

## **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 of 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 with regard to stress at work; and  
Provide guidance on minimising stress at work.

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

**2.1** HSG218 Managing the causes of work-related stress (Health and Safety Executive 2007).

**2.2** The Management of Health and Safety at Work Regulations.

## **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.

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

- (a) Facilitation of training and development for managers and employees on stress awareness and stress management.
- (b) Provide advice to managers and employees regarding the [stress risk assessment process](#), 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.
- (j) Management of the Employee Assistance Programme – Silver Cloud.

### **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) Supporting managers in the management of employee absence.

## **4 Relevant university policies and procedures**

- (a) [Appraisal Procedure](#)
- (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](#)
- (j) [Staff Development Policy](#)

**Further information**

- (a) [Stress risk assessment pro forma for managers](#)
- (b) [Health and Safety Executive's stress management standards indicator tool](#)

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
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<b>Compliance Checks:</b>	HRG SMT regularly review to ensure compliance
<b>Related Policies/Procedures:</b>	Appraisal procedure Dignity at Work Flexible working procedure Induction and probation procedures Grievance procedure Capability procedure Disciplinary procedure Management of Sickness Absence Occupational Health Policy Staff Development

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.0	Sept 2019	First major redraft under the Policy Framework (approval required)	Head of Occupational Health