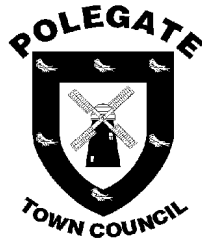


Polegate Town Council



STRESS POLICY

Policy Number 14		
Issue No.	Date completed	Details of amendments
1	24.09.08	
2	28.08.13	Amendment to wording ADOPTED 25 th NOV 2013
3	23.05.16	Adopted Annual Stat Meeting 2016
4	22.05.17	Adopted at Annual Stat Meeting

1.0 Introduction

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

1.2 This policy will apply to all staff.

1.3 The Town Clerk is responsible for implementation and the Council is responsible for providing the necessary resources.

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 The Town Clerk will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

3.2 The Council will provide any required training for the Town Clerk in good management practices.

3.3 The Council will provide confidential counselling for staff affected by stress caused by either work or external factors.

3.4 The Council will provide adequate resources to enable the Town Clerk to implement the stress management strategy.

4.0 Responsibilities

4.1 Council

The responsibilities of the Council are as follows:

- Ensure good communication with staff particularly where there are organisational or procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful development opportunities.
- Ensure that bullying and harassment is not tolerated within the Council environment.
- Offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation.

- Provide specialist advice and awareness training on stress.
- Provide training and support for implementation of stress risk assessments.
- Support individuals who have been off sick with stress and advise them on a planned return to work.
- Refer individuals to specialist agencies, as required.
- Monitor and review the effectiveness of measure to reduce stress.
- Conduct meaningful consultation with employees on any changes to work practices that could precipitate stress.

4.2 Town Clerk

The responsibilities of the Town Clerk are as follows:

- Conduct and implement recommendations of risk assessments.
- Ensure good communication between both staff and Council members particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful development 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 staff are taking their full entitlement.
- Attend training, as appropriate, in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation.
- Support individuals who have been off sick with stress and advise them on a planned return to work.
- 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

4.3 All Staff

The responsibilities of all staff are as follows:

- Attend all training courses as required.
- Ensure that all health and safety procedures are complied with.
- Raise any issues of concern with the Town Clerk.
- Accept opportunities for counselling when recommended.
- Conduct meaningful consultation with staff on any changes to work practices that could precipitate stress.