



Street Parish Council

Stress Management Policy

Adopted: 15 July 2025
Next Review: May 2026

Introduction

Street Parish Council is committed to protecting the health, safety and welfare of its employees and members. Street Parish Council recognises that work-related stress can damage the mental and physical health of its employees and that work-related stress is a health and safety issue which must be taken seriously by the organisation.

This policy will apply to employees and members of Street Parish Council.

Street Parish Council is responsible for ensuring that this policy is implemented.

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.

Stress can affect anyone and is not a sign of weakness.

Policy

- Street Parish Council will work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risks will be reviewed every two years, or where there are changes in legislation or significant changes in working practices at Street Parish Council.
- Street Parish Council will provide access to confidential counselling for employees affected by stress caused either by work or external factors.
- Street Parish Council will provide training for all managers and supervisory staff in good management practice.
- Street Parish Council will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

Responsibilities

Managers

Managers will:

- Ensure good two-way communication between themselves and their staff.
- Ensure that staff are consulted and provided with constructive feedback in the course of their work particularly when changes are being proposed or implemented.
- Ensure that bullying and harassment is not tolerated within their area of responsibility.
- Carry out risk assessments within their area of responsibility.
- Implement recommendations of risk assessments carried out within their area of responsibility.
- Monitor working hours and overtime to ensure that staff are not overloaded or overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff have adequate opportunities for rest, meals and refreshments.
- Attend training as requested in good management practice and health and safety.
- Ensure staff are fully trained to carry out their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Ensure that staff experiencing stress have access to appropriate sources of advice and support.
- Ensure lone workers are provided with effective supervision and support.
- Offer additional support to a member of staff who is experiencing stress outside work, should it be appropriate.
- Encourage a culture ensuring that a response to stress is not regarded as a weakness.

Health and Safety *obtained through WorkNest HS Consultancy

Occupational Health and Safety advisors will:

- Train and support managers in the risk assessment process when requested.
- Keep a central record of stress risk assessments and check whether these are suitable and sufficient.
- Provide stress management training if requested.
- Inform the Senior Management Team and the health and safety committee of any changes and developments in the field of work-related stress.

Human Resources *obtained through WorkNest HR Consultancy or South West Councils as appropriate

Human resources will:

- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics and any other relevant data.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and staff and encourage referral to specialist counsellors where appropriate.
- Support staff who have been off work due to stress and advise them and their managers on a planned return to work.

Employees

Employees will:

- Support the implementation of this policy.
- Attend preventative stress awareness sessions, when requested, so that they can learn to recognise the signs of stress in themselves and others and be aware of effective strategies to keep stress to the minimum.
- Report issues of concern to the Clerk, Chair of Staffing Committee, or WorkNest Health & Safety Advisor so that any problems can be addressed and where possible prevented.
- Accept opportunities for counselling and training when recommended.

Members

Members will:

- Support the implementation of this policy.
- Attend preventative stress awareness sessions, when requested, so that they can learn to recognise the signs of stress in themselves and others and be aware of effective strategies to keep stress to the minimum.
- Report issues of concern to the Clerk, or Health & Safety Advisor so that any problems can be addressed and where possible prevented.
- Consider accepting opportunities to support stress reduction when recommended.