



Stress at Work Policy

Date of Adoption: 19 February 2026

Review: Every three years or earlier in the event of legislative changes

Stress at Work Policy – 17 November 2025

1. Purpose

This policy explains how the organisation identifies, manages and reduces work-related stress. Our aim is to protect staff wellbeing, meet legal duties, and create a workplace where employees feel supported.

2. Scope

This policy applies to all employees, including permanent, temporary, part-time and agency staff.

3. What is Work-Related Stress?

Stress is a reaction to excessive pressure or demands. Prolonged stress can affect mental and physical health. It is recognised as a psychosocial hazard.

4. Responsibilities

Employees

- Take part in training and stress assessments
- Raise concerns early
- Report any signs of work-related stress
- Participate in 1:1 reviews and action plans

Town Clerk / Deputy Clerk / Chair of HR Committee

- Carry out stress assessments
- Provide support and guidance
- Manage concerns sensitively and promptly
- Implement adjustments where needed
- Review the Stress Policy annually

HR Committee

- Oversee compliance with this policy
- Complete employer-level stress training annually
- Support policy reviews and organisational improvements

5. Prevention Measures

- Mandatory annual training for all staff and HR Committee members
- Clear communication of roles, workloads and expectations
- Quarterly 1:1 meetings

- Encouraging early discussion of concerns
- Monitoring workloads and workplace changes
- Access to reasonable adjustments where required

6. Identifying and Reporting Stress

Employees may experience emotional, behavioural, cognitive or physical symptoms. Concerns can be raised with:

- The Town Clerk / Deputy Clerk
- The Chair of the HR Committee

Employees may request an additional 1:1 at any time.

7. Response to Stress Concerns

When a concern is raised:

1. A confidential discussion will take place.
2. A Workplace Stress Assessment will be completed.
3. An action plan will be agreed (e.g. workload adjustments, training, equipment, support).
4. Follow-up meetings will be arranged.

8. Sickness Absence Related to Stress

- A Return-to-Work Interview will be conducted on return.
- A new or updated Stress Assessment will be completed.
- Ongoing support will be reviewed regularly.

9. Support for Employees with Disabilities

Employees who need additional support will be offered:

- A Personal Emergency Evacuation Plan (PEEP)
- Reasonable adjustments
- Enhanced monitoring where appropriate

10. Review of Policy

- This policy will be **reviewed annually** by the Town Clerk / Deputy Clerk and HR Committee.
- It may be reviewed sooner if required by law or organisational change.