

Sample Stress Policy

Introduction	<p>Anytown Hospital Trust is committed to protecting the health, safety, and welfare of all our employees. We recognise workplace stress is a health and safety concern and acknowledge the importance of identifying and reducing workplace stress factors.</p> <p>This policy will apply to all employees at Anytown Hospital Trust.</p> <p>The Trust will provide the resources necessary to implement the policy and nurse managers and leaders will be responsible for implementing the policy.</p>
Definition of stress (HSE/HSENI)	<p>Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them. If stress is prolonged, it can be detrimental to physical and/or psychological health.</p>
Policy	
The organisation will:	<p>Carry out work-related stress risk assessments to identify all workplace stress factors and eliminate or control the risks from stress, so far as is reasonably practicable.</p>
	<p>Review work related stress risk assessments periodically or when a significant change has occurred.</p>
	<p>Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.</p>
	<p>Provide suitable and sufficient training for all nurse managers and team leaders in good management practices.</p>
	<p>Provide confidential counselling for nursing staff affected by work related stress.</p>
	<p>Provide adequate resources to enable managers to implement The Trusts agreed stress management strategy.</p>
Responsibilities	
Nurse Managers will:	<p>Conduct and implement the recommendations of work-related stress risk assessments within their area.</p>
	<p>Ensure good communication is maintained between management and staff, particularly when organisational and procedural change occurs.</p>
	<p>Ensure staff are fully trained to discharge their duties.</p>
	<p>Ensure staff are provided with developmental opportunities.</p>
	<p>Monitor workloads to ensure nursing staff are not overloaded.</p>

	Discourage work-related contact with nursing staff outside normal working hours or whilst they are on holiday.
	Monitor working hours and additional shifts worked to ensure nursing staff are not overworking.
	Monitor holidays taken to ensure nursing staff are taking their full entitlement.
	Attend training in good management practice and health and safety.
	Ensure bullying and harassment is not tolerated within their jurisdiction.
	Offer additional support to staff experiencing stress outside work, such as bereavement or separation.
Occupational and 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 absent with stress and advise them and their manager on a planned return to work.
	Refer to workplace counsellors or specialist agencies as required.
	Monitor and review the effectiveness of measures implemented to reduce work-related stress.
	Inform the organisation and employee representatives of changes and developments in the field of stress at work.
Human resources will:	Provide guidance to nurse managers on the implementation of the Trusts stress policy.
	Assist with monitoring the effectiveness of measures taken to address stress by collating sickness absence figures and identifying patterns and/or trends.
	Provide advice to nurse managers/leaders and individuals on work related stress training requirements.
	Provide support to nurse managers/leaders and individuals when in a changing environment and encourage referral to occupational workplace counsellors where appropriate.
Employees will:	Raise issues of concern with their safety representative, line manager or occupational health provider.
	Take an active part in assessing work related stress, by completing surveys and/or providing honest feedback when requested.
	Accept opportunities for counselling when recommended.

Safety Representatives:	Must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
	Must be able to consult with their members on the issue of stress, including conducting workplace surveys.
	Must be meaningfully involved in the risk assessment process.
	Should be allowed access to collective and anonymous data from human resources.
	Should be provided with paid time away from normal duties to attend any trade union training relating to workplace stress.
	Should conduct joint inspections of the workplace at least every three months to ensure that environmental stressors are being properly controlled.
The safety committee will:	Involve representation or represent the views of all elements of the workforce.
	Perform a pivotal role in ensuring that this policy is implemented.
	Oversee monitoring of the efficacy of the policy and other measures to reduce work related stress and promote workplace health and safety.
Signed by Chief Executive	Signature: Print Name: Date:
Signed by Employee Representative	Signature: Print Name: Date: