

Stress Policy

Policy Statement

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

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

Procedures

- Tiddlywinks Preschool Great Horkesley CIC (the setting) 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.
- The setting will offer training to managers and supervisory staff in good management practices.
- The setting will provide all staff with opportunities to discuss and influence working practice i.e. the session timetable, termly supervision meetings and annual appraisals.
- The setting will provide information on confidential counselling services, if/when staff feel they may need it.
- The manager will ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- The manager will ensure staff are fully trained to discharge their duties.
- The manager will ensure staff are provided with meaningful developmental opportunities.
- The manager will monitor workloads to ensure that people are not overloaded.
- The manager will ensure that bullying and harassment is not tolerated within the setting.
- The manager will be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- The directors will train and support the manager in implementing stress risk assessments.
- The directors will provide continuing support to the manager.
- The directors will monitor and review the effectiveness of measures to address stress by collating information gathered from staff.
- The health and safety officer must be meaningfully consulted on any changes to work practices that could precipitate stress.
- The health and safety officer must be able to consult with members of staff on the issue of stress including conducting workplace surveys.
- The health and safety officer must be meaningfully involved in the risk assessment process.
- The health and safety officer will include 'stress management strategies' in their termly report to the directors.

This policy was adopted at a meeting of Directors Tiddlywinks Preschool name of setting
of

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the Directors _____

Name of signatory _____

