



## **WELLBEING POLICY**

Monkey Puzzle Day Nurseries are committed to protecting the health and safety and welfare of all employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stresses.

This policy is applicable to everyone within the Monkey Puzzle Day Nurseries business. The management teams across the company are 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 demands 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. Stress can lead to conditions such as anxiety and depression and can have a significant impact on an individual’s physical and mental health.

### **Policy**

Monkey Puzzle Day Nursery Altrincham will identify all workplace stresses and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

Monkey Puzzle Day Nursery Altrincham will consult with their appointed Trade Union Safety Representatives or Insurers/HR advisors on all proposed action relating to the prevention of workplace stress.

Monkey Puzzle Day Nursery Altrincham will provide training for all members of management in good management practices.

Monkey Puzzle Day Nursery Altrincham will support individuals in sourcing confidential counselling for staff affected by stress, caused either by work or external factors.

Monkey Puzzle Day Nursery Altrincham will provide adequate resources to enable managers to implement stress management strategies.

The Health and Safety Executives have identified six key factors that can lead to workplace stress, and have developed a set of management standards for controlling stress;

- Demands - includes issues such as workload, working patterns, communication, training and development and the working environment
- Control - considers enabling staff to have their say, encouraging staff to make the most of their skills and abilities and encouraging self-initiation
- Support - effective time management, effective listening, identifying and supporting individual training needs
- Relationships - encourage team building and promote positive interactions, address poor practice and put plans in place for improvement. Create a culture of trust
- Change - ensure staff are aware and involved in the changes, support staff in understanding the reasons for change, support staff who may be adversely affected by change



### Possible signs of stress

- **Emotional** – fatigue, anxiety, poor motivation
- **Cognitive** – making mistakes, having accidents
- **Behavioural** – deteriorating relationships with colleagues, irritability, indecisiveness, absenteeism, presentism (first to arrive and last to leave work, coming to work when obviously ill), excessive smoking, excessive drinking, overeating etc
- **Physiological** – increased complaints regarding health such as headaches, dizziness and general aches and pains

When stress is suspected, a workplace stress assessment is conducted on the individual, this is to highlight the risks, the factors and the precautions to take. A support plan is then put in place. This will be dependant on the level of stress and what the management and individual feel would be the best course of action.

### Managerial Responsibilities

- It is the responsibility of the nursery manager to conduct and implement recommendations of risk assessments within their setting to support the reduction of stress within the workplace, ensuring effective communication between management and staff, particularly where there are organisational and procedural changes
- Ensure staff are fully trained to enable them to fulfil their job roles, providing staff with meaningful professional developmental opportunities and monitor workloads to ensure that staff are not overloaded
- Monitor working hours and overtime to ensure staff are not overworking, ensuring staff are taking their full holiday entitlement
- Attend training as requested in effective management practices and health and safety
- Ensure that bullying and harassment is not tolerated within or outside the nursery setting involving any employees
- Monitor attendance patterns and absences of all employees and where necessary refer to occupational health advisors or occupational workplace councillors
- Consult with individual employees regarding changes to work practices or environments which may trigger stress
- Be vigilant and offer additional support to any member of staff who may be experiencing external stresses

### Employees Responsibilities

Employees should raise concerns with a member of management if they are experiencing any signs of stress and accept the opportunities of support, which may include but are not exhaustive, adaptations to their work load and responsibilities and occupational workplace counselling.

This policy was adopted on	Signed on behalf of the nursery	Date for review
09/04/2019	<i>L. Cardy</i>	April 2020