

KENWYN PARISH COUNCIL

Work Related Stress Policy

Kenwyn Parish Council is committed to protecting the health, safety and welfare of its employees. The Council recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

This policy applies to everyone in the Council. The Council is responsible for implementation and providing the necessary resources.

Definition of Stress

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

Policy

Kenwyn Parish Council will seek to identify workplace stressors and conduct risk assessments to manage the risks from stress. These risk assessments will be regularly reviewed.

The Council will consult all employees on all proposed action relating to the prevention of workplace stress.

The Council will advise that staff who feel they are affected by stress should discuss this with their GP.

The Council will provide members of the Employment Committee with adequate training in good management practises. They will also provide adequate resources to enable the Employment Committee to implement the Council's agreed stress management strategy.

Responsibilities

The Council

- Conduct and implement recommendations of risk assessments.
- Ensure good communication between the Council, councillors and employees.

Employment Committee

- Ensure employees are fully trained to discharge their duties.
- Ensure employees are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded
- Monitor working hours and overtime to ensure that employees are not overworking.
- Monitor holidays to ensure that employees are taking their full entitlement.
- Attend training in good management practises and health and safety.
- Ensure that bullying and harassment are not tolerated.
- Be vigilant and offer additional support to an employee who is experiencing stress outside work.
- Support employees who have been off sick with stress and advise the Council of the 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 Council of any changes and developments in the field of stress at work.

Employees

- Raise issues of concern with the Staffing Committee
- Accept opportunities for counselling when recommended.

Review

Date

Reviewed By Amendments Minute

Number