



## THE PIGGOTT SCHOOL

### **Procedure: Wellbeing and Stress 2021**

**Aim:** Piggott School is committed to protecting the health, safety and welfare of its employees. It is recognised that workplace stress is a health and safety issue, and the importance of identifying and reducing workplace stress

### **Reference documents:**

Wokingham –

[Wokingham Schools - example of a stress policy.docx](#)

[Wokingham Schools - Stress Risk Assessment Template - INDIVIDUAL.docx\]](#)

[Wokingham Schools - Work-related stress risk assessment template -TEAM.docx](#)

HSE –

[HSE - How to organise and run focus groups.pdf](#)

[HSE - Management Standards indicator tool.pdf](#)

[HSE guidance - work related stress suggested actions.pdf](#)

Piggott School –

[RA Wellbeing & Stress 2020.xlsx](#)

### **Method:**

#### **1. Definition of stress**

The Health and Safety Executive (HSE) defines 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.

#### **2. Identification**

The school will conduct risk assessments to identify stressors and then suggest actions to reduce, control or eliminate the risks from stress.

This can be conducted on an individual level if a member of staff is believed to be adversely stressed or has reported their wellbeing is being effected by stress levels.

Staff are encouraged to be open about their state of wellbeing and the school has a positive approach to giving support and advice

#### **3. Management**

- Wellbeing is discussed regularly at staff meetings throughout the year this includes staff briefings each week, staff meetings, departmental meetings and individual appraisals
- Where required, the school will provide access to confidential counselling for staff affected by stress caused by either work or external factors.
- The school’s Governing Body will ensure that adequate resources are provided to enable the Headteacher to implement the school’s agreed stress management strategy and oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

#### **4. Management – Line Managers**

- Conduct and implement recommendations of risks assessments within their area of responsibility.
- Ensure good communication between management and staff, particularly where there are organizational 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 sickness absence to pick up on issues and potential trends.
- 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.

#### **5. Employees**

Raise issues of concern with your line manager, safety/staff representative or, where more appropriate the Headteacher.

Be open to try suggested actions to help prevent stress in the workplace including opportunities for personal counselling when recommended.

**Issued by: David Corringham**

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