



STRESS POLICY STATEMENT

Introduction

Mane Contract Services is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company. Managers are responsible for implementation and the Company is responsible for providing the necessary resources.

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 company 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 company will provide training for all managers and supervisory staff in good management practices.
- The company will appoint trained Mental Health First Aiders to provide initial help and recommendations for ongoing support.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

Responsibilities

Managers:

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational 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 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.

Human resources:

- Give guidance to managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Monitor and review the effectiveness of measures to reduce stress.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to counsellors where appropriate.

Employees:

- Raise issues of concern with your Health and Safety Manager, Mental Health First Aider or line manager.
- Accept opportunities for counselling when recommended.

We will ensure that this policy is communicated and available to all relevant stakeholders as appropriate.

This policy shall be reviewed for effectiveness and suitability at least annually as part of the management review process.

This statement represents my commitment on behalf of the company.

Signed



Position CEO

Date: 18 September 2023