###### Stress At Work

is 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 stress where reasonably practicable.

This policy will apply to everyone in the company. Management are responsible for its implementation and the company is responsible for providing the necessary resources.

Definition of stress: “the adverse reaction people have to excessive pressure or other types of demands placed on them within the workplace”.

##### Policy

* The company will identify workplace stress and conduct a suitable and sufficient risk assessment to eliminate stress or control the risks from stress.
* These risk assessments will be regularly reviewed.
* The company will provide appropriate training for all managers and supervisory staff.
* The company will provide confidential counselling for staff affected by stress.
* The company will provide adequate resources to enable managers to implement the Company’s agreed stress management strategy.

##### Responsibilities

Management

* Conduct and implement recommendations of risks assessments within their department.
* 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.
* Monitor working hours and overtime to ensure that staffs are not overworking.
* Monitor holidays to ensure that staff take 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 department.
* Be vigilant and offer additional support to any member of staff who is experiencing stress outside work e.g. bereavement or separation.

Occupational health and safety

* Provide specialist advice on stress through external sources.
* 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. 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.

Management resources

* 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

* Raise issues of concern with your line manager or Supervisor
* Accept opportunities for counselling when recommended.

Safety Committee (if applicable)

The Safety Committee will perform a pivotal role in ensuring that this policy is implemented.

The Safety Committee will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote a healthy and safe working environment.

|  |  |  |
| --- | --- | --- |
| **Signed on Behalf of:** |  |  |
| **Name (Print):** | Steven Callander |  |
| **Position:** | Director |  |
| **Signature:** | A black line on a white background  Description automatically generated |  |
| **Date:** |  |  |