

Stress Management Policy

1. Introduction

The University recognises work-related stress as a significant concern and realises that stress can have an adverse effect on the health of employees and the performance of the organisation if it is not effectively managed. Our aim is to manage pressure positively so it can be of benefit to the organisation.

2. Aim

It is our aim to ensure that none of our people are exposed to an unacceptable risk to their health through excessive and unreasonable levels of stress arising from their work. We will achieve this by providing appropriate working arrangements across the organisation, which seek to pro-actively identify, manage and control sources of stress within the workplace.

3. Responsibility of Managers

It is the responsibility of line managers to ensure that members of their team are not exposed to unacceptable risks to their health in the form of the adverse effects of work related stress and where necessary line managers should take appropriate action as detailed in the guidance notes.

4. Responsibility of Employees

Employers need and are entitled to expect their employees to share responsibility for controlling the harmful effects of stress in the workplace. Employees therefore have a responsibility to manage pressures for themselves and should co-operate and inform managers of any difficulties they are having in coping at work or make it obvious that there is an impending harm to health so that a joint approach can be taken to deal with this.

5. Guidance

Guidance and related forms/flow diagrams on managing stress are available on the People Services intranet.

The People Hub can also provide further assistance and advice on the management of any aspect of work-related stress. In the first instance you should contact the People Hub.

6. Equality, Diversity and Inclusion

Policies are inclusive of all Open University staff, regardless of age, care experience, caring status or dependency, civil status, disability, family status, gender, gender expression, gender identity, gender reassignment, marital status, marriage and civil partnership, membership of the Traveller community, political opinion, pregnancy and

maternity, race, religion or belief, sex, sexual orientation, socio-economic background or trades union membership status.

7. Useful References

Stress Risk Assessment Form
Stress Management Guidance