

HAPPY HEDGEHOGS LTD

Promoting health and hygiene

4.8 Stress Management Policy

Policy Statement

Stress:

Stress is the body's reaction to feeling threatened or under pressure. It's very common, can be motivating to help us achieve things in our daily life, and can help us meet the demands of home, work and family life.

But too much stress can affect our mood, our body, and our relationships, especially when it feels out of our control. It can make us feel anxious and irritable and affect our self-esteem.

Experiencing a lot of stress over a long period of time can also lead to a feeling of physical, mental, and emotional exhaustion, often called burnout.

It is important that we can recognise the early signs of stress, but it is equally important that staff are also aware of the signs.

Signs of stress:

Physical Stress:

- *Nausea*
- *Headaches*
- *Fatigue*
- *Chest Pain*
- *Palpitations*

Behavioural

- *Smoking*
- *Alcohol – increased drinking*
- *Nail biting*
- *Changes to eating habits*
- *Erratic mood changes*

Emotional

- *Irritability*
- *Withdrawal of social contact*
- *Low self-esteem*
- *Guilt*
- *Panic*
- *Worrying inappropriately*

Work Related

- *Loss of motivation*
- *Increased absence*
- *Poor timekeeping*
- *Lack of concentration*
- *Increase in errors*
- *Tension/conflict between colleagues*

Procedures

Happy Hedgehogs take stress related issues seriously and aim to support and understand staff who may be feeling stressed. Staff can often feel isolated and we aim to have an open-door policy which will help eliminate feelings of having to cope alone and reduce stress.

At Happy Hedgehogs we will aim to protect employees from undue work-related stress, dealing with any concerns and taking appropriate action.

We will ensure that we are available for staff to discuss any problems. We will ensure that confidentiality is always adhered to.

We will respond promptly to any complaints of bullying, harassment etc.

We will actively encourage good team work to reduce feelings of isolation, encouraging staff to use effective communication.

To encourage staff to take reasonable care for their own health and safety and that of others.

We will hold regular supervisions which will give staff the chance to discuss any concerns they may have.

We ensure that our stress risk assessments are kept up to date.

We will ensure that staff are aware of any support they may be able to get e.g.

- <https://www.anxietyuk.org.uk>
- <https://www.bacp.co.uk>
- <https://www.hse.gov.uk>
- <https://www.mind.org.uk>
- <https://www.stress.org.uk>

Legal Framework

- *Equality Act 2010*
- *Health & Safety at Work Act 1974*

This policy was adopted at a meeting of

Happy Hedgehogs LTD

Held on

July 2020

Date to be reviewed

July 2021

Name of signatory

Carly Turner

Role of signatory

Director