



WALTHAMSTOW HALL  
SEVENOAKS

## **STRESS MANAGEMENT POLICY**

This policy has been drawn up with reference to the ATL Leaflet Work Related Stress 2015 and the Health and Safety Executive guidelines for best practice.

1. 'Five steps to risk assessment'. HSE Leaflet INDG163 (rev 4) 08/14  
<http://www.hse.gov.uk/pubns/indg163.pdf>
2. 'Tackling Work Related Stress using the Management Standards Approach' WBK01 (03/19) <https://www.hse.gov.uk/pubns/wbk01.pdf>
3. 'Working together to reduce stress at work: a guide for employees'. HSE Leaflet INDG424 (11/08) <http://www.hse.gov.uk/pubns/indg424.pdf>

At Walthamstow Hall we are committed to protecting the health, safety and welfare of the staff. We recognise that workplace stress is a health issue and acknowledge the importance of identifying and reducing the causes of stress in the workplace.

This policy applies to all staff. The Headmistress and all senior staff who manage other staff are responsible for the implementation of the policy.

The Headmistress, in conjunction with the Governing Body, will work to ensure that all employees also play their part in creating a healthy workplace ethos, and that there are clear guidelines for staff who may feel adverse stress levels.

The Governing Body considers that managing stress is best tackled by staff and Governors working together to identify stress at source and agreeing realistic and workable ways of tackling the issue.

In order to monitor the effectiveness of its policies, the Governing Body has adopted the Health and Safety Executive Management Standards and guidelines on work-related stress. The Headmistress will be responsible for monitoring the arrangements.

### **Definition**

The School recognises that there is a difference between 'stress' and 'pressure'. All staff experience pressure in their day's work. This policy is concerned with too much pressure without the opportunity to recover – this is what the School means by 'stress'.

The HSE's definition of stress is:

"The adverse reaction a person has to excessive pressure or other types of demand placed upon them."

### **Aims**

1. The School aims to create a situation at work where the good health of all employees is promoted positively, and where adverse stress on all staff is reduced to a minimum as far as is reasonably possible.

2. The School aims to help staff to identify and address the causes of stress themselves and to have clear lines and methods of support.

### **HSE Management Standards**

The School has adopted the HSE Management standards and guidelines on work-related stress. Six areas or 'risk factors' have been identified by the HSE that can be a cause of work-related stress:

1. The demands of the job.
2. The employee's control over the job.
3. The support received by employees from managers and colleagues.
4. Relationships at work.
5. The role of the employee in the School.
6. Change and how it is managed.

There is a HSE 'Standard' for each risk.

The Headmistress and Governors will seek to assess the risks and potential causes and they will determine any improvement targets in consultation with staff/staff representatives.

### **Procedures**

The Governors and Leadership Team will discuss stress-related issues regularly. The Leadership Team has a responsibility to identify factors causing workplace stress and to eliminate or control the risks.

Under the ICE Regulations (Information and Communication of Employees Regulations May 2005) (<http://www.acas.org.uk/index.aspx?articleid=1598>), the Headmistress will, as far as possible, on behalf of the Governing Body, provide information to all staff about any actions to combat work-related stress.

### **Responsibilities**

#### **Governing Body**

They will agree the policy and monitor the effectiveness of the measures introduced and will review progress regularly. They will ensure the provision of adequate resources to enable the policy to be implemented.

#### **The Headmistress**

The Headmistress will implement the governing body policy and will be responsible for:

- Monitoring the management standards.
- Reviewing the risk factors for stress on a regular basis.
- Ensuring that the School's systems for dealing with potentially stressful issues are sound, and understood by all staff (e.g. discipline, capability, absence, anti-bullying, pupil behaviour, staff cover and staff duties policies/procedures).
- Ensuring that access to a counselling service is provided and known to all staff.
- Hold meetings as appropriate with staff representatives over health and safety issues, including proposed action relating to the prevention of work-related stress.
- Reporting regularly on progress to the Governing Body.
- Ensuring that any training needed by responsible staff is provided.

### **Heads of Department/Staff with Managerial Responsibilities will:**

- Ensure that all staff have meaningful developmental opportunities.
- Monitor workloads and working hours.
- Inform the Headmistress of any concerns that cannot be dealt with at his/her level.
- Support individuals who have been off work with stress.
- Encourage referral to occupational counselling where appropriate.
- Monitor and review in their area the effectiveness of the measures to reduce stress.

### **All Staff**

Staff are expected to:

- Have care for their own health and safety.
- Recognise the part that each member of staff can play in achieving a healthy, stress-free ethos.
- Familiarise themselves with the HSE risk factors and Management Standards.
- Read the information supplied by the management and staff representatives.
- Inform the Headmistress of any adverse stress symptoms that they might have at the earliest opportunity.
- Take part in the promotion of good, stress-free health for themselves and colleagues.
- Help the senior staff, e.g. the Head of Department, to put effective plans into place.
- Attend any training that might be relevant.

### **The Health and Safety Representative.**

- Co-operate with the Headmistress and Governors in achieving good management standards and the promotion of effective policies to achieve a positive health ethos.
- Inform the Headmistress of any concerns that are drawn to their attention.

### **Procedure for meeting stress-related concerns (teaching and non-teaching staff)**

If a member of staff feels adverse stress symptoms they should:

- In the first instance the individual concerned should try to identify the causes, and what he/she might do to make things better
- Tell the line manager or the Headmistress as soon as possible. Discuss any causes that might have been identified and consider possible strategies to improve matters and alleviate the stress. Set up further support meetings as relevant and appropriate. This can be with a member of SMG/SMT identified in consultation with the individual.
- Seek advice on where to go to access confidential counselling.  
All staff can consult the School Medical Team who will offer advice on how to access counselling.

In addition, the support line of the **Teacher Support Network** – 0800 0562 561 - provides practical and emotional support to staff in the education sector. And all staff may use a 24-hour legal and counselling telephone service provided by Beneficio. To access the Employee Assistance Programme (EAP) in confidence, call: **0800 072 0353** (quote **BENEFICIO**) for:

- **Telephone counselling support** - Speak in confidence to a fully qualified counsellor at any time of day.
- **Personal legal and financial information** - Support from fully qualified professionals with any personal finance or legal matters.
- **Health advice across a range of medical and wellbeing issues.**

- **Available 24/7, 365 days a year.** There is no limit on the number of calls an individual can make. The service is provided in confidence through a third party and anonymity is assured at all times. All information is treated in the strictest confidence.
- **Face-to-face counselling sessions available if required.**

**Monitoring and Review**

This policy will be reviewed regularly.

**Stress Management – strategies for monitoring and review**

The Health and Safety Committee on behalf of the full Governing Body will monitor the following criteria to obtain an indication of organisational stress levels.

**Staff**

- Staff absence due to sickness.
- Staff turnover rates.
- Early retirement on medical grounds.
- The accuracy of job descriptions, having considered changing roles and requirements of that role.

In addition, any relevant feedback from ISI/OFSTED inspections.

These criteria may be used as possible indicators of levels of organisational stress which may merit further scrutiny.

This policy has regard to the guidance issued by the Secretary of State.

***Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.***

Reviewed May 2021  
Next Review October 2022

Signed: ..... Date: .....

Mrs J Adams  
Chairman of the Governing Body