

Date: 19 July 2016
For: Trustees/employees/volunteers



Stress Policy

Introduction

Ride High is committed to protecting the health, safety and welfare of our Trustees, employees and volunteers. We recognise that work-related stress can have a detrimental effect on a person's health and we strive to identify and reduce the causes of stress in the workplace and to help and support any Trustee, employee or volunteer suffering from stress.

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressures or other types of demand placed on them". It should be distinguished from pressure which can be a positive state if managed correctly, but we recognise that sustained or excessive pressure over long periods of time can lead to stress.

Objectives

The objectives of this Policy are to ensure, so far as reasonably practicable, that:

- Potential causes of work-related stress are identified and risk-assessed, and appropriate steps are taken to reduce the potential for stress to develop.
- Employees and volunteers feel able to report any stress-related issues to their line manager.
- Employees and volunteers who have, or have had, symptoms of stress-related illness are treated responsibly and fairly at an early stage, and that confidentiality is ensured.
- Trustees feel able to discuss any stress-related issues with the Chair of the Trustees.

Responsibilities

Line managers

Each line manager will, in relation to each of the employees for whom (s)he is line manager:

- Identify potential causes of work-related stress and conduct a risk assessment of each in order to eliminate stress or control the risks from stress, such risk assessments to be reviewed at least annually.
- Discuss with any employee reporting feelings of stress, or appearing to be suffering from stress, the causes of such stress; and agree with the employee possible solutions. The line manager must follow up an initial discussion with further meetings at regular intervals if appropriate, to ensure that the problem has been resolved.
- Ensure good communication with employees, particularly where there are organisational and procedural changes planned or taking place.
- Ensure employees are fully trained to discharge their duties.
- Ensure employees are provided with meaningful developmental opportunities.
- Monitor employees' workloads to ensure they are not overloaded.
- Monitor employees' working hours to ensure they are not overworking, and monitor their holidays to ensure they are taking their full entitlement.
- Monitor sickness absence to identify any possible stress-related problem.
- Be vigilant and offer additional support to an employee who is experiencing stress outside the workplace.
- Be aware generally that stress is minimised in an organisation where there exists mutual trust, promotion of self-esteem, shared objectives and common goals.

Employees and volunteers

Employees should:

- Raise issues of concern with their line manager at the earliest opportunity so that the latter has an opportunity to resolve the problem.
- Discuss and agree with their line manager possible solutions.

Any such discussions will be held in confidence. If the line manager feels it is necessary to involve a Trustee, they may do so with the permission of the employee.

Many of the responsibilities of the line managers outlined above in relation to employees apply equally to volunteers. Any volunteer concerned about work-related stress should discuss their concerns with the Children's Manager at the earliest opportunity so that the latter has an opportunity to resolve the problem.

If any employee feels unable to raise a stress-related issue with their line manager, or likewise any volunteer feels unable to speak to the Children's Manager, they can instead contact any one of the Trustees for advice, or share their concern with a colleague.

Trustees

Any Trustee concerned about work-related stress should discuss their concerns with the Chair of the Trustees at the earliest opportunity so that the latter has an opportunity to resolve the problem.

Training and awareness

A copy of this Policy will be shown to all employees and volunteers, and each must sign the list attached to the original to indicate they have read and understood it.

Approval and review

This Stress Policy was approved at a Board Meeting of the Trustees on 19 July 2016. It will be reviewed each September thereafter, or more frequently if appropriate.

Signed.....

Date.....