



WHITEHALL PRIMARY SCHOOL

Stress Policy

INTRODUCTION

We are committed to protecting the health, safety and welfare of our employees. 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 our school. Line managers are responsible for implementation and the governing body is responsible for providing the necessary resources.

DEFINITION OF STRESS

The Health and Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demands placed upon 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.

POLICY

- Our school 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.
- Our school will consult, where necessary, with Trade Union representatives on all proposed action related to the prevention of workplace stress.
- Our school will provide training for all line managers in good management practice.
- Our school will provide confidential counselling for staff affected by stress caused by either work or external factors.
- Our school will provide adequate resources to enable line managers to implement the school's agreed stress management strategy.

RESPONSIBILITIES

SCHOOL LEADERSHIP TEAM

- Contribute towards the whole school Stress Risk Assessment on an annual basis.
- Ensure good communication between staff, particularly over 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 to ensure that staff are not over working.
- Attend training, as required and necessary, in good management of health and safety practice.
- Ensure that bullying and harassment is not tolerated within our school.
- Be vigilant and offer additional support to colleagues who are experiencing stress outside of school, e.g. bereavement, divorce etc.

STAFF MEMBERS

- Raise concerns of health and safety with SLT or line manager.
- Seek help and support when needed.
- Accept support or counselling when recommended.

UNION REPRESENTATIVES

- Must be meaningfully consulted on any changes to work practices or activities that could induce stress.
- Must be able to consult with members on issues of stress.
- Must be meaningfully involved in the Risk Assessment process.
- Should be allowed access to anonymous data and surveys.
- Should be allowed access to health and safety courses related to stress.

LOCAL AUTHORITY HUMAN RESOURCES DEPARTMENT

- Will give guidance and advice to SLT on the Stress Policy.
- Help monitor the effectiveness of measures in place to reduce stress by collating sickness absence statistics.
- Will provide continuing support to SLT on changing the working environment, if necessary, and encouraging referrals to Occupational Health and workplace counsellors where appropriate.

OCCUPATIONAL HEALTH

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off work due to stress related illnesses and advise them on their return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Inform the LA and school of any changes and developments in the field of stress management.

THE GOVERNORS HEALTH AND SAFETY COMMITTEE

- Will monitor the school's Stress Policy on an annual basis and oversee the measures in place to reduce stress.