

## **Stress policy**

### **Policy statement**

Silva Care are committed to protecting the health, safety and welfare of our employees. Stress can become a health and safety issue if stress factors within the work place are not identified and reduced/removed.

The stress policy is applicable to all employees.

### **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.

### **HSE statistics\***

HSE figures show that in Great Britain:

- stress is the second most commonly reported condition in the self-reported work related illnesses
- an estimated 440,000 workers in 2014/15 suffered from stress caused or made worse by their current or past work
- on average, each person who was suffering from work-related stress took an estimated 23 days off in 2014/15
- an estimated 9.9 million working days in 2014/15 were lost in total due to work-related stress, depression or anxiety

\*NB – HSE statistics gathered from the HSE website, July 2016.

### **Policy**

- The company will identify all workplace stressors and conduct risk assessments to remove stressors or control the risks from stress. These risk assessments will be regularly reviewed.
- Members of staff can request a stress risk assessment if they feel it necessary.
- The company will provide confidential counselling for staff affected by stress caused by work.
- The company will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.
- The company have NEBOSH and IOSH qualified staff who can support managers and their teams with any stress related issues that arise.
- The company will work within the health and safety guidelines as set out in the health and safety policy.

### **Managers responsibilities**

- Conduct and implement recommendations of risks 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 carry out 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.
- Ensure that bullying and harassment is not tolerated.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- Conduct regular supervision with supervisees.

### **Human resources responsibilities**

- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics
- Alert managers when absence triggers have been met. Carrying out or support managers to carry out stage 1, 2 & 3 meetings.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment.

### **Employees responsibilities**

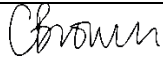
- Raise issues of concern with your Health and Safety Representative, an IOSH qualified member of staff or a line manager
- Accept opportunities for counselling when recommended.

### **Further actions**

- Collate data from staff absence meetings and stress risk assessments to identify the main causes of workplace stress and look at ways to eliminate / minimise this.

### **Policy review**

This policy has immediate effect. This Policy will be reviewed and amended, as necessary.

<b>Date Reviewed</b>	<b>Signature</b>	<b>Next Renewal Date</b>
01.06.16		01.06.17