

# Full Equality Impact Assessment Form

Equality Relevance: High ☐ Medium ☐ Low ☒

## 1. Name of the policy?

Avoidance and Management of Stress Guidelines for Managers

## 2. What is the aim, objective or purpose of the policy?

To comply with the University's responsibility for the health and safety of its employees potentially exposed to the risk of work-related stress. To enable managers to support staff who may be suffering from stress.

## 3. Who is responsible for developing the policy?

Human Resources

## 4. Who is responsible for implementing the policy?

Line managers

## 5. Who is the policy intended to benefit?

All members of staff – and others indirectly

## 6. What is intended to be achieved by the policy?

A control and reduction of the risk of work-related stress and support for those suffering from stress.

## 7. How will you know if this policy has been successful?

Monitoring of data and annual review

## 8. Do the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Please give information/evidence to support your answer.

	Yes	No	Not known – Do you need to generate sources of information?
Women, men, transgendered people	<p>✗ More women (73% of callers) access the Employee Assistance Programme than men. Women are more likely to access the support of telephone &amp; face to face counselling. Possible increased stress for</p>		

	women returning to work following maternity leave. Women have greater childcare responsibilities & therefore worklife balance challenges. Research shows that people considering going through reassigning their gender experience high levels of stress & anxiety.		
Black and minority ethnic groups			✗ People from different cultures may deal with problems, issues & stress differently. They may not raise stress with managers; leading to increased stress.
Disabled people	✗ People with physical and mental impairments exacerbated by stress may have different needs. Reasonable adjustments should be considered to mitigate the impact e.g. altering working patterns, coming in later to avoid traffic.		
Younger or older people			✗ Younger and older people may have increased caring responsibilities for children or elderly relatives; possibly leading to increased stress.

People of different religion and beliefs			x
Lesbian, gay and bisexual people			x

**9. Is there potentially adverse impact on the following equality groups as a result of this policy? Please give information/ evidence to support your answer.**

	Yes	No	Not known - Do you need to generate sources of information?
Women, men, transgendered people			x
Black and minority ethnic groups			x
Disabled people			x
Younger or older people			x
People of different religion and beliefs			x
Lesbian, gay, bisexual people			x

**10. Is the policy designed or does it have the potential to promote equality for particular groups or good relations between groups? If so, how?**

Definitely – avoidance and coping with stress in all at work

**11. Do you need to carry out a formal/informal consultation internally or externally at this stage? Who you need to consult?**

Trade unions, managers, Healthy University Group, Health and Safety Unit - consulted.  
Equality staff networks – to be consulted.

**12. What method or mechanism would be best suited for this consultation?**

The established drafting and consulting process is suitable and sufficient

**13. What action could be taken to mitigate any negative impacts identified or is there an opportunity to take steps to address different needs or promote equality of opportunity more effectively? If yes, please comment and complete action plan.**

Training managers in identifying and managing stress.  
Health & Safety stress management improvement tool.  
Staff survey (end 2011).  
Promotion – i.e. stress awareness day, information on HR webpage.

**14. Who will be responsible for monitoring the implementation of the action plan?**

HR

**15. Please outline how you have revised the policy (if necessary) in the light of the Equality Impact Assessment . If no change is to take place please give reasons.**

TBC

**16. Please indicate when you think this policy/practice should be reviewed next:**

July 2012.

**Equality Impact assessment completed by:**

Name	Louise Davis
Post title	HR Adviser
Faculty / service	Human Resources
Date	2 Nov 2010 redrafted 4 Feb 2011

## EIA ACTION PLAN

**Name of policy:** Avoidance and Management of Stress Guidelines for Managers

**Service / faculty:** HR

Issues	Actions required	Responsible person	Resources required	Target date	Success indicators	What progress has been made?
Information / data required	Needs/issues from protected characteristics/ equality groups	Louise Davis, HR	Feedback from staff equality networks	April 2011	Reduction in stress related absences. Improved staff survey results. Survey includes question – “I feel stressed at work?”. Increased manager competency in dealing with stress. Training – improved ability of managers in dealing with stress of staff.	
Consultation	Trade unions, Managers, Healthy University Group,	Louise Davis, HR	Feedback on guidelines	Completed Completed Completed	Inclusion and raised awareness of consultation	

	Health and Safety unit, equality staff networks			Completed April 2011	groups.	
Monitoring and review arrangements						
Publication						
Other actions						