

BLACK SLUICE INTERNAL DRAINAGE BOARD

Policy on Managing Stress in the Workplace

The Health & Safety Executive definition of stress is "the adverse reaction people have to excessive pressure or other types of demand placed on them". Whilst others thrive on pressure and a fast working environment, for some people this can be very stressful. Anyone working under pressure due to workload, excessive expectations from management or bullying and harassment may be at risk. Whilst it is accepted that pressures outside the workplace can cause stress there is still a duty to ensure that working practices are not exacerbating an existing condition. The purpose of this policy is to identify who is responsible, and what they must do, in order to minimise any exposure to situations that may result in stress.

Manager responsibilities

1. You must ensure that, in the work areas for which you have responsibility, stress is avoided, so far as is reasonably practicable. Where it cannot be avoided, you must assess the level of risk, which may involve carrying out a risk assessment.
2. You must monitor workloads and working hours to ensure that employees are not overworking. Monitor holidays to ensure that employees are taking their full entitlement.
3. You must ensure good communication between management and employees so that if there are organisational changes employees feel they are kept fully informed. All employees must be fully trained to carry out their duties and have the appropriate management support.
4. You must ensure that bullying and harassment is not tolerated within your work area.
5. You must look out for changes in the behaviour of your employees, as this may be an indication that they are suffering from stress. You must be supportive and treat any employee who says they are suffering from stress compassionately.
6. Be prepared to offer additional support, whenever necessary.

Employee responsibilities

1. You must inform your Manager if you feel you may be suffering from workplace stress. Be as open as possible so that your Manager has the full facts. Work with management to agree realistic and workable solutions.
2. You must co-operate with your Manager when he carries out any risk assessments. Take an active part in any opportunities for discussion when the risk assessment is carried out so that you feel involved in any decisions that are made.
3. Read/listen carefully to all communications from management to make sure you fully understand the reasons for any change. If you do not understand or would like to discuss any concerns, speak to your Manager.
4. You must give full consideration to attending any counselling or stress management courses your employer may suggest.

Authorised by: _____

Date: _____

Print Name: _____