

Workplace Well Being Policy

To be reviewed Bi-Annually.

Policy Agreed February 2021. To be reviewed February 2023.



NB: This policy is in line with the school/centres most updated Covid Risk Assessment referenced on the home page of the school/centre website.

THE OBJECTIVE

To provide as far as is reasonably practicable a place of work which is safe and without risks to health, including taking control measures (e.g. back to work interview, occupational health medical report, leadership team support, risk assessment) in the case of any work activity that may involve a risk of Organisational Stress i.e. work related stress.

GENERAL STATEMENT

Everton Nursery School and Family Centre acknowledges that all people encounter stress in their personal lives and are committed to managing work-related stressors as any other health and safety risk. We are committed to promoting a positive work/life balance and it is the responsibility of both the leadership team/line managers/staff and governors to co-operate towards achieving this goal. Through the risk assessment process, Everton Nursery School and Family Centre will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as reasonably practicable.

Arrangements for Ensuring the Health and Safety of Workers.

Everton Nursery School and Family Centre will complete risk assessments to:

- a) Encourage employees/staff to accept responsibility for their own mental and physical health and to develop a responsible balanced approach to work and their personal lives.
- b) Identify possible work-related stressors (through back to work interview, confidential reviewer, interaction with line manager/leadership team).
- c) Reduce identified stressors, including environmental, work organisation, and people stressors, as far as is reasonably practicable.
- d) Provide training in stress awareness, communication, time management, handling difficult situations, and employee relations as an effective approach to managing people effectively.
- e) Treat employees with stress in the same way as those with any other occupationally induced health problem.
- f) Provide appropriate support for distressed employees. E.g. through own line manager or confidential reviewer.
- g) Ensure adequate rehabilitation of employees returning to work. E.g. usually phased and negotiated with individuals.
- h) Monitor potential stressors within Everton Nursery School and Family Centre
Eg. staff stress indicator questionnaire, bronze level of the LA mental health award and mental health first aider on-site.

SAFE SYSTEM OF WORK

The identification and control of possible organisational stress is multi-faced. It can relate to the way Everton Nursery School and Family Centre values and manages people, particularly during times of change. In essence there should be a climate in which people have the confidence to seek assistance and discuss their work-related problems (namely through their daily line manager or confidential reviewer or the Headteacher/Head of Centre).

Line Managers/Leadership Team will be responsible for the following:

- Conducting stress risk assessments and implementing their findings.
- Ensuring good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensuring that staff are fully trained to discharge their duties.
- Monitoring workloads to ensure that staff are not overloaded.
- Monitoring working hours and overtime to ensure that staff are not overworking.
- Monitoring holidays and encouraging staff to take their full entitlement.
- Attending training as requested in good management practice and health, safety and welfare.
- Ensuring that bullying, harassment and discrimination are not tolerated within Everton Nursery School and Family Centre and reported through the relevant channels.

Employees/Staff are responsible for:

- Recognising in themselves potential work-related stressors.
- Raising issues of concern with line managers/leadership team.
- Co-operating with management in the production of stress risk assessments.
- Co-operating with systems and procedures implemented for their protection.

The following is adhered to:

1. There is participation in decision-making, and recognition and support from difficulties encountered in the workplace. Therefore the culture, the management style and the expectations the employer has of the employees are worthy of consideration when addressing possible work-related stressors.
2. A climate is created that provides employees with the confidence to report such incidents, and once reported to ensure there is a process for fast and adequate management of the situation.
3. Training programmes are implemented to ensure staff are competent in all aspects of their job, particularly management and communication skills. Risk assessments are completed and appropriate safe systems of work to control risk factors intrinsic to the job such as the physical working conditions; workstation

design; computer-based tasks; exposure to chemical and/or biological hazards are acknowledged.

4. There is no expectation to working irregular hours or to take work home on a regular basis to meet routine work loads refer to employee/staff responsibilities).

5. A clear and universal approach is maintained to managing attendance at work and to rehabilitating employees back into full and gainful employment.

SUMMARY STATEMENT

Work-related stress requires a broad-based approach to ensure that people are valued and that Everton Nursery School and Family Centre recognise that stress is real and not a weakness of the individual. To develop this, it is necessary to explore what is meant by work-related stress. There is no single agreed definition of stress. It can be considered as the response the body makes to all none-specific demands. No matter what the situation, when the perceived demand exceeds the personal coping ability and resources, the body and mind are aroused. In essence, all systems are geared up either to fight the challenge or to flee from the situation to avoid harm. This is sometimes referred to as the fight or flight response.

The physiological response can be life saving or, in a less dramatic way, provide the extra alertness and sharpness to improve performance - a positive response. A positive stress response is key to meeting short-term challenges such as making an important presentation or meeting a specific deadline. Negative stress is the result of attempting to cope with sustained or continual challenges such as trying to meet unrealistic time pressures or working in a perceived hostile environment - physical or mental. The employee cannot run away or fight so must suppress the body's normal or protective responses. The person then becomes distressed, eventually is exhausted, under-performs and can suffer minor and major illnesses.

In some situations the standard response of the employer is to deal with the results of stress, under-performance, aggression or absence and ignore or fail to consider the cause.

Everton Nursery School and Family Centre will endeavour to identify all work-related stressors and reduce these as far as is reasonably practicable, whilst creating a working environment in which all employees have the confidence to seek help for and discuss, any work-related problems they may have.

This policy was reviewed by seven Governors of the Children, Family and Curriculum Committee on Wednesday 10th February 2021 and ratified online due to coronavirus by the full Governing Body in February 2021.