



Stress Management Policy & Procedure

1. Policy Statement

- 1.1 It is recognised that Newbattle Abbey College has a duty under the Health and Safety at Work etc. Act 1974, as supported by subordinate legislation, to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others who may be affected by its undertakings.
- 1.2 It is also recognised that the management of work-related stress falls within the college's general responsibilities set out in point 1.1, above.
- 1.3 This policy and procedures document has been developed, and will be implemented, to ensure so far as reasonably practicable, that work-related stress is effectively managed throughout the organisation.
- 1.4 The policy will be reviewed where changes to relevant legislation or guidance occur and, in any case, at regular intervals.
- 1.5 The organisation will make available all reasonable resources to implement the policy and to reduce stress-related risk to an acceptable level.
- 1.6 All reasonable means of support will be offered to any employee observed to be suffering from the adverse effects of work-related stress.
- 1.7 The policy will be communicated to all employees.

2. Scope

This policy applies to all employees of Newbattle Abbey College.

3. Purpose

The purpose of the policy is:

- to increase awareness of stress, its causes and methods to combat it
- to manage stress through effective and sensitive management
- to provide support for all members of staff in managing personal stress levels
- to identify and minimise causes of stress in the workplace

4. Definition of Stress

- 4.1 The Health and Safety Executive define stress as “the adverse reaction a person has 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.
- 4.2 The legal test for cases of alleged ill health caused by occupational stress is “*whether this kind of harm to this particular employee was reasonably foreseeable*”. Also, the employer is usually entitled to assume that an employee can withstand the normal pressures of the job unless he/she is aware of some particular problem or vulnerability.
- 4.3 Further Information on stress can be obtained from the Health & Safety Executive (HSE) Stress Helpline on 0845 6081818 or micro-site <http://www.hse.gov.uk/stress/>
- 4.4 To reduce the risk of employees suffering ill-health as a result of undue stress at work, an assessment of the risks associated with stress will be undertaken as part of the General Risk Assessment procedure and all reasonable steps taken to control such risks

5. Responsibilities

While the College is ultimately responsible the following staff have responsibilities under this policy.

- 5.1 The Administration Manager is responsible for:
 - the operation and management of the policy
 - ensuring that appropriate stress awareness training is made available to managers
 - monitoring the effectiveness of measures to address stress by collating stress absence statistics
 - supporting individuals who have been off sick with stress and advise them on a planned return to work
 - referring to counsellor workplace specialist agencies as required
 - monitoring and reviewing the effectiveness of measures to reduce stress
 - giving guidance to managers on the stress policy
- 5.2 Line Managers are responsible for:
 - conducting and implementing recommendations of risk assessments within their area
 - ensuring good communication between management and staff
 - monitoring workloads to ensure that staff are not overloaded
 - monitoring working hours and overtime to ensure that staff are not overworking

- monitoring holidays to ensure that staff are taking their full entitlement
- attending training as requested
- ensuring that bullying and harassment is not tolerated within their area
- being vigilant and offering additional support to members of staff who are experiencing stress outside work e.g., bereavement or separation
- raising any issues of stress with an employee who may be exhibiting behaviours which are stress related

5.3 Employees are responsible for:

- raising any issues of concern with their Line Manager or the Administration Manager
- accepting opportunities to alleviate stress when offered
- accepting opportunities for counselling when recommended

5.4 The Health and Safety Committee are responsible for:

- ensuring that the Health and Safety Consultants appointed by the College are delivering to the specified contract which includes:
Providing specialist advice and awareness training on stress
Training and supporting managers in implementing stress risk assessments
Informing Newbattle Abbey College and the Health and Safety Committee of any changes and developments in the field of stress at work.
- ensuring that this policy is implemented
- monitoring the efficiency of the policy and other measures to reduce stress and promote workplace health and safety

6. Raising Issues of Stress at Work

6.1 If a staff member feels they are suffering from work related stress they should raise it with their Line Manager.

6.2 The Line Manager should discuss the situation with the staff member, look at what may be causing the stress and consider possible courses of action to reduce the cause.

6.3 Should a staff member feel they cannot raise the issues with their Line Manager, they should approach the Administration Manager for guidance and support.

6.4 Confidential support is available to staff through the Employee Counselling Service.

6.5 Where it is considered appropriate, the College may refer the member of staff to the Employee Counselling Service or the Occupational Health Service.

7. Absence Management

- 7.1 Absence which appears to be the result of work related stress should be managed in accordance with the current employee Absence from Work due to Ill Health Policy.
- 7.2 When a member of staff is absent due to work related stress the Line Manager, in conjunction with the Administration Manager will identify the stresses impacting on the member of staff.
- 7.3 The Line Manager, in conjunction with the Administration Manager should plan an individual's return to work after a stress related illness. The planning should include consultation with the staff member.
- 7.4 After a staff member returns to work, managers should continue to monitor and discuss their recovery and the factors which may have contributed to or caused the stress.

The Policy and Procedure will be reviewed in three years time or whenever changes affect it.

Newbattle Abbey College	POLICY/PROCEDURE
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