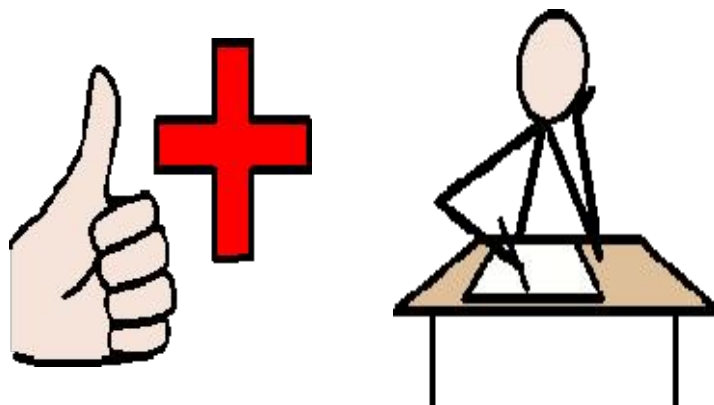

Accessible Well-Being at Work Policy



April 2010

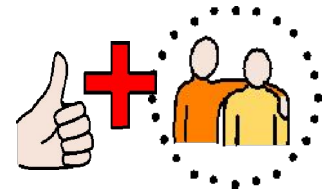
This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

The complete policy statement can be found within the Well Being at Work Policy document available from the Admin Team at the Consortium Office.

Introduction

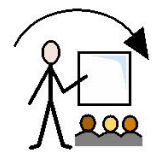
The Consortium wants to;

Make sure that people who work at the Consortium are safe and healthy



Make sure we do things to stop people getting stressed at work and take away things which might make people stressed

Give training so that people can know about stress



Give support to staff if they are stressed



Stress

This happens when too many things are asked of someone and they cannot cope with it



There is usually too much being asked, lots being asked for a long time or lots of people asking for things

Because of the job people do there are bound to be times when it is stressful e.g. if a Service User is ill



Stopping stress before it starts

Good things in Service Users' lives may help stop stress e.g. getting married or finishing college



The Consortium does lots of things to help stop stress

- New staff filling out a Health Questionnaire to show any problems



- Doing Risk Assessments

Appendix 5: Blank Risk Assessment form for Work Related Stress Showing what Information is Required

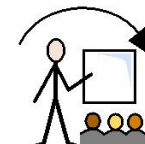
1. Job Identification/Department/Assessor (1)		No. of people covered by assessment (2)		Responsible Manager (3)	
Location (4) or Ref. No. of responsible manager (6)		Date of assessment (5)		Repeat of assessment (8)	
Reason for risk assessment (7)					
For each risk rated (9)	Existing Control measures (10)	Further Control Measures Required (11)	Applicable to all employees (12)	Total Risk Assessment (13)	
A. HAZARDS					
B. CONTROLS					
C. RELATIONSHIPS					
D. CHANGE					

- Staff having supervisions with managers



- Information given

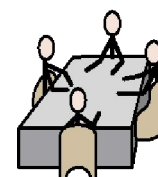
- Training given to staff



- Making changes in the organisation

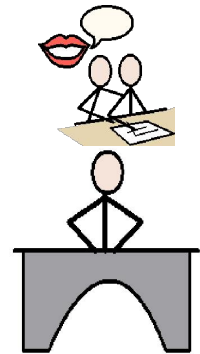


- Meetings and Forums



- Activities to lower stress
- Flexible working – look at the Flexible Working policy
- Give advice

Managers should help staff to lower the effects of work on someone's health



Managing Stress

Stress needs to be seen early

If you are stressed and you notice it then tell your manager. If not then tell a Fair Treatment Advisor or the Employee Assistance Programme



Go to counselling if one of these people thinks it is a good idea



If you notice someone else at work is stressed then speak to them and ask them to tell their manager



If you are a manager noticing stress in someone then tell them it is not a weakness and that they should talk about it. Write down all conversations in the Supervision record



Appendix 5: Blank Risk Assessment form for Work Related Stress. Showing what information is required				
1. Job title (Department) assessed (1)		2. Single issue(s) assessed (2)		Responsible Manager (3)
3. Assessor's Role (Not the responsible manager) (4)		Risk of assessment (5)		Signable at assessment (6)
Please see risk assessment (7)				
4. Potential work related stressors identified (8)	5. Existing Control measures (9)	6. Further Control Measures Required (10)	7. Signable by responsible manager (11)	8. Review Date (12)
A. REMAINS				
B. CONTROL				
C. REASSIGNMENT				
D. CHANGE				

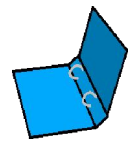
Managers should also do a Risk Assessment

Risk Assessments

These show what risks there are if someone is stressed

Use the 5-step model from the Health and Safety Executive

These should go in the Personnel File



Risk Assessments can be done either for the whole organisation or just one person

Keeping an eye on stress

Have a look at how often people are off work, what their Return to Work Interviews say and what extra hours they are working



You can also look at these things for all people who work for the Consortium as it may show a need to change something

