



# **New Mills & District Volunteer Centre**

## **Stress Policy**

### **1. Introduction**

The Trustees are committed to protecting the health, safety and welfare of all concerned with the Centre and recognises 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 Volunteer Centre. The Centre Manager and Trustees are responsible for implementation and responsible for providing the necessary resources.

### **2. 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.

### **3. Policy**

- a) An appropriate Sub Committee will act on behalf of the Trustees and will oversee work practices or work design that could precipitate stress.
- b) The Trustees Sub Committee together with the Centre Manager 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.
- c) The Trustees together with the Centre Manager will provide training as necessary.
- d) The Trustees together with the Centre Manager will provide confidential support for staff affected by stress caused by either work or external factors.
- e) The Trustees will provide adequate resources to enable the Centre Manager to implement the Centres agreed stress management strategy.

### **4. Responsibilities**

#### **a) Centre Manager**

- i. Conduct and implement recommendations of risk assessments within their jurisdiction.
- ii. Ensure good communication with the staff, particularly where there are organisational and procedural changes.
- iii. Ensure staff are fully trained to discharge their duties.
- iv. Ensure staff are provided with meaningful development opportunities.

- v. Monitor workloads to ensure that people are not overloaded.
- vi. Monitor working hours to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- vii. Attend training as requested.
- viii. Ensure that bullying and harassment are not tolerated within their jurisdiction.
- ix. Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

**b) Employees**

Raise issues of concern with the Centre Manager.