

# PUNCH

*Pubs. People. Possibilities.*

## **Employee Wellbeing Policy 2020**

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# 1. Overview

The Health and Safety Executive define work related stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'.

The HSE has issued stress management standards relating to the six main factors that contribute to work-related stress: demands, control, support, relationships, roles and change. They are designed for organisations to use to help meet their existing duty of care and their duty to assess the risk relating to work-related stress.

The Company is committed to designing jobs that do not put undue pressure on employees. The company however recognises that from time to time, employees may feel they are under additional pressure as a result of increased workload, etc. The Company will therefore take all reasonable steps to enable employees to cope with any additional pressure and reduce health and safety risks from such additional pressures within the workplace to as low a level as reasonably practicable.

The Company reserves the right to review the content, implementation and monitoring of this policy.

## 2. Scope of the Policy

The purpose of this policy is to outline the process and support available to those employees who may be at risk or suffering from the causes of stress.

This policy will apply to all employees of Punch.

## 3. The Procedure

It is important to first of all understand that Line Managers have a responsibility for Health and Safety in the workplace and should carry out workplace risk assessments on their teams on an annual basis as standard.

Where an employee and/or Line Manager believes there are potential risks from additional pressure, they should, in the first instance, discuss the situation with their HR Representative who will support in carrying out additional assessments to identify causes of stress and any actions as a result of this.

Such discussions and assessments will include (but are not limited to):

- determining if stress in the workplace is a problem by seeking employee views;
- reviewing job descriptions to identify tasks that may contribute to sources of stress;
- reviewing job descriptions to identify safety critical roles;
- identifying all those who may be affected by work-related stress;
- eliminating work-related stress or, where this is not possible, evaluate the risk of work-related stress, considering the existing arrangements that are in place;
- ensuring that significant findings of the risk assessment are recorded;
- identifying additional arrangements to reduce the risk of work-related stress to as low a level as reasonably practicable, which could include changing working procedures, providing information and training, improving communication, and changing working procedures;
- reviewing workplace conditions to ensure that they do not contribute to work-related stress;
- ensuring that employees are consulted on arrangements for reducing work-related stress;
- setting up arrangements for individuals to report work-related stress (i.e. whistle-blowing policy)
- encouraging employees to inform their Line Manager of any concerns regarding stress;
- ensuring that support, which may include, for example, confidential counselling, special leave and back-to-work assistance, is provided to employees who are suffering from stress at work;
- ensuring that, when a work-related stress report is made, the underlying causes and actions to remove these causes are identified;
- ensuring that all employees, and especially Line Managers, are trained to identify the symptoms of stress
- encouraging a culture in which stress is not regarded as a sign of weakness;
- ensuring that work-related stress risk assessments are reviewed for their confirmed application at least once every 12 months and when any significant change is made;
- ensuring that the arrangements for reducing work-related stress are monitored and reviewed for their effectiveness.

## 4. Responsibilities of the Line Manager

Line Managers are expected to be involved in the process at the start, at any reviews and at the close.

Line Managers have a responsibility for Health and Safety in the workplace and should carry out workplace risk assessments on their teams on an annual basis as standard. If an employee shows signs of becoming stressed, the line manager should instigate a further risk assessment to identify further actions to reduce or resolve them.

The causes of additional pressures will be identified and managed in consultation with employees and their Line Managers. Where sources of stress are identified, a suitable and sufficient assessment of the risk of these sources will be undertaken and where appropriate will be reduced to as low as is reasonably practicable through safe systems of work, suitable equipment and information and training.

Any reports of stress at work will be investigated and individuals will be provided with appropriate support.

## 5. Responsibilities of the Employee

Employees will make proper use of any equipment and systems of work provided for their safety.

Employees will:

- inform their Line Manager (or suitable person) if they are suffering from excessive pressure or stress at work;
- follow appropriate systems for work laid down for their safety

## 6. Where to find additional support

For additional support on Employee Wellbeing, further information can be found on The PunchBowl, within the Health Assured our Employee Assistance Programme or by contacting your HR Colleague.

### Effective Date

This policy is effective from June 2018

### Associated Policies

Health and Safety Policy, Whistleblowing Policy