



Staff Wellbeing Policy

Jan 2016
Review: Jan 2019

Introduction

Oxfordshire Hospital School is committed to protecting the health, safety and welfare of our employees as far as is reasonably practicable. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to all staff in the School. School's senior managers are responsible for implementation and the School is responsible for providing the necessary resources.

Definition of stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy

- The School will strive to identify all workplace stressors and conduct risk assessments through an annual staff wellbeing survey to reduce stress or control the risks from stress.
- The School will appoint a staff wellbeing governor who will be consulted on proposed action relating to the prevention of work place stress (currently Jake Piper).
- The School will appoint a whistleblowing governor (currently Louise Mackay)
- The School will support all managers and supervisory staff in accessing training in good management practices.
- The School will signpost staff affected by stress caused by either work or external factors to confidential counselling.

Responsibilities for implementing the Wellbeing policy

Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes
- Ensure staff are fully trained to discharge their duties
- Ensure staff are provided with meaningful developmental opportunities
- Monitor workloads to ensure that people are not overloaded
- Monitor working hours and overtime to ensure that staff are not overworking
- Attend training as requested in good management practice and health and safety
- Ensure that bullying and harassment is not tolerated within their jurisdiction
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation
- Liaise with the Staff Wellbeing group on development and implementation of the wellbeing policy

Head Teacher / Occupational Health (currently People Asset Management Assist)

- Provide specialist advice and awareness training on stress - currently supported by Schools Advisory Service (SAS) <http://www.schooladvice.co.uk/absence-and-maternity-insurance/well-being-support-included-in-all-policies/>
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work
- Monitor and review the effectiveness of measures to reduce stress
- Inform the management team of any changes and developments in the field of stress at work
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics
- Advise managers and individuals on training requirements
- Provide continuing support to managers and individuals in a changing environment and encourage referral to professional counselling services where appropriate

Employees

- Treat colleagues and all other persons with whom they interact during the course of their work with consideration, respect and dignity
- Co-operate with the School's efforts to implement the Wellbeing policy, attending briefings and raise their own awareness of the causes and effects of stress on health
- Raise concerns with their line manager if they feel there are work issues that are causing them stress and having a negative impact on their wellbeing
- Take responsibility for their own health and wellbeing by adopting healthy lifestyles
- Take responsibility for developing their own skills as one of the means to enable them to work effectively in their team and so reduce of the risk of stress
- Take responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues
- Raise issues or concern through the Staff Wellbeing group, their line manager or occupational health
- Accept opportunities for counselling when recommended

Staff Wellbeing Group

- Will comprise an Assistant Head (currently Helen White), teacher representatives, support staff representatives and link governor (currently Jake Piper)
- Will be meaningfully consulted on any changes to work practices or work design that could precipitate stress
- Will consult with colleagues on the issue of stress including conducting any workplace surveys/feedback
- Will be meaningfully involved in the risk assessment process

Monitoring and reviewing the Staff Wellbeing policy

The head teacher will provide updates to the full governing body on staff wellbeing as a standing agenda item at each meeting. The wellbeing policy will be reviewed every three years by the Head teacher in conjunction with the Staff Wellbeing group and Governing Body with any necessary revisions or amendments being made as appropriate.

Governor Contact Details

Staff Wellbeing Governor: Jake Piper: jake.piper@brookes.ac.uk

Whistleblowing: Louise MacKay: loumac555@hotmail.co.uk