

STRESS POLICY



All reference to personnel includes both paid employees and volunteers.

Introduction

Anglia Care Trust is committed to protecting the health, safety and wellbeing of our personnel. 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 organisation and managers are responsible for its implementation, whilst Anglia Care Trust is responsible for providing the necessary resources.

Definition of Stress

The HSE define stress as

“The adverse reaction people have to excessive pressure or other types of demand placed on them.”

There is an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Our Policy

- ACT will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed
- We will provide training for all managers and supervisory staff in good management practices
- The issue of stress will be regularly reviewed by line managers when conducting supervision, progress and/or performance reviews
- Paid staff will be given the opportunity to discuss stress and general work practices at external supervision with an independent counselor on a regular basis
- Where applicable, we will provide confidential counselling for personnel affected by stress caused by work
- We will provide adequate resources to enable all personnel to implement a stress management strategy.

Responsibilities

Managers

- Conduct and implement recommendations of risk assessments within their jurisdiction
- Ensure good communication between management and personnel, particularly where there are organisational and procedural changes
- Ensure personnel are fully trained to carry out their duties
- Ensure personnel are provided with meaningful developmental opportunities
- Monitor workloads to ensure that personnel are not overloaded
- Monitor working hours to ensure that personnel are not overworking
- Monitor holidays to ensure that personnel are taking their full entitlement
- Attend training as requested in good management practice and health and safety
- Be vigilant and offer additional support to a member of staff or a volunteer who is experiencing stress outside work e.g. bereavement or separation.

Personnel

- Raise issues of concern with your line manager or the Director of Business Support or the Director of Operations
- Accept opportunities for assistance when offered
- Be honest with yourself and take time to reflect on issues and events, their causes and their outcomes.

Director of Business Support and Director of Operations

- Give guidance to managers on the Stress Policy
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics
- Advise managers and personnel on training requirements
- Provide continuing support to managers and personnel and encourage referral to occupational workplace counsellors where appropriate, for example after a serious incident or prolonged exposure to disturbing circumstances
- Investigate changes to work practices or work design which could reduce stress.

Board of Directors

- Perform a pivotal role in ensuring that this policy is implemented
- Monitor the efficacy of the policy and promote workplace health and safety.

Date of next review – October 2019