



Stress at Work Policy

Purpose

Parents in Partnership, Croydon recognises that stress at work is a health and safety problem and that the organisation has a responsibility to take all reasonable measures to prevent stress at work.

Contents:

1. Causes of stress
2. Responsibility
3. Dealing with stress
4. Stress and job performance
5. Review

1. Causes of stress

Stress suffered by employees may be caused in several different ways:

- it may be directly caused by the situation at work, e.g. staff shortages, conflict with another staff member, too much work, a crisis or traumatic event;
- it may result from working with very distressed people;
- it may be caused by stresses in the employee's personal life which are unrelated to work but which affect work performance.

PIP as employer will need to react in different ways according to the cause of the stress suffered by the employee.

2. Responsibility

Employees have a duty not to endanger themselves or others (i.e. to look after themselves) and to co-operate with their employer in meeting statutory requirements.

PIP will ensure that risk assessments that it undertakes will seek to identify workplace stressors and put in place systems to eliminate or minimise such stressors in accordance with relevant Health and Safety legislation.

To ensure all employees have a sensible work life balance for their wellbeing; It is important that employees take their full annual leave entitlement within the leave year. In addition their weekly working hours are to remain within their contracted hours. A break must be taken for each 7 hours worked and work days should not

exceed 10 hours. Toil may be used in exceptional circumstances and will be monitored and approved by your Line Manager.

3. Dealing with stress

PIP employees are expected to report work-related stress to their line manager. This information will not be passed on to other staff without the permission of the staff member concerned. It may, however, be necessary to bring it to the attention of the Chair if the stress or its cause has a bearing on the interest of PIP as a whole (e.g. if the situation is affecting other staff or clients).

The line manager will do everything they reasonably can to offer support to the employee and to deal with the problem reported to them. Attention will be given to assessing the cause of stress at work and introducing measures to reduce or prevent stress. The advice and assistance of the Counselling Service may be sought in this.

In the event of a traumatic event occurring at work, e.g. an assault, the opportunity of counselling will be offered and, if required, arranged and funded by PIP. Time off work for recuperation will also be offered. Such incidents should be reported to the Board of Trustees in order that appropriate action can be considered.

Where a member of staff is suffering from stress resulting from their personal life and feels that they could benefit from counselling every effort will be made to assist them to arrange counselling. However, in this situation PIP does not have the resources to meet counselling fees on behalf of staff.

4. Stress and job performance

Where stress causes deterioration in job performance this will be treated as a health problem and the sufferer will be encouraged to seek help under the terms of this policy. There will be no discrimination against individuals suffering from stress.

Information can be made available to employees on the causes and effects of stress.

Efforts will be made to offer alternative employment to employees who are unable to continue in their job because of stress-related illness but this may not be possible as PIP manages a number of tightly staffed, specialist projects and has limited resources.

Efforts will be made to alter working arrangements, including the office environment, hours, type of work etc. to enable employees suffering from a stress related illness to continue in employment. However, this may not be possible because of PIP's limited resources and the specialist nature of its projects.

In order to prevent stress related to caring responsibilities, employees are reminded that they are entitled to unpaid parental leave where they have children under a certain age (currently 5 years) and to unpaid leave in respect of emergencies relating to dependents. Full details are available in the Leave Policy.

5. Review and Updating of Policy and Procedures

This policy detailed above was agreed and minuted at a meeting of the Board of Trustees on:

Approved by: Julie Newton-Smith Chair of Trustees	Signed:	Date: Review: July 2018
--	----------------	--