



# **BOGNOR REGIS TOWN COUNCIL**

## **STRESS AT WORK POLICY**

**Adopted by the Council at its Meeting held on 5<sup>th</sup> September 2016**

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## **INTRODUCTION**

As a Town Council, Members acknowledge that they act as a Corporate Body and therefore ultimately bear all responsibilities as an Employer. Furthermore, the law requires that at all times the Council must act as a responsible Employer.

Bognor Regis Town Council (BRTC) is committed to protecting the health, safety and welfare of its employees. BRTC recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the Council. Managers are responsible for implementation and the Council is responsible for 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 placed 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**

The Council 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 Council will provide training for all managers and supervisory staff in good management practices.

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

The Council will provide adequate resources to enable managers to implement the Council's agreed stress management strategy.

## **RESPONSIBILITIES**

### **Town Clerk**

- i. Conduct and implement recommendations of risks assessments.
- ii. Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- iii. Ensure staff are fully trained to discharge their duties.
- iv. Ensure staff are provided with meaningful developmental opportunities.
- v. Inform the Council through the Joint Consultative Sub-Committee (Staffing) of any changes and developments in the field of stress at work.
- vi. Refer to workplace counsellors or specialist agencies as required.
- vii. Monitor and review the effectiveness of measures to reduce stress.
- viii. To liaise with the Human Resources Advisors in the following areas :-
  - a) In the provision of specialist advice and awareness training on stress.
  - b) Guidance to managers on the stress policy.
  - c) Advice on training requirements.
  - d) Continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

### **Line Managers**

- i. Monitor workloads to ensure that people are not overloaded.
- ii. Monitor working hours and overtime to ensure that staff are not overworking.
- iii. Monitor holidays to ensure that staff are taking their full entitlement.
- iv. Attend training as requested in good management practice, health & safety and in implementing stress risk assessments
- v. Ensure that bullying and harassment is not tolerated within their jurisdiction.
- vi. Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

- vii. Inform the Council through the Clerk of any changes and developments in the field of stress at work.
- viii. Support individuals who have been off sick with stress and obtain the necessary advice from the Human Resources Advisors to support them on a planned return to work.

### **Employees**

- i. Raise issues of concern with your line manager or the Town Clerk.
- ii. Accept opportunities for counselling when recommended.

### **Joint Consultative Sub-Committee (Staffing)**

- i. The Joint Consultative Sub-Committee (Staffing) will perform a pivotal role in ensuring that this policy is implemented.
- ii. The Joint Consultative Sub-Committee (Staffing) will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.