

# Workplace Stress Policy

## Introduction

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health-and-safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company.

Managers are responsible for implementation and the company is responsible for providing the necessary resources.

## Definition of stress

HSE defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be positive if managed correctly, and stress, which is likely to be detrimental to physical or mental health if it is prolonged.

## Policy

The organisation will:

- conduct risk assessments to identify all workplace stressors and eliminate or control the risks from stress. These risk assessments will be regularly reviewed;
- consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress;
- provide training for all managers and supervisors in good management practices;
- provide confidential counselling for staff affected by stress caused by either work or external factors;
- provide adequate resources to enable managers to implement the company's agreed stress management strategy.

## Responsibilities

Managers will:

- conduct and implement recommendations of risks assessments within their area;
- ensure good communication between management and staff, particularly where there are organisational and procedural changes;
- ensure staff are fully trained to discharge their duties;
- ensure staff are provided with meaningful developmental opportunities;
- monitor workloads to ensure that people are not overloaded or underutilised;
- discourage work-related contact with staff outside normal working hours or whilst on holiday;
- monitor working hours and overtime to ensure that staff are not overworking;
- monitor holidays to ensure that staff are taking their full entitlement;
- attend training, as requested, in good management practice and health and safety;
- ensure that bullying and harassment is not tolerated within their jurisdiction;
- be vigilant and offer additional support to a member of staff experiencing stress outside work, eg bereavement or separation.

Occupational health and safety staff will;

- provide specialist advice and awareness training on stress;
- train and support managers in implementing stress risk assessments;

- support individuals who have been off sick with stress and advise them and their management on a planned return to work;
- refer to workplace counsellors or specialist agencies as required;
- monitor and review the effectiveness of measures to reduce stress;
- inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

**Human resources will:**

- give guidance to managers on the stress policy;
- help monitor the effectiveness of measures to address stress by collating sickness absence statistics;
- advise managers and individuals on training requirements;
- provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

**Employees will:**

- raise issues of concern with your safety representative, line manager or occupational health;
- take an active part in the process of assessing the risk, eg completing surveys or providing honest feedback when requested;
- accept opportunities for counselling when recommended.

**Safety representatives:**

- must be meaningfully consulted on any changes to work practices or work design that could precipitate stress;
- must be able to consult with members on the issue of stress including conducting any workplace surveys;
- must be meaningfully involved in the risk assessment process;
- should be allowed access to collective and anonymous data from human resources;
- should be provided with paid time away from normal duties to attend any trade union training relating to workplace stress;
- should conduct joint inspections of the workplace at least every three months to ensure that environmental stressors are properly controlled.

**The safety committee will:**

- involve representation or represent the views of all elements of the workforce;
- perform a pivotal role in ensuring that this policy is implemented;
- oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

Signature: *Matt Harford*

Date: *19/10/20*

Name: Matt Harford

Position: Director

**Reviews:**

Date:	Signature:	Name:	Position: