

## Stress Policy

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**Approved by:** College of Management  
Council of Trustees

**Date:** February 2018  
**Date:**  
**Date:**

**Review information:** Version 2 with no significant changes. Version 1 based on Mentor guidance.

**Review date:** December 2018

**Date for review:** September 2019

### Introduction

Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed upon them". Stress is not an illness in itself, but if prolonged or particularly intense, it can lead to increased problems with ill health, poor productivity and human error. There is a clear distinction between pressure, which can create a 'buzz' and be a motivational force, and stress, which can occur when this pressure becomes excessive. Workplace stress exists where people reasonably perceive that they cannot cope with what is being asked of them at work.

### Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, that our employees are not subjected to levels of stress at work that have an adverse effect on their health and wellbeing and to comply with all relevant legislation.

### Employer Responsibilities

To ensure that all our work activities are undertaken with due regard for the health, safety and welfare of all our employees so far as is reasonably practicable and that our policy concerning stress is clearly understood throughout the school, we will;

- undertake regular stress assessments, and implement any recommendations identified by the risk assessment process;
- support any members of staff who we believe are experiencing stress;
- offer suitable training and development opportunities;
- maintain good communication channels with all our employees; and
- ensure that our employees are not working excessive hours or have unreasonable workloads.

### Procedure

To fulfil our responsibilities as outlined above, we will:

- regularly review sickness absence records, staff turnover or other relevant information to find out whether there may be work-related stress issues;
- undertake detailed risk assessment to find out whether work-related stress is a problem;

- provide information, training and support to managers on good management practices, and encourage the early referral of any employees who may benefit, to an occupational health service or employee assistance provider;
- provide information to employees to increase their awareness of the causes and symptoms of stress, and the various areas of support available to them;
- offer a confidential counselling service to managers and employees affected by work related stress;
- consider offering a confidential counselling service to managers and employees affected by stress if caused by external factors;
- provide return to work support for employees when returning from stress-related illness or any other enforced absence, and
- monitor and review the effectiveness of this policy and any other measures we have in place to reduce stress and promote workplace health and safety.

## **Controls**

- Health & Safety Induction and Annual Confirmation
- HSE Stress Questionnaire: <http://www.hse.gov.uk/stress/standards/pdfs/indicatortool.pdf>
- Return to work interviews
- Employee Assistance Programme (EAP)
- Health Monitoring Form

## **Information/advice/guidance:**

- HSE stress related information  
<http://www.hse.gov.uk/stress/>
- HSE guide: How to tackle work-related stress  
<http://www.hse.gov.uk/pubns/indg430.pdf>

## **Compliance:**

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

## **Linked Policies:**

- Health and Safety Policy
- Risk Management Policy
- Staff Induction Policy