



## **Managing Stress at Work**

At Gateway into the Community we are committed to supporting our staff to manage their stress levels whilst at work.

As a member of staff at Gateway into the Community, you might find that you want to talk to a member of the senior management team about any worries or problems you might have. Systems are in place to enable managers to support staff accordingly.

The management team are aware that supporting our members can at times be stressful and we are committed to addressing this on a daily basis. The management team are available every day and have an open door policy. They work alongside staff to support and give direction where needed.

The management team strive to:

- Undertake a stress assessment- simply by asking if there are any issues, identifying causes and implementing suitable recommendations
- Support staff with their physical and emotional wellbeing
- Communicate well and regularly
- Ensure staff/member partnerships are suitable
- Monitor and review workloads
- Monitor and provide a safe working environment
- Ensure staff are not working excessive or unreasonable hours
- Ensure that bullying and harassment are not tolerated
- Ensure that discussions are open and honest

The management team are currently working towards creating a line management system where staff will have a supervised six monthly review of their work, achievements and aspirations. This will run alongside normal everyday communication.

A member of the senior management team will usually be on duty at all times. If not, they can be contacted directly by mobile and will arrange a meeting at the soonest available time. This should be your first point of call should you feel extreme difficulties.

The management are currently exploring further staff training around stress and wellbeing. All staff will be able to access this as soon as the relevant resources have been identified.

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