleague to facilitate their health and wellbeing.**