



Work Related Stress Policy

The company recognises that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on both health and performance at work. Office Facilities Services Ltd is committed to promoting good health at work; it is therefore concerned to recognise any negative effects that stress may have on individual members of staff, and to provide suitable support mechanisms for members of staff suffering from the negative effects of stress.

Through the risk assessment process, the company will continue to identify hazards, and assess all mental and physical risks to health and safety with the object of reducing them, as far as is reasonably practicable.

Arrangements

The company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- (a) Job design and lack of control of workload
- (b) Working environment
- (c) Relationships with others at work
- (d) Communication arrangements

The company also recognises that there may be problems outside the workplace that will cause an individual member of staff to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation undue negative stress may occur as a result of work-related and non work-related factors.

The company will:

- (a) Ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors
- (b) Provide suitable support mechanisms for members of staff suffering from the negative effects of stress
- (c) Encourage a working environment where members of staff who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put in place

- (d) Encourage a culture where stress is not seen as a sign of weakness or incompetence
- (e) Ensure adequate rehabilitation of employees returning to work after periods of absence
- (f) Provide suitable training and guidance for line managers to enable them to recognise symptoms of negative stress in their staff and themselves
- (g) Provide suitable training and guidance to line managers to enable them to arrange for implementation of effective control measures where appropriate
- (h) Provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations and employee relations

Where it is identified that a staff member is suffering from excessive stress, the company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Members of staff are encouraged to refer themselves to any one of the following:

- (a) Line manager
- (b) Senior manager
- (c) Health and safety manager
- (d) Human resources manager

All referrals will be dealt with in complete confidence. Members of staff will be offered help with stress reduction techniques and a full appraisal of their work situation.

Signature: Jim Mowat

Date: 12th June 2016

Director: Jim Mowat