



Introduction

The Historic Army Aircraft Flight (HAAF) recognizes that its volunteers are its most valuable asset and is committed to providing a safe and healthy work environment that is free from stress-related hazards. The purpose of this policy is to outline the measures that will be taken to manage and minimize the risk of stress-related illness among our volunteers.

1. Scope

This policy applies to all volunteers of HAAF.

2. Policy Statement

The HAAF is committed to the health, safety, and welfare of its volunteers and will take all reasonable steps to minimize the risk of stress-related illness. HAAF will:

- a. Identify and assess the risks of stress-related illness in the workplace
- b. Take reasonable steps to eliminate or minimize those risks
- c. Provide volunteers with information, instruction, and training to manage and cope with stress
- d. Monitor the workplace to ensure that the risk of stress-related illness is effectively managed and minimized
- e. Provide support and assistance to volunteers who are experiencing stress-related illness
- f. Review and revise this policy and associated procedures as necessary.

4. Responsibility

All volunteers have a responsibility to take reasonable care for their own health and safety and to cooperate with the HAAF in the implementation of this policy.

The HAAF has overall responsibility for the implementation and monitoring of this policy.

5. Risk Assessment

The HAAF will carry out a risk assessment of the workplace to identify and assess the risks of stress-related illness. The risk assessment will take into account the nature of the work, the work environment, and the individual needs of volunteers.

6. Elimination and Minimization of Risk

The HAAF will take all reasonable steps to eliminate or minimize the risks of stress-related illness identified by the risk assessment. These steps may include:



- a. Providing training and support to volunteers to enable them to manage stress effectively
- b. Ensuring that workload and deadlines are reasonable and achievable
- c. Providing appropriate equipment, tools, and resources to enable volunteers to carry out their work safely and effectively
- d. Providing opportunities for volunteers to take breaks and rest periods
- e. Ensuring that volunteers have adequate support and supervision
- f. Monitoring workload and work patterns to ensure that they are not excessive or unreasonable.

7. Training and Information HAAF will provide volunteers with information, instruction, and training to enable them to manage and cope with stress. This may include:

- a. Information about the causes and symptoms of stress-related illness
- b. Techniques for managing and coping with stress
- c. Training in time management and workload planning
- d. Training in communication and conflict resolution
- e. Encouraging volunteers to communicate openly about any concerns or issues that they may have.

8. Monitoring and Review HAAF will monitor the workplace to ensure that the risk of stress-related illness is effectively managed and minimized. This will include:

- a. Regular monitoring of workload and work patterns
- b. Regular consultation with volunteers
- c. Review of incidents and accidents related to stress
- d. Review of feedback from volunteers.

9. Support and Assistance HAAF will provide support and assistance to volunteers who are experiencing stress-related illness. This may include:

- a. Access to counselling or other support services
- b. Flexible working arrangements
- c. Temporary suspension of duties or transfer to alternative duties
- d. Provision of information and advice on managing stress.



10. Review and Revision

The HAAF will review and revise this policy and associated procedures as necessary to ensure that they remain effective in managing and minimizing the risk of stress-related illness among volunteers.

11. Conclusion

The HAAF is committed to providing a safe and healthy work environment for all volunteers. This policy sets out the measures that will be taken to manage and minimize the risk of stress-related illness. All volunteers are encouraged to familiarize themselves with