

# SPENNYMOOR TOWN COUNCIL



## STRESS POLICY

<b>Author of Policy:</b>	Town Clerk
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# 1. Introduction

Spennymoor Town Council is committed to protecting the health, safety and welfare of employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

This Policy will apply to everyone and managers are responsible for implementation and the Council is responsible for providing the necessary resources.

# 2. 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.

# 3. Policy

- The Council 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.
- The Council will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The Council will provide training for all managers and supervisory staff in good management practices.
- The Council will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The Council will provide adequate resources to enable managers to implement the Council’s agreed stress management strategy.

## 4. Responsibilities

### 4.1 Managers

- Conduct and implement recommendations of risk assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking 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.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

### 4.2 Employees

- Raise issues of concern with your Safety Representative, line manager or occupational health if referred.
- Accept opportunities for counselling when recommended.