



Description of Event

Lengthy / intense team meetings without regular breaks and/or spanning over lunchtime, results in physical / psychological stress

Population at Risk

All meeting attendees

Hazardous Activity and Residual Risk Description

- Long duration and/or over lunch team meetings without scheduled breaks can have potential adverse health and wellbeing consequences.
- Attendees may have no option but to leave meetings to take comfort breaks and could result in missing key information or missing opportunities to add value by contributing at key times during the meeting, repetitive meetings of this nature could lead to significant work place physical / psychological stress.

Potential consequences of this event

- Work-related stress could result in delays to projects through sickness leave or staff loses due to long term mental health problems.
- Long and back-to-back meetings could lead to meeting fatigue and loss of concentration / focus on key topics
- Increased frequency of this type of meeting could contribute to team/individual burnout and increased staff attrition rates
- Long meetings with no agenda could lead to people missing opportunities to contribute key design critical aspects
- Can lead to physical (eye strain or other DSE issues) / psychological stress, fatigue and reduced concentration
- The Health and Safety Executive reports that in 2022/23, there were an estimated 875,000 workers suffering from work-related stress, depression or anxiety, resulting in 17.1 million working days lost

Safety Hub [Alert Database](#)

- Sub-category 2 “fatigue” has 4 alerts including 1 with injury and 2 with fatalities.

Potential Mitigation Measures



Teams Meeting Guidance

- Reason for meeting to be defined in advance with an agenda provided.
- Meeting agenda to be organised such that individuals can attend certain time slots as required.
- Meeting chair to keep the meeting focused, on-time and ensure notes are taken and minutes circulated promptly for review.
- When dealing with complex issues, attendees should be given sufficient time to form a response and may require a follow-up meeting.
- Where meetings must be over lunchtime or exceed 2 hours, time should be planned to allow participants to have a comfort break.
- Consider and plan for participants who live / work in different time zones.
- Consider start / end times to provide breaks between adjacent meetings (e.g.finish 2:50pm rather than 3pm)

Mental Health First Aid/Company Resources

- 2-to-3-day courses are provided by MHFA England and MHFA Wales for Mental Health First Aiders and Public Health Scotland for Scottish Mental Health First Aiders.
- Wellbeing advocates, EAPs and HR are all resources available to employees.

Further Guidance and Reading

- [HSE - Tackling work-related stress using the Management Standards approach](#)
- [RtB 34 – Mental Health Toolbox](#)
- [One Million Lives – Free mental health check developed by Jacobs](#)
- [Bupa – Employee Assistance Programme \(example\)](#)



Please send ideas for Whole Life Design safety shares to wellbeing@nationalhighways.co.uk

LEAN								Improved end user benefits	Reduced Activity Duration	Reduced Defects	Reduced Reportable Accidents
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