

Checklist: Responding to death by suicide

This checklist outlines the key actions to take to respond to death by suicide. Read our [guide](#) on responding to suicide risk in the workplace for practical advice on responding to death by suicide, and for more information on the best way to educate your workforce on suicide and suicidal risk.

Action	Complete (tick)
Sensitively communicate with the family of the deceased employee.	
Appoint a senior manager to take responsibility for co-ordinating the organisation's response.	
Develop communication guidelines for informing employees about a suspected suicide, although all formal statements to employees need to be tailored to the individual circumstances.	
Provide appropriate information about the death of a colleague and avoid misinformation or rumours. It is important to remember that an individual who has died by suicide should be afforded the same level of confidentiality as they had in life.	
Ensure bereaved employees are aware of your organisation's bereavement policy and support on offer. Sensitively promote the available wellbeing services for bereaved employees.	
Support people managers, especially around having sensitive and supportive conversations with bereaved employees.	
Be aware of the potential impact on people and allow for a period of disruption and adjustment.	
Show empathy and compassion.	
Organise an appropriate and sensitively staged tribute for the deceased employee.	
Co-ordinate the practicalities in a sensitive manner, for example the empty desk or workstation of the employee will be a difficult reminder of their absence, and HR should have a discussion about how to sensitively gather their belongings and return them to their next of kin.	
Manage other practicalities, such as informing any external clients or stakeholders and alternative arrangements for future contact with the organisation.	
Provide ongoing wellbeing support.	

Refer to the [postvention section](#) of the Responding to suicide risk guide for more information.