



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Managing Stress Policy

Stockport School

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Stress Management

1. Introduction

"Stress is defined as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. (Health & Safety Executive).

This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

To that end the school and its Governing Body will adopt and implement the following policy which has the full commitment and support of the Health & Safety Committees, Unions and the Senior Management Team.

2. Policy Statement

The Governing Body is committed to protecting the health, safety and welfare of its employees.

The school values all of its employees and the contribution each of them makes to its overall success. It strives to create and maintain a working environment in which communication, support and mutual respect are the norms.

It is committed to improving and safeguarding the health, safety and welfare of its employees and in that regard recognises the importance of identifying and reducing workplace stressors.

This policy is designed to complement the Council's policy on managing stress for its employee and is part of the School's Health & Safety policy.

The Governing Body is responsible for implementation of this policy through the school management structure and it is responsible for providing the necessary resources

The purpose of this policy is to provide a clear statement of the Schools commitment to preventing stress at work at both organisational level and individual level. The School is committed to preventing stress at work and to help and support staff at all levels, to manage stress both in themselves and in those they manage.

3. Scope of the Policy

This policy will apply to all school employees.

4. Roles and Responsibilities

4.1 The Governing Body

The Governing Body will ensure that it:

- Provides adequate resources to enable schools to implement the Stress Management Policy.
- Identifies all workplace stressors and conducts risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Consults with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- Facilitates training for all line managers in good management practices.
- Provides access to confidential counselling for employees affected by stress caused by either work or external factors.

4.2 Headteacher and Line Managers (the GB in the case of the Headteacher)

Will:

- Carry out risk assessments and implement recommendations within their jurisdiction.
- Ensure good communication between management and all employees, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to undertake their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads.
- Monitor working hours and overtime to ensure that staff are not overworking.

- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within the organisation.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

4.3 Health, Safety and Wellbeing Team

The team will:

- Provide specialist advice and guidance on all health and safety matters including stress.
- Monitor and review the effectiveness of the policy and measures to reduce stress.
- Inform the employer and the health and safety committees of any changes and developments in the field of stress at work.
- Attend the wellbeing steering group, Corporate Health & Safety Committee, Schools and Directorate Committees where stress related issues may be raised.

4.4 Employees

Every employee has a responsibility for ensuring that they:

- Raise issues of concern promptly with their line manager, union safety representative or human resources so they can be addressed at an early stage.
- Consider opportunities for counselling when recommended.
- Recognise their own training needs and responsibility for wellbeing and development within their job.
- Recognise their shared responsibility to identify stress in themselves and others at an early stage.

4.5 Safety Representatives and/or Union Representatives

- Safety Representatives will be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with all employees on the issue of stress including conducting any workplace surveys.
- Safety Representatives will be allowed access to collective and anonymous data.
- Safety Representatives will be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.
- Safety Representatives will conduct joint inspections of the workplace with health & safety colleagues to ensure that environmental stressors are properly controlled.
- Safety Representatives or other union representatives will be present at any meeting regarding stress with management if their member requests it.

4.6 Health & Safety Committees

- The Schools Health and Safety Committee will perform a pivotal role in ensuring that this policy is implemented.
- The Corporate Health & Safety Committee will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health, safety & wellbeing.

5. Links with other policies and procedures

Health & Safety Policy

Dignity at Work policy

Risk Assessment Guidance

Work Related Violence Policy

Lone Working Policy

Department for Education - Reducing teacher

workload [https://www.gov.uk/government/publications/reducing-teachers-](https://www.gov.uk/government/publications/reducing-teachers-workload/reducing-teachers-workload)

workload/reducing-teachers-workload

6. Contacts

Health, Safety & Wellbeing Team

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