

## **STAFF POLICY AND PROCEDURES DOCUMENT FOR THE MANAGEMENT OF WORK-RELATED STRESS**

### **Purpose and Context**

The University of Huddersfield is committed to providing a healthy working environment for all its employees.

### **Scope**

This includes, where reasonable, the protection of employees against work related stress and to promote their health and wellbeing.

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### **1 Introduction**

Outline key responsibilities regarding stress at work; and provide guidance on minimising stress at work.

### **2 Legislative requirements and relevant guidance**

2.1 <https://www.hse.gov.uk/pubns/wbk01.pdf> (Tackling work related stress using the management standards approach, Health & Safety Executive, 2019).

2.2 <https://www.hse.gov.uk/managing/legal.htm>

### **3 Responsibilities**

#### **3.1 Deans of schools, Directors and Heads of Support Services**

Deans of Schools, Directors and Heads of Support Services have overall responsibility for ensuring that local arrangements are in place for stress management.

#### **3.2 Managers with distinct areas of responsibility are responsible for ensuring:**

- (a) Employees within their remit are made aware of the arrangements for the management of stress.
- (b) The review of individual performance, identification and action on training and development needs.
- (c) Consideration of the many and varied possible causes of work and non-work-related pressures that can be affecting individuals.
- (d) Local generic risk assessments take into consideration elements of pressure or stress which may impact on the employees for whom they have management

responsibilities.

- (e) Working with individual employees who are exhibiting signs of pressure or stress to undertake and record personal Stress Risk assessments and action plans.
- (f) Review and update of Stress Risk assessments within agreed time frames agreed between the manager and employee.
- (g) Monitoring of employee sickness absence reasons for any trends.
- (h) Recognition of potential causes of pressure for employees within their area of responsibility.
- (i) Undertaking relevant training in relation to stress management within the organisation.
- (j) Management of sickness absence in accordance with university policy.
- (k) Considering adaptations and adjustments to assist employees in the maintenance of the work – home balance.

### **3.3 Individual employees and affiliates are responsible for ensuring that:**

- (a) They recognise potential stressors in their work and / or personal life.
- (b) Discuss any difficulties in managing their work to their manager.
- (c) Work with management in order to identify and act on causes of stress in their work.
- (d) Attend and utilise relevant training and development opportunities relevant to job role.
- (e) Self-refer to occupational health if they feel unable to discuss issues with their manager.
- (f) Increase personal stress awareness and management by engaging with available resources and training delivered via the HR People and Organisational Development team.

### **3.4 Occupational Health Department is responsible for:**

- (a) Facilitation of training and development for managers and employees on stress awareness and stress management delivered via the HR People and Organisational Development team.
- (b) Provide advice to managers and employees regarding the [StressRiskAssessmentguidancenotes.docx](#) , work related stress, absence and psychological illness.
- (c) Provide support to employees and managers of employees presenting with acute symptoms suggestive of psychological disturbance.
- (d) Onward referral to relevant agencies if appropriate.
- (e) Identify and maintain information on local and national sources of assistance.
- (f) Monitor all referrals to Occupational Health for evidence of emerging issues in distinct areas of the organisation.
- (g) Alert relevant personnel to emerging issues relating to stress within the organisation.
- (h) To provide support for employees who may be suffering with stress.
- (i) Management of the Mental Health First Aid network.

### 3.5 Human Resources Department is responsible for:

- (a) Overall management of absence statistics regarding potential stress related illnesses.
- (b) Facilitation of employee satisfaction survey.
- (c) Supporting managers regarding the application of personnel policies and procedures.
- (d) Assisting managers in the management of employee absence.
- (e) Management of [Staff Wellbeing Confidential Support](#)

### 4 Relevant university policies and procedures

- (a) [Personal Development and Performance Review \(PDPR\)](#)
- (b) [Dignity at Work](#)
- (c) [Flexible working procedure](#)
- (d) [Induction and probation procedures](#)
- (e) [Grievance procedure](#)
- (f) [Capability procedure](#)
- (g) [Disciplinary procedure](#)
- (h) [Management of Sickness Absence](#)
- (i) [Occupational Health Policy](#)

#### Further information

- (a) <https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/occhealth/StressRiskAssessmentProforma.doc>
- (b) <https://books.hse.gov.uk/Stress-Indicator-Tool/>

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
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<b>Compliance Checks:</b>	HRG regularly review to ensure compliance
<b>Related Policies/Procedures:</b>	PDPR <a href="#">Dignity at Work Procedure</a> <a href="#">Flexible working procedure</a> <a href="#">Induction and probation procedures</a> <a href="#">Grievance procedure</a> <a href="#">Capability procedure</a> <a href="#">Disciplinary procedure</a> <a href="#">Management of Sickness Absence</a> <a href="#">Occupational Health Policy</a>

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V2.1	April 2022	Policy review, job title amendments and other minor changes	OH Clinical Team Leader
V2.0	Sept 2019	Major redraft	Head of OH
V1.2	March 2018	Job titles updated (minor amends)	Head of OH
V1.1	Sept 2017	Formatting updates (minor amends not requiring committee approval)	Head of OH
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