

APPENDIX 1: Stress Management & Staff Wellbeing

Introduction

At Tatsfield we are committed to protecting the Health, Safety and welfare of our employees. We recognise that workplace stress is an H&S issue and acknowledge the importance of identifying and reducing workplaces stressors and promoting staff wellbeing.

This policy will apply to everyone within the school and has been written using guidance from the HSE. Line Managers are responsible for the implementation of these procedures within their jurisdiction and the School is responsible for providing the necessary support and resources where appropriate.

Definition of Stress

The H&S Executive defines 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.

Statement

The school will endeavour to identify workplace stressors and conduct risk assessments for both the main stressors and individuals to eliminate stress or control the risk from stress. These risk assessments will be reviewed regularly. We also recognise the impact that mental health, depression and anxiety can have on individuals be it work related or personal and where appropriate will provide support and guidance.

The school will refer individuals to the Occupation Health Team and where appropriate discuss with trade union representatives on all proposed action relating to the prevention of work related stress.

The school will provide training for all managers and supervisory staff in good management practices

The School provides an assistance line and confidential counselling for staff affected by stress caused by either factors at home or external factors (Help Employee Assistance Service) Further information is available from the Headteacher or HR Officer.

The School will provide adequate resources to enable managers to implement the Schools agreed Stress Management Strategy

With regards to staff wellbeing, the school regularly engages with staff for feedback and strives to communicate and consult staff where possible.

Tatsfield encourages staff to help organise social events such as staff outings/parties, quiz nights and various social activities.

Responsibilities

Senior Leadership Team

- Conduct and implement recommendations of risk assessments within their jurisdiction
- Ensure good communication between management and staff, particularly where there are organisational and procedural change
- Ensure staff are fully trained to carry out their duties
- Ensure staff are provided with clear objectives and 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 their employees take 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 and that effective systems for dealing with interpersonal conflict exist
- Be vigilant and offer support to a member of staff who is experiencing stress outside of work, e.g. bereavement or separation
- Support Line Managers dealing with individuals reporting and suffering from stress effectively
- Provide specialist advice and awareness training on stress where required
- Train and support senior leaders in implementing stress risk assessments
- Support individuals who have been off sick with stress and advise them and their managers on a planned return to work
- Refer to workplace counsellors or specialist agencies as required
- Monitor and review the effectiveness of measures to reduce stress
- Inform the employer and the Local governing body of any changes and developments in the field of stress at work
- Inform the employer and the Local governing body of any inherent issues within the school which is causing collective stress

Headteacher

- Give guidance to senior leaders on stress management
- Help monitor the effectiveness of measures to address stress by collating absence statistics
- Advise senior leaders and individuals on training requirements
- Provide continuing support to senior leaders and individuals in a changing environment.
- Referral to the Occupational Health Service for confidential counselling and medical evaluation
- Referral to the Schools Absence Policy and support systems

Employees

- Plan, prioritise and undertake their work systematically and to seek advice and guidance from their Line manager when faced with what they consider to be conflicting priorities or deadlines and targets that they feel are unclear or unachievable.
- Raise issues of concern with your Headteacher, Line Manager, HR Manager or Occupational Health Team
- Accept opportunities for counselling when recommended
- Support colleagues if they believe they are experiencing work related stress

Local governing body

- The schools local governing committee will perform a pivotal role in ensuring that this policy is implemented and available to all staff via the website or staff mentioned in the document
- The schools local governing committee will oversee monitoring for the efficacy of the policy and other measures to reduce stress and promote H& Safety and staff well being

