

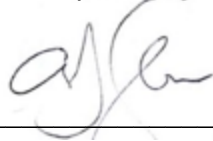


WORK RELATED STRESS POLICY

Monitoring and reviewing

The policy will be promoted and implemented throughout the Trust. The board will review the policy annually and assess its implementation and effectiveness.

Policy reviewed: September 2015

Signed  _____

On behalf of Rushey Mead Educational Trust

Date 29.11.2016

**Rushey Mead Educational Trust
Work Related Stress Policy**

Version	Date	Author	Reason for Change
0.1	03.06.2015	SCA	Policy formatted
0.2	13.08.2015	CJO	Policy amended to reflect conversion to academy status

WORK RELATED STRESS POLICY

Rushey Mead Educational Trust is committed to providing a healthy and safe working environment for all staff. The Trust recognises that work-related stress is a Health & Safety issue and that excessive levels of stress are a potential cause of ill-health.

This policy and associated guidance set out what Rushey Mead Educational Trust will do to identify, reduce and manage work-related stress.

POLICY STATEMENT

Harmful levels of stress can arise as a result of factors both in the workplace and from employees' personal and family lives. While it has no control over external factors, the Trust's objectives are to ensure that:

- Sources of workplace stress are identified and the relevant risk assessments are completed and acted upon to prevent, eliminate or control these, as far as is reasonable and practicable.
- Managers, supervisors and individual employees are able to recognise, at an early stage, problems which might be related to harmful levels of stress, including the effects of their own behavior.
- Support mechanisms are provided for those who are suffering ill health due to work-related stress and provide assistance to enable employees to recover their full potential as soon as possible.
- A positive culture where employees are valued, is encouraged and that stress is not seen as a sign of weakness or incompetence.
- Trade Union Representatives are consulted, as appropriate, on all proposed action relating to the prevention of work-related stress.
- Adequate resources are provided to implement the agreed stress management action plan.
- Ensure that the respective Academy's Health & Safety Committee and Wellbeing Committee discusses matters related to stress as appropriate.

The Trust recognises that a policy on work related stress cannot sit in isolation. It must be supported by other policies, procedures and good management practices.

Definition

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them."

It is important to make the distinction between pressure, which can be a positive state if managed correctly and stress, which can be detrimental to health if a person attempts to manage problems that tax or exceeds his/her coping strategies.

Symptoms of stress may be physical. For example, altered appetite, changes in weight, headaches, backache, skin rashes, general tiredness or difficulty in sleeping. Stress may also manifest itself in anxiety, depression, indecision, uncharacteristic irritability, impatience or an inability to concentrate or remember.

Causes of Work-Related Stress

The Health and Safety Executive has developed a Management Standards approach to help assess and tackle the main causes of stress. The standards and supporting processes are designed to encourage employers, employees and their representatives to work in partnership to address work related stress.

The Trust commits to using these Standards in any investigation into the causes of stress. The Management Standards are:

1. **Demands** – Includes issues such as workload, work pattern and the work environment.
2. **Control** – How much say the person has in the way they do their work.
3. **Support** – Includes the encouragement and resources provided by the Trust, line management and colleagues.
4. **Relationships** – Includes promoting positive working to avoid conflict and dealing with unacceptable behavior.
5. **Role** – Whether people understand their role within the Trust and whether the Trust ensures that the person does not have conflicting roles.
6. **Change** – How organisational change is managed and communicated to staff throughout the Trust.

Responsibilities

Rushey Mead Educational Trust

- Identify the levels and causes of stress within the Trust academies through the use of the HSE stress survey.

Principals and Lead Managers

- Conduct and implement recommendations of risk assessments relevant to their area.
- Ensure that there is good communication with staff, particularly where there are organizational or procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful and appropriate developmental opportunities.
- Monitor workloads, working hours and overtime.
- Monitor holidays to ensure staff are taking their full entitlement.
- Attend training as requested in good management practices.
- Ensure that bullying, harassment and discrimination are not tolerated.
- Offer support to staff who are experiencing stress outside of work e.g. bereavement or separation.

Employees

Members of staff who feel that they may be suffering from stress, are encouraged to seek advice and support from:

- The Principal or Business Manager
- Head of Faculty/ Line Manager/ Member of Leadership Team
- Human Resources Officer
- Occupational Health Service
- GP
- Counselling Service - Amica available 24/7
- Trade Union Representative

Note: All Heads of Faculty and Line Managers will have access to Stress at Work - Assessment of Good Management Practice.

Work-related Stress

Wherever possible the Business Manager and/or Human Resources Officer, Head of Faculty/Line Manager will hold an informal meeting with the member of staff to try to identify the cause of their stress. If it is clear that this is work related they will consult with the member of staff on ways of trying to reduce the cause – for example, a particularly heavy workload, problems with the workplace, bullying. It may be appropriate to refer the matter to the Principal. This may result in a referral to the Occupational Health Service, the Counselling Service or the employee's GP on how to reduce levels of stress.

Non work-related stress

Where the sources of stress are outside work this may still have an effect on the employee at work. The employee should seek advice from the Occupational Health Service or the Counselling Service. The employee may or may not wish to talk to his/her Head of Faculty/Line Manager about problems outside work. If the situation does not improve the employee should raise the matter with the Human Resources Officer.

Complete confidentiality will be maintained at all times.

Training and Development

An awareness of the symptoms of stress and learning how to recognise and reduce individual stress levels will be incorporated into staff training where appropriate. Training will recognise that a certain amount of pressure will always be present and will focus both on preventing excessive stress and on coping strategies when the pressure becomes too much.