



For better
mental health

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Sheffield Mind

Stress at work

Sheffield Mind recognises that stress at work is a health and safety issue and that the organisation has a responsibility to take all reasonable measures to prevent stress at work.

Stress suffered by employees may be caused in several different ways;

- It may be directly caused by the situation at work e.g. staff shortages, conflict with another staff member, too much work, deadlines, a crisis or traumatic event.
- It may result from working with very distressed people.
- It may be caused by stresses in the employee's personal life which are un related to work but which affect work performance.

Sheffield Mind will respond to stress at work on a case by case basis according to the cause of the stress, individual circumstances and how it is manifest.

Employees have a duty not to endanger themselves or others and to co-operate with the employer in preventing and addressing the causes of stress at work.

Sheffield Mind will undertake risk assessments that seek to identify workplace stresses and put in place systems to eliminate or minimise such stressors.

Process

1. Employees are expected to report work-related stress to their line manager or the Chief Executive. This information will not be passed on to other staff without the permission of the staff member concerned. It may, however, be necessary to bring it to the attention of the management team and/or chair of the Trustees.
2. Where the stress is related to alleged bullying, the complaints procedure may be used.
3. The line manager and/or Chief Executive will do everything they can reasonably can to offer support to the employee and to deal with the problem reported to them. Attention will be given to assessing the cause of the stress and introducing measures to reduce or prevent stress.
4. The following measures may be offered to the employee to address the situation;
 - counselling
 - mentoring
 - mediation
 - additional supervision
 - temporary reduction in workload



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- temporary reduction in hours
- a period of leave from work
- change in working arrangements
- additional training

The employee will be offered ongoing support by their line manager to monitor the effectiveness of the measures put in place.

5. Where the member of staff is suffering from stress resulting from their personal life Sheffield Mind will offer reasonable support depending on individual circumstances.
6. Where stress causes deterioration in job performance this will be treated as a health issue and the relevant policy will apply.

All new and existing staff should be made aware of this policy on commencement of their employment. It is the responsibility of line managers to ensure that all staff who report to them are aware of and adhere to the policy framework within which Sheffield Mind operates and to keep them abreast of updated and new policies as soon as practicable.

Policy agreed by Directors on 3rd March 2009

Policy due to be reviewed on March 2011