**Equality Impact Assessment - Preliminary Assessment Form**

|  |  |
| --- | --- |
| *Title of the strategy, policy, service, or project:*  | Stress Management Policy |
| *Service Area:* | All |
| *Lead Officer:* | David Clamp, Human Resources Manager |
| *Date of assessment:* | 01/24 |
| *Is the strategy, policy, service (procedure) or project:*  | Policy |
| *Changed* | X |
| *New*  | 🞎 |

**Section 1 – Clear aims and objectives**

|  |
| --- |
| 1. What is the aim of the strategy, policy, procedure, or project?
 |
| This policy and supporting information is based upon the Health and Safety Executive’s Management Standards (Appendix A), which have been developed to reduce the levels of work related stress. |

|  |
| --- |
| 1. Who is intended to benefit from the strategy, policy, procedure, or project and how?
 |
| The Council is committed to safeguarding the health, safety, and wellbeing of its employees. Inappropriate levels of workplace stress present a health and safety issue to both colleagues and those around them, therefore when stress is identified it should be managed and addressed in a timely manner to promote a safe and supported recovery. To achieve this, the Council will: * Develop procedures and provide training and other support for managers and employees to understand the nature and causes of stress;
* Take positive and continued action to effectively manage stress at a corporate and individual level;
* Monitor the application of this Policy through feedback from employees, absence trends and evaluating the impact of any positive actions implemented;
* Deliver mandatory training to colleagues and managers on preventing personal and workplace stress so as to proactively develop corporate resilience;
* Enabling resources to manage stress including the provision of Occupational Health advice, trained Mental Health First Aiders, independent counselling and access to learning and development resources around taking personal action to promote positive mental health.
 |

|  |
| --- |
| 1. What outcomes do you want to achieve?
 |
| The Council will, in conjunction with employees and their representatives, provide advice and support to help manage and reduce work related stress. The Council will also consider what reasonable support can be given to an employee who is experiencing stress for reasons that are not work related. |

**Section 2 – What is the impact?**

|  |
| --- |
| 1. **Summary of anticipated impacts.** *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories e.g. older people, younger people, people with hearing impairment etc****. Hyperlinks to supporting information about the protected characteristics listed below can be found*** [***here.***](file:///C%3A%5CUsers%5Cabduls%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C41SH62EE%5CDefinitions%20to%20support%20the%20Equality%20Impact%20Assessment%20Forms.docx)
 |
|  | **Potentially positive impact** | **Potentially negative impact** | **No disproportionate impact** |
| Age  | X | 🞎 | 🞎 |
| Disability and long-term conditions | X | 🞎 | 🞎 |
| Gender reassignment | X | 🞎 | 🞎 |
| Marriage or civil partnership | X | 🞎 | 🞎 |
| Pregnant women and people on parental leave | X | 🞎 | 🞎 |
| Sexual orientation | X | 🞎 | 🞎 |
| Race | X | 🞎 | 🞎 |
| Religion or belief | X | 🞎 | 🞎 |
| Sex (Gender) | X | **🞎** | 🞎 |

**Section 3 – Recommendations and monitoring**

If you have answered that the strategy, policy, procedure, or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

|  |
| --- |
| 1. **Should a full EIA be completed for this strategy, policy, procedure, or project?**
 |
| 🞎 *Yes* | X *No* |  |
| This policy has a positive impact on all protected characteristics and will encourage a culture that does not tolerate any form of abuse or inappropriate behaviour rooted in discrimination that can lead to stress in the workplace.Pregnant women – when a member of staff advises their line manger that they are pregnant, the manager needs to complete an expectant mother’s risk assessment. This assessment needs to be completed at least very tri-mester or needed, this will be dictated by the expectant mother and any potential for work related stress will be considered and controlled accordingly. |

**Section 4 – Approval**

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

|  |  |  |
| --- | --- | --- |
| Reviewed by Head of Service | Name: |  |
| Date: |  |

If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)