



## **Houghton Regis Town Council**

### **Stress Policy**

Date of Approval:	Town Council 26 <sup>th</sup> September 2005
Dates of Re approval:	20 <sup>th</sup> January 2014; 30 <sup>th</sup> January 2017

Based on: HSE ‘Example of a Stress Policy’

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## **1.0 INTRODUCTION**

- 1.1 Houghton Regis Town Council (HRTC) is committed to protecting the health, safety and welfare of its employees. It is recognised that workplace stress is a health and safety issue and the importance of identifying and reducing workplace stressors is acknowledged.
- 1.2 This policy applies to everyone in the organisation (employees and councilors). The organisation is responsible for providing the necessary resources to support the Policy and the Managers are responsible for its implementation.

## **2.0 DEFINITION OF STRESS**

- 2.1 The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.
- 2.2 This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

## **3.0 POLICY**

- 3.1 Houghton Regis Town Council will:
- i. Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
  - ii. Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
  - iii. Provide training for all managers and supervisory staff in good management practices.
  - iv. Provide confidential counseling for staff affected by stress caused by either work or external factors. See *Note 1*.
  - v. Provide adequate resources to enable managers to implement the organisations agreed stress management strategy.

## **4.0 RESPONSIBILITIES**

- 4.1 Managers
- i. Conduct and implement recommendations of risks assessments within their jurisdiction.
  - ii. Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
  - iii. Ensure staff are fully trained to discharge their duties.
  - iv. Ensure staff are provided with meaningful developmental opportunities.
  - v. Monitor workloads to ensure that people are not overloaded.
  - vi. Monitor working hours and overtime to ensure that staff are not overworking.
  - vii. Monitor holidays to ensure that staff are taking their full entitlement.
  - viii. Attend training as requested in good management practice and health and safety.
  - ix. Ensure that bullying and harassment is not tolerated within their jurisdiction.
  - x. Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
  - xi. Support individuals who have been off sick with stress and advise them and their management on a planned return to work.

- xii. Monitor and review the effectiveness of measures to reduce stress.
- xiii. Inform the employer of any changes and developments in the field of stress at work.

4.2 Employees

- i. Raise issues of concern with their line manager.
- ii. Accept opportunities for counseling when recommended.

**5.0 POLICY REVIEW**

- 5.1 This policy will be reviewed every 4 years or as required by the Corporate Services Committee.
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**Note 1**

*Employee Assistance Programme Provider (Health Assured Ltd)*