



STRESS AND WELLBEING POLICY

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Destroy All Previous Issues

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Approval

Version	Name	Position	Signature	Approved Date
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Glossary

Term	Description

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1 PURPOSE

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

The health, safety and welfare of our employees is important to Badger and we are committed to ensuring this is met. We are committed to identifying and reducing the causes of workplace stress, as we acknowledge that this is an important health and safety issue.

2 SCOPE

All Badger sites, offices and employees.

3 REFERENCES

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999.
- The Protection from Harassment Act 1997
- The Working Time Regulations 1998
- The Disability Discrimination Act 1995.
- The Equality Act 2010

4 DEFINITIONS

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. There is a distinct difference between stress and pressure, as if managed correctly pressure can have a positive effect on an employee, whereas stress can be seen as detrimental to their well-being.

The effects of long-term stress can be seen in physical, intellectual, emotional and behavioural signs. These can include headaches, nausea, tiredness, palpitations, worrying, making mistakes, anger, irritability and job dissatisfaction.

Badger will aim to identify all workplace stressors and risk assessments can be conducted to identify the risks and eradicate them, which will be regularly reviewed. Training will be provided for all managers and supervisors in dealing with workplace stress, implementing Badger’s stress management strategy and identifying any warning signs.

5 POLICY

Badger will identify all workplace stress and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed. Training will be provided for all managers and supervisory staff in good management practices.

Assistance is available, and employees are encouraged to discuss concerns with line management and / or the HR department. Confidentiality will be observed as far as possible in trying to resolve any issues or risks identified.

6 RESPONSIBILITIES

6.1 MANAGERS

- Conduct and implement recommendations of risk assessments within their jurisdiction
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes
- Ensure staff are fully trained to discharge their duties
- Ensure staff are provided with meaningful developmental 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 requested in good management practice and health and safety
- Participate in a survey or competence review in relation to workplace stress
- Ensure that bullying and harassment is not tolerated within their jurisdiction
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.
- Complete a return-to-work assessment for individuals who have been affected by stress.

See the guidance section for further information.

6.2 Human resources

- Give guidance to managers on the stress policy
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics
- Advise managers and individuals on training requirements
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate
- Remind managers to complete a return to work assessment for individuals who have been affected by stress.

6.3 Health and Safety Staff

Health and Safety staff will:

- Provide specialist advice and awareness training on stress
- Train and support managers in implementing stress risk assessments
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work
- Refer to workplace counsellors or specialist agencies as required
- Monitor and review the effectiveness of measures to reduce stress
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

6.4 Employees

- Raise issues of concern with your Line Manager or Human Resources department
- Honestly and promptly complete any questionnaires or surveys Badger may request you complete
- Accept opportunities for counselling when recommended
- Participate in a return to work assessment if affected by stress.

See the guidance section for further information.

7 GUIDANCE

7.1 Managing a person with stress

Where stress has been identified, there are a number of actions that managers should give consideration to in order to eliminate the stress:

Culture

- Provide opportunities for staff to contribute ideas, especially in planning and organising their own jobs
- Introduce clear business objectives, good communication and close employee involvement, particularly during periods of change
- Be honest with yourself, set a good example and listen to and respect others
- Be approachable – create an atmosphere where people feel it is acceptable to talk to you about any problems they are having
- Avoid encouraging people to work excessively long hours.

Demands of the Job

- Prioritise tasks, cut out unnecessary work, try to give warnings of urgent or important jobs
- Make sure individuals are matched to jobs, provide training for those who need more, increase the scope of jobs for those who are over-trained
- Change the way jobs are done by moving people between jobs, giving individuals more responsibility, increasing the scope of the job, increasing the variety of tasks, giving a group of workers greater responsibility for effective performance of the group
- Make sure other workplace hazards, such as noise, harmful substances and the threat of violence, are properly controlled.

Control

- Give more control to staff by enabling them to plan their own work, make decisions about how that work should be completed and how problems should be tackled.

Relationships

- Provide training on interpersonal skills
- Ensure effective systems to prevent bullying and harassment have been explored (i.e. Policy on harassment, agreed grievance procedure and proper investigation of complaints).

Change

- Ensure good communication with staff
- Provide effective support for staff throughout the process.

Role

- Talk to people regularly to make sure that everyone is clear about what their job requires them to do
- Make sure that everyone has clearly defined objectives and responsibilities linked to business objectives, and training on how everyone fits in.

Support and the Individual

- Support and encourage staff, even when things go wrong
- Encourage a healthy work-life balance
- See if there is scope for flexible work schedules (e.g., flexible working hours, working from home)
- Take into account that everyone is different and try to allocate work so that everyone is working in the way that helps them work best.

7.2 Helping yourself

Someone to talk to - It may be that you need someone to talk to and an appointment can be made to talk to the Human Resources department or you may wish to contact your GP.

Take the Time - It is very easy to become so immersed in stressful situations that you cannot afford the time or the personal space to stand back and reappraise your objectives in life and your methods for achieving them. Are you in the right job? Do you have the right qualities for making it the success you want? Are your priorities right? Are you making space for our own interests and leisure?

Learn relaxation techniques - The art of relaxation not only includes relaxing at the end of the day, at the weekend or on holiday but also involves being able to pause when you need to throughout the day.