

Stress in the workplace

Roselyn House School

2026 - 2027



Approved by:	Rachel Smith	Date: 01/06/2026
Last reviewed on:	June 2026	
Next review due by:	June 2027	

Aims

We are committed to protecting the health, safety and welfare of our employees. 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 everyone in the company. The Senior Leadership Team are responsible for implementation and KS Education Limited is responsible for providing the necessary resources.

Definition of Stress

The Health & 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 can be detrimental to health.

Staff experiencing stress or mental health difficulties will be offered appropriate support, which may include wellbeing meetings, supervision, occupational health referrals, counselling services and access to external support agencies where appropriate.

Wellbeing Offer

Roselyn House School have a formal Wellbeing Offer for all staff which includes

- Annual wellbeing surveys
- Staff consultation exercises
- Workload reviews
- Supervision and wellbeing check-ins
- Exit interview feedback
- Staff forum discussions

The wellbeing of all is at the forefront of all daily practice and in addition provided by

- Wellbeing discussions during appraisal
- Supervision meetings
- Return-to-work interviews
- Occupational health reviews

- Informal wellbeing check-ins

Policy

Roselyn House School will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

We will provide training for all members of the Senior Leadership Team in good management practices.

We will provide adequate resources to enable managers to implement the Company's agreed stress management strategy.

Recording and Escalation Procedures

Concerns regarding work-related stress should be reported to a line manager or the Senior Business Manager and recorded in accordance with the school's wellbeing procedures. Identified risks will be reviewed through appropriate risk assessment processes and supported by an agreed action plan.

Equality, Disability and Reasonable Adjustments

The school recognises its duties under the Equality Act 2010 and will consider reasonable adjustments where workplace stress may be linked to a disability, long-term health condition or other protected characteristic.

Flexible Working and Work-Life Balance Arrangements

Should you encounter any stress within the workplace please speak to the Senior Business Manager as soon as possible so we can look at putting the relevant support in place for you. These could include:

- Flexible working requests
- Hybrid or remote working arrangements (where appropriate)
- Family-friendly policies
- Phased returns following absence
- Workload reduction strategies

Alignment with the HSE Management Standards

This policy is aligned with the Health and Safety Executive (HSE) Management Standards for work-related stress and aims to promote a positive working environment that protects the health, wellbeing and performance of all employees. We are committed to addressing the six key areas identified by the HSE as having the potential to cause work-related stress if not managed effectively.

Demands

We will ensure that employees' workloads, work patterns, working hours and working environment are managed appropriately. Resources, staffing levels and priorities will be regularly reviewed to help employees meet the demands of their roles without causing undue stress.

Control

Employees will, wherever reasonably practicable, be given appropriate autonomy and involvement in decisions affecting their work. Managers will encourage employees to contribute ideas, raise concerns and participate in decisions relating to how their work is planned and delivered.

Support

We will provide employees with appropriate support from managers, colleagues and relevant support services. Employees will have access to training, guidance, wellbeing resources and confidential support mechanisms to help them perform their roles effectively and maintain good mental health.

Relationships

We are committed to fostering a culture of dignity, respect and inclusion. Bullying, harassment, discrimination and unacceptable behaviour will not be tolerated. Employees will be encouraged to raise concerns promptly, and such concerns will be addressed fairly and appropriately.

Role

Employees will be provided with clear information regarding their roles, responsibilities and reporting arrangements. Managers will ensure that employees understand what is expected of them and will address any role ambiguity or conflicting demands as they arise.

Change

We recognise that organisational change can be a significant source of stress. Changes affecting employees will be planned, communicated and managed

effectively, with appropriate consultation and support provided throughout the process. Employees will be kept informed of relevant developments and given opportunities to raise questions or concerns.

Monitoring and Continuous Improvement

We will regularly monitor the effectiveness of these arrangements through employee feedback, risk assessments, absence data, wellbeing initiatives and policy reviews. Findings will be used to drive continuous improvement and ensure ongoing compliance with the HSE Management Standards and best practice in managing work-related stress and wellbeing.

Wellbeing in High-Challenge Educational Settings

The school recognises that staff working with pupils presenting complex social, emotional and mental health needs may experience additional workplace pressures. Appropriate supervision, support and professional development opportunities will be provided to promote staff wellbeing and resilience.

Responsibilities Roles and Responsibilities

Senior Leadership Team

Senior leaders are responsible for:

Demonstrating visible commitment to employee health, safety and wellbeing.

Ensuring adequate resources are available to implement this policy effectively.

Promoting a culture that supports positive mental health and the prevention of work-related stress.

Monitoring organisational risks relating to stress and wellbeing and ensuring appropriate action is taken.

Supporting compliance with the HSE Management Standards.

Line Managers

Line Managers play a critical role in preventing and managing work-related stress.

They are responsible for:

Identifying and addressing workplace factors that may contribute to stress, including workload, working patterns and resource constraints.

Maintaining regular communication with employees and encouraging open discussions about wellbeing.

Providing appropriate support, guidance and feedback to team members.

Recognising early signs of stress, mental ill health or reduced wellbeing and taking timely action.

Conducting stress risk assessments where concerns are identified.

Managing organisational change effectively and ensuring employees are consulted and supported throughout periods of change.

Promoting positive working relationships and addressing inappropriate behaviour promptly.

Human Resources

Human Resources is responsible for:

Providing advice and guidance to managers and employees on the implementation of this policy.

Supporting the management of work-related stress cases and workplace adjustments where appropriate.

Monitoring wellbeing-related data, including absence trends, employee feedback and other relevant indicators.

Supporting the development and delivery of wellbeing initiatives, training and awareness programmes.

Reviewing and updating this policy to ensure it remains effective and compliant with current legislation and best practice.

Health and Safety Representatives

Where applicable, Health and Safety Representatives or Committees are responsible for:

Assisting in the identification and assessment of stress-related workplace risks.

Consulting with employees on health, safety and wellbeing matters.

Contributing to the development and review of wellbeing and stress management arrangements.

Raising concerns and recommendations to support continuous improvement.

Employees

All employees have a responsibility to:

Take reasonable care of their own health, safety and wellbeing and that of others who may be affected by their actions.

Participate in measures designed to promote wellbeing and reduce workplace stress.

Raise concerns about work-related stress, excessive workloads or wellbeing issues at an early stage.

Cooperate with managers and colleagues to maintain a respectful, supportive and inclusive working environment.

Attend relevant training and utilise available support services where appropriate.

Mental Health First Aiders and Wellbeing Champions

Mental Health First Aiders and Wellbeing Champions are responsible for:

Promoting awareness of mental health and wellbeing across the organisation.

Providing initial support and signposting employees to appropriate professional resources and support services.

Encouraging open conversations about mental health and helping to reduce stigma.

Supporting organisational wellbeing initiatives where appropriate.

Monitoring and Review

Responsibility for monitoring the effectiveness of this policy rests with the Senior Leadership Team, supported by Human Resources and management. The policy will be reviewed periodically, or sooner where changes in legislation, organisational requirements or identified risks make this necessary.

Links with other policies

- Health and Safety Policy
- Staff Wellbeing Policy
- Equality Policy
- Appraisal Policy
- Sickness Absence Policy
- Flexible Working Policy
- Safeguarding and Child Protection Policy
- Grievance Policy

- Whistleblowing Policy
- Staff Code of Conduct