

Stress at Work Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.0	12/9/2018 Health Safety and Security	Annual review	Health and Safety Team	Annually and as required

Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
 - Accident Reporting and Recording Policy
 - Contractors policy
 - Control of Asbestos at Work Policy
 - COSHH - Control of Substances Hazardous to Health Policy
 - Display Screen Equipment Policy
 - Electricity at Work Policy
 - Emergency Procedures Bomb Threat Policy
 - Environmental Policy
 - Fire Safety Policy
 - First Aid Arrangements Policy
 - Legionnaires Disease Policy
 - Lone Workers Policy
 - Manual Handling Policy
 - Noise Control Policy
 - Personal Protective Equipment (PPE) Policy
 - Risk Assessment Policy
 - Stress at Work Policy
 - Visitors Policy
 - Waste Management Policy
 - Working at Height Policy
 - Fire Strategy Plan

External Reference

1. The Management of **Health and Safety** at Work **Regulations** 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

1. GENERAL STATEMENT

- 1.1. ICMP 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.
- 1.2. ICMP will provide adequate resources to enable our managers to implement this policy. This policy applies to everyone in ICMP.

2. ASSESSMENTS

- 2.1. We will work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress.
- 2.2. The Human Resources Manager is responsible for arranging the assessments and for retaining the records of our assessments.

3. TRAINING

- 3.1. We will provide training for all of our managers and supervisors in good management practices and stress awareness.
- 3.2. We will ensure that all of our employees are fully trained to carry out their duties.

4. COUNSELLING

- 4.1. ICMP will provide confidential counselling for staff affected by stress caused by either work or external factors. The HR Manager is responsible for arranging this.

5. MONITORING AND REVIEW

- 5.1. The HR Manager will assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- 5.2. The HR Manager is responsible for the overall monitoring and review of the effectiveness of our measures to reduce stress.