

Wellbeing handover for post-production



**THE
WHOLE PICTURE
TOOLKIT**

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In the pre-production phase or during production, you'll hopefully have used our guidance to create a wellbeing plan to make sure everyone has access to the support they need.

Now it's time to hand this information over to the post-production team.

This includes team members who are moving over from production to post and others who are brand new to the project. They will all need to be fully briefed about the mentally healthy ways you have been working and how to access any relevant support.

If you're just coming to this in post-production and don't have a wellbeing plan or support in place yet, it might be useful to look at the first few mini guides to help you. [Jump back into the Pre-production stage here](#) or [Production stage here](#).

How to handover

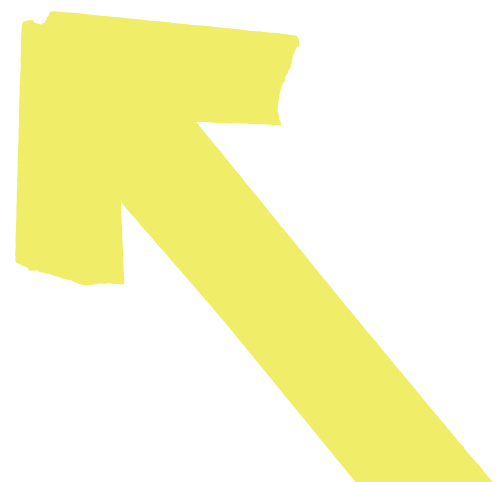
- A good way to start the handover process is to hold a wellbeing handover meeting with all senior team leaders, managers and key decision makers.
- It's useful to have this as early as possible, so it could be right at the end of production, as post is about to begin.
- If it's tricky to get everyone together, you could look to include this wellbeing handover as an agenda item in an existing team meeting. Allow 30 minutes for this discussion and put it near the start of the meeting to show its importance.

What to discuss?

- **Overall approach:** Start with the agreed approach to mental health and wellbeing on the production so far and the expectations as you move into post, giving people the opportunity to share their thoughts. Some things might have worked well during production, but other things might not have, so this can be a good time to make adjustments based on your team's experiences and learnings.
- **Risk assessment:** If you completed a mental health risk assessment at the beginning of the project, did anything relate specifically to post? This might have included working in isolation or repeated exposure to traumatic content. Make sure you've considered this and discussed support. If you didn't do a mental health risk assessment, it's not too late. Just go back to [Mini Guide 1 - Discuss and agree your production wellbeing plan](#).



- **Shared values:** Are there any values that have been shared and agreed for the production, as well as having policies and procedures in place? For example, a bullying and harassment policy. Make a plan to let the team know these will be continuing and how to access them.
- **Extra support:** Is there any additional support in place? This could be a mental health first aider, specialist counselling or an Employee Assistance Programme. Make the team aware of how to access this and who they can speak to about an issue. You can also share details of The Film and TV Charity's free 24/7 Support Line on 0800 054 0000.
- **Realistic schedules:** This is a good time to discuss plans to work flexibly and with a realistic schedule. Post-production crew are often expected to work intense and long hours, often in isolation, and this can have a negative effect on mental health. Like all workers, having proper rest and breaks helps with focus, clarity and creativity, so the content benefits too. Review the schedule and check it's realistic – is there a way to encourage people to work 8–10-hour maximum days? You might want to consider telling people about the [Time Project](#) app, where they can keep track of actual hours worked and hours paid.
- **Vulnerable contributors:** If you've been working with contributors during production, has there been a handover of contributor support? Make sure this includes careful consideration of the sensitivities around working with vulnerable contributors (see [Mini Guide 7 – Prioritise support for those working with challenging content or working with vulnerable contributors](#)) and be clear about the continued support or aftercare that is in place.
- **Any learnings:** Finally, is there anything else that has worked well during production that you would like to bring over to post? This might be weekly check-ins with team leaders, wellbeing texts or a rule about no emails in the evening or during weekends.



And don't forget...

Communicate!

Once the wellbeing handover meeting has taken place and you've agreed your approach, it can be useful to get the main points down in writing and to share these with meeting attendees. Then, it's time to communicate key messages to the rest of the team. How?...

- Send out a Wellbeing Pack that includes: the Wellbeing Policy, Bullying and Harassment Policy, helpful support numbers, suggested apps, advice and tips on healthy habits and promoting a healthy work/life balance. See [Mini Guide 4 – Create a wellbeing pack](#) and send it out for inspiration on this.
- Team leaders might also want to complete the [Working With Me](#) resource (see resources section of the Toolkit) if they haven't already done so, and send it out to new team members joining at the post stage to encourage them to fill one in too.

