

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR STRESS AT WORK



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Portfield School adopts the LEA guidance on:-

STRESS AT WORK POLICY

This policy will be reviewed biennially

Signed (Chair of Governors)

Date.....

Signed (Headteacher)

Date.....

Mission Statement

At Portfield School we strive to:

Working together Learning together Achieving together

At Portfield School we strive to:

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart of all policies and practices
- Portfield School is a Rights Respecting School

Stress at Work Policy

Introduction

The Authority is committed to protecting the health, safety and welfare of its employees. The Authority recognises that work-related stress can affect mental and physical health and that work-related stress is a health and safety issue which the Authority will address by identifying and reducing workplace stressors

This policy will apply to everyone in the Authority.

All managers are responsible for ensuring that this policy is implemented.

Definition of Stress

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.

Policy

- The Authority will work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risks will be regularly reviewed.
- The Authority will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of work-related stress
- The Authority will provide access to confidential support for employees affected by stress caused either by work or external factors
- The Authority will provide training for all managers and supervisory staff in good management practices.
- The Authority endorses the risk assessment of stress against management standards as advocated by the HSE.¹

Responsibilities

Role of the Corporate Health & Safety Group

The Corporate Health & Safety Group will:

- perform a pivotal role in ensuring that this policy is implemented
- oversee monitoring of the efficacy of the policy and other measures to reduce work-related stress and promote workplace health and safety.

¹ <http://www.hse.gov.uk/stress/index.htm>

Managers

Managers will:

- carry out a work related stress risk assessment to cover their area of responsibility and implement control measures identified in the risk assessment. Risk assessments are to be carried out using the work related stress risk assessment template (Appendix 1)
- establish and maintain good two-way communication between themselves and staff, particularly when major organisational or procedural changes are occurring
- ensure that bullying and harassment is not tolerated within their area of responsibility
- monitor workloads and working hours to ensure that staff are not overloaded or overworking
- monitor holidays to ensure that staff are taking their full entitlement
- ensure staff have adequate opportunities for rest, meals and refreshments
- attend training in good management practice and health and safety
- attend specific corporate training on management of stress
- encourage all staff, including themselves, to undertake Stress Aware e-learning module via POD
- ensure staff are fully trained to carry out their duties
- ensure staff are provided with meaningful developmental opportunities
- ensure that staff experiencing stress have access to appropriate sources of advice and support
- ensure lone workers are provided with effective supervision and support
- offer additional support to a member of staff who is experiencing stress outside work, should it be appropriate
- encourage a culture where stress is not regarded as a weakness
- support staff who have been off work due to stress and work with them to identify and resolve the issues and concerns where operationally possible under the guidelines of the Authority's Absence Procedure. See Individual Stress Discussion Template (Appendix 2).

Health and Safety/Occupational Health Advisors

Advisors will:

- provide specialist advice and guidance on stress
- support individuals who have been off sick with stress and advise them and their management on a planned return to work
- monitor stress risk assessments on the JCAD H&S system and check whether these are suitable and sufficient
- be provided access to collective and anonymous data from Human Resources in order to monitor and review the effectiveness of measures to reduce stress and report to the Corporate Health and Safety Group on the effectiveness of measures to reduce stress and any changes and developments in the field of work-related stress.

Human Resources

Human resources will:

- give guidance to managers on the stress policy
- assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics and any other relevant data
- advise managers and individuals on training requirements
- work with Health and Safety/Occupational Health Advisors to train and support managers in the risk assessment process
- provide continuing support to managers and staff and encourage referral to specialist support where appropriate
- support staff who have been off work due to stress and advise them and their managers on a planned return to work.

Employees

Employees will:

- discuss issues of concern with their line manager, safety representative or with the human resources department
- take-up opportunities to engage with corporate training events such as Stress Aware e-learning module via POD and Mindfulness
- accept opportunities for support when recommended.

Safety Representatives

Safety Representatives must:

- be meaningfully consulted on any changes to work practices or work design that could precipitate work-related stress
- be involved in the risk assessment process
- be able to consult with members on the issue of work-related stress, including conducting any workplace surveys
- be invited to conduct joint inspections of the workplace to ensure that environmental causes of stress are properly controlled
- be allowed access to collective and anonymous data from human resources and occupational health departments via Corporate Health and Safety Group.

Appendices

Appendix 1 – Work Related Stress Risk Assessment template

Appendix 2 – Support and Guidance for Work Related Stress

Appendix 3 – Individual Stress Discussion template to be used under the Absence Policy

Appendix 4 – Training Information:

- Face to Face Training - [Stress at Work Policy Training](#)
- e-learning - [Stress Aware](#)
- POD page - [Mindfulness](#)