

Management of Work Related Stress in CLS

This document sets out the procedures implemented in CLS to manage work related stress in accordance with University Safety Policy Arrangement 30/2005: Management of Stress at Work.

1. CLS personnel involved in the drafting of stress risk assessments must attend Safety Services' Stress Risk Assessment training course.
2. The CLS H&S Working Group takes primary responsibility for generating generic risk assessments for each distinct personnel group within the College. This is done in conjunction with the CLS Personnel Officer and with input from individuals in each group.
3. Draft assessments are issued to the relevant members of the H&S Committee for their comments and approval. If appropriate, members of staff outwith the H&S Committee may be called upon to contribute at this stage.
4. Generic risk assessments are then submitted to the Head of College for final approval.
5. In the first instance, approved risk assessments will be issued to the Head of each Division/Unit/Service for distribution to their staff. Thereafter, the appropriate stress risk assessment will be issued to each new recruit, along with a copy of this policy, as part of their Basic H&S Training Programme.
6. Each individual is expected to read the assessment issued to them and retain it for future reference.
7. If an individual, or group of individuals, thinks the generic risk assessment is not suitable and sufficient they are expected to report back to their Line Manager who will raise the issue with the H&S Working Group. If reporting to their Line Manager is not appropriate, the individual, or group of individuals, may contact the H&S Working Group or the Personnel Officer directly.
8. Generic risk assessments will be tailored to individual requirements upon request. Where focus groups or independent facilitators are deemed necessary, this will be arranged by the Personnel Officer.
9. Those identified in the stress risk assessment process as being responsible for the implementation of "further action" are expected to ensure this is carried out within the agreed timeframe, where applicable, and to the satisfaction of all relevant parties. The H&S Working Group will monitor to ensure this directive is followed and report back to the Head of College.
10. Staff should communicate concerns to their Line Manager who is expected to be sympathetic and supportive towards staff working under pressure and take measures to avoid excessive stress levels within their group or team. If reporting to their Line Manager is not appropriate, the individual may contact the H&S Working Group or the Personnel Officer directly.
11. Stress risk assessments will be reviewed after one year in the first instance and, thereafter, every three years or more frequently if circumstances demand.
12. As with any case of work related ill health, individuals who become ill as a result of stress at work are expected to report it to their Line Manager. If reporting to their Line Manager is not appropriate, the individual may contact the Personnel Officer directly.
13. All personnel will be given the opportunity to attend local Stress Management and related Personal and Professional Development courses as they become available.
14. The College's stress management programme will fully utilise the University's existing management policies/guidance and support systems.