

## Stress at Work Policy

| Version number | Date approved (including committee) | Reason for production/revision | Author                 | Proposed next review date    |
|----------------|-------------------------------------|--------------------------------|------------------------|------------------------------|
| V7.0           | Mar 2023                            | Scheduled Review               | Head of HR             | Every 3 years an as required |
| V6.0           | Oct 2020 HSS                        | Scheduled Review               | Facilities Supervisor  | Biennially and as required   |
| V5.0           | 12/09/2018                          | 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
- Visitors Policy
- Waste Management Policy
- Working at Height Policy
- Fire Strategy Plan
- Sickness Absence Policy

### External Reference

- 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.
- Togetherall
- Employee Assistance Programme through Healthshield

## **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. HR is responsible for arranging this.
- 4.2. ICMP has an Employee Assistance Program (EAP) which provides information, resources and counselling. Support is available 24 hours a day, 365 days a year, details of which are found in the staff zone of MyICMP.
- 4.3. Staff at ICMP have free access to Togetherall which is an online mental health and wellbeing service offering self-help programs, creative outlets and a community that cares. The service can be accessed anonymously 24 hours a day, 365 days a year via togetherall.com. Staff log in with their ICMP email.

## **5. Monitoring and Review**

- 5.1. HR will assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.

5.2. HR is responsible for the overall monitoring and review of the effectiveness of our measures to reduce stress.