

Date: March 2004

Updated: November 2013

TOPIC: 5.10 Stress Management Policy

Rationale

King's College, as an employer, places a high value on creating and maintaining a healthy and safe working environment for all its staff members. The College recognises that this duty of care extends to all areas of occupational health and safety, including the effects of stress. King's College is committed to providing a supportive working environment that maintains and promotes the physical and mental health of all staff members.

Purpose

1. To reflect the commitment of the College to promoting the health and welfare of all staff.
2. While acknowledging that stress is part of the work place, to develop a positive culture towards the management of stress.

Definition

Workplace stress is a result of the interaction between a person and their work environment which results in the staff member being unable to cope with the demands of that work environment with an associated negative emotional response.

Guidelines

1. As part of the Health and Safety management, the College will be committed to identifying sources of unnecessary work place stress and take appropriate action to eliminate or minimise them.
2. Staff members have a shared responsibility to identify and deal with their stress and should seek help and support.
3. Staff members may contact the following people if they are experiencing stress-related difficulty:
 - i. their Manager
 - ii. School Counsellor
 - iii. School Chaplains
 - iv. The Director of Staff Services
 - v. The Headmaster
4. Where workplace stress has been identified, both the College and the staff member will take appropriate action to eliminate or minimise the stressors through a consultative and supportive approach.
5. Research indicates that a level of stress is inherent in teaching.
6. Where appropriate, redistribution of work during peak loads may be used.
7. Provision will be made to provide confidential and professional counselling services, either in-house through the School Counsellor or Chaplains or through a professional counsellor off-site e.g the Employee Assistance Programme (EAP) (refer Policy 5.19).
8. Health and safety education and training programmes will include strategies to help staff members cope effectively with stress.
9. Incidents of stress will be investigated as a part of the health and safety incident and injury reporting, recording and investigation systems.
10. The return to work for staff members who have been absent as a result of stress will be managed through the Rehabilitation Policy (No. 9.2).