



Drapers' Brookside
Junior School

Drapers' Brookside Junior School

Stress Management Policy

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INTRODUCTION

STRESS MANAGEMENT –POLICY

The Health and Safety Executive define 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 a positive state if managed correctly, and stress which can be detrimental to health. Stress can cause both mental and physical ill health and can affect anyone. It is not a sign of weakness. As a result the Health and Safety Executive have asked organisations to work with them to manage work-related stress effectively.

Drapers’ Multi Academy Trust values the health, safety and welfare of their staff and have accordingly responded to the Health and Safety Executive’s Management Standards for Work Related Stress.

A Stress Management Policy has been drawn up together with guidance for both employees and their managers. For ease of reference the guidance has been written both in the form of a word document and also as a flow chart.

Stress is the responsibility of everyone in the school and we must all learn to manage stress and communicate effectively.

STRESS MANAGEMENT POLICY

Introduction

Drapers' Multi Academy Trust and Drapers' Brookside Junior School are committed to protecting the health, safety and welfare of its employees, recognises that work related stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

This policy and accompanying procedures, whilst not contractual, sets out best practice for operation within Drapers' Brookside Junior School. It will apply to everyone in the organisation and all managers and staff are responsible for ensuring that this policy is implemented.

Definition of stress

The Health and Safety Executive define 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 a positive state if managed correctly, and stress which can be detrimental to health. Stress can cause both mental and physical ill health and can affect anyone. It is not a sign of weakness.

Policy

- Drapers' Brookside Junior School will work to identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Drapers' Brookside Junior School will consult with Trade Union and/or Safety Representatives on matters relating to work-related stress.
- Drapers' Brookside Junior School will provide training for all managers and supervisory staff in good management practices.
- Drapers' Brookside Junior School will provide access to confidential and accredited counselling for staff affected by stress caused by either work or external factors.
- Drapers' Multi Academy Trust and Drapers' Brookside Junior School will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Responsibilities

Principals and Managers

Avoid knowingly putting themselves or others at risk of work-related stress through their own acts or omissions

Undertake stress risk assessments at strategic school level and individual level as required.

Will carry out and act on recommendations of risk assessments within their school.

Ensure good communication between themselves and their staff, particularly when there are organisational and procedural changes.

- Ensure staff are trained to discharge their duties.
- Ensure staff are provided, as appropriate, with meaningful developmental

opportunities.

- Monitor workloads to ensure that inappropriate levels of pressure or demands are not placed upon their staff.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure that staff are encouraged to 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 jurisdiction.
- Provide positive feedback and recognition of good performance where appropriate.
- Be vigilant and, where appropriate, offer additional support to any member of their staff who is experiencing stress.
- Encourage a culture where stress is not regarded as a weakness.
- Address under-performance appropriately.

Employees

- Avoid knowingly putting themselves or others at risk of work-related stress through their own acts or omissions.
- Raise issues of concern about work related stress, either individually or in respect of work colleagues, with their Line Manager, Human Resources Department or Trade Union or Safety Representative.
- Accept opportunities for training/awareness training when recommended.
- Accept opportunities for counselling when recommended.
- Understand that bullying and harassment is unacceptable behaviour

Health & Safety Managers/Advisors

- Provide specialist advice and awareness information on stress.
- Support managers in implementing stress risk assessments.
- Inform the Senior Management Team and the Health and Safety Committee of any changes and developments in the field of stress at work.
- Provide support to Principals on stress risk assessments

Human Resources

- 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 related data.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace advisors/counsellors or specialist agencies if required.
- Support individuals who have been absent with stress and advise them and their managers on a planned return to work.
- Retain in safe keeping all formal stress risk assessments

Function of Safety Reps (where they are in place)

- Safety Representatives must be meaningfully consulted on significant changes to work practices or work design that could precipitate stress.
- Safety Representatives are able to consult with staff and gather information on the general issues/causes of stress (in consultation with the Principal)

- Safety Representatives are not expected to discuss or offer potential solutions to work-related stress which are not within their own line management.
- Safety Representatives should be allowed access to relevant collective and anonymous data from the Human Resources Department/school.
- Safety Representatives should conduct inspections of the workplace at least annually including a remit to consider whether work related stressors are being properly managed.

Role of the Safety Committee / Task Group / Strategy Group (where one is in place)

- The joint 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 workplace health and safety.
- Items of concern should be reported to SMT.