

# Costessey Town Council



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## STRESS POLICY

### Introduction

Costessey Town Council is committed to protecting the health, safety and welfare of our employees and 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 Council members and employees. The Council is responsible for the implementation and 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 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 the implementation of the Council's agreed stress management strategy.

### Responsibilities

#### The Clerk will:

- Arrange for risk assessments to be carried out and implement recommendations of risks assessments.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- 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.
- 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.

**Employees will:**

- Raise issues of concern with the Clerk.
- Accept opportunities for counseling when recommended.

**Role of the Finance, Budgets & Staffing Committee:**

- To perform a pivotal role in ensuring that this policy is implemented.
- To oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

**Signed by:** .....  
**Chairman of Costessey Town Council**

**Date:** .....

\*Counselling. The Parish Council will fund up to six sessions with their approved service subject to counselling being recommended as beneficial by a qualified medical practitioner.

At present the Council's approved service is with a bank of independent counsellors. Anyone requiring treatment under this policy will be given an identification number so their identity can be kept confidential.