STRESS RISK ASSESSMENT FORM

Subject of risk assessment   Role / Team / Individual / Location / Job Type

No of employees

Reason or Trigger for Risk Assessment

Current Control measures – things that are already happening

Stressor to consider :				
A. DEMANDS Rq'd	**Problems Identified**	**Additional controls**	**Priority (H,M,L)**	**Action taken/ By whom / Date**
• Work overload • Long hours • Proper rest and holidays • Inadequate staffing • OTHER		• Prioritise tasks • Look at job design and working practices • Check leave is being properly taken • Is work being taken home? Is the constant communication during off-duty time by e-mail, text and phone? • Cut out unnecessary work and communications • Review workloads and staffing, and enable individuals to plan their		

		work		
• Inappropriately qualified for the job • Over promotion • Skills not recognised – promotion prospects not fulfilled • OTHER		• Make sure individuals are matched to jobs – people can be over and under qualified • Analyse skills alongside the tasks • Provide training for those who need more, e.g. when introducing new technology • Review and consider selection, skill criteria, job summaries, training and supervision • Career planning discussion, training needs evaluation • Monitor workplace policies in practice: discrimination		
• Boring or repetitive work • Too little to do • OTHER		• Job enrichment/job rotation/role review • Assess workstation and work practice for possible solutions • Consider changing the way jobs are done by moving people between jobs, giving individuals more responsibility, increasing the scope of the job, increasing the variety of tasks, or giving a group of workers greater responsibility for effective performance of the group		
• Inadequate resources for task • OTHER		Analyse requirements for any project/task • equipment • staffing • priorities • deadlines		
• Employees experiencing excessive workloads • Employees working under excessive pressure		• Review workload and demands regularly and as an integral part of the performance management process • Support staff in planning their work. Try to establish what aspects of their job they find challenging. Redistribute work or set different work priorities if they		

	Problems Identified	Possible solutions	Priority (H,M,L)	Action taken/ By whom / Date
		are not coping • Check that holiday leave is being taken. • Check management skills and assess training needs		
The physical working environment • poor temperature control • noise • lack of facilities for rest/breaks • poor lighting • poor ventilation • badly placed or designed workstations • OTHER		• Make sure workplace hazards are properly controlled • Undertake risk assessments of workspace and significant tasks		
The psychological working environment • threat of aggression or violence • verbal abuse • poor management practices • OTHER		• Report violence to line manager / occupational nurse • Investigation of complaints and appropriate training • Monitor absence levels and trends. Compare with other departments, other businesses • Look at the individual and any risk factors that apply to this particular person		
B. CONTROL	**Problems Identified**	**Possible solutions**	**Priority (H,M,L)**	**Action taken/ By whom / Date**
• Not being able to balance the demands of work and life outside work • OTHER		• Encourage a healthy work-life balance • Ensure staff take all their allocated holiday allowance and distribute it fairly across the year • Develop a communications protocol that ensures people have rest time completely free of all work-related messages. Over-anxious people often need to be in constant contact. Over-controlling management tends not to respect		

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	Problems Identified	Possible solutions	Priority (H,M,L)	Action taken/ By whom / Date
		off-duty time		
• Rigid work patterns and breaks • Fixed deadlines occurring in different parts of the year • Lack of control over work • OTHER		• Try to provide some scope for varying working conditions and flexible work schedules (e.g. flexible working hours, working from home) • Consult with people to allow them to influence the way their jobs are done, what the real deadlines are and what the priorities are		
• Conflicting work demands • OTHER •		• Set realistic deadlines for tasks • Take into account that individuals are different, and try to allocate work so that everyone is working in the way that helps them work best, takes account of their home obligations and makes best use of their skills • Be clear about tasks required		
C. SUPPORT	**Problems Identified**	**Possible solutions**	**Priority (H,M,L)**	**Action taken/ By whom / Date**
• Return to work system • Sickness and absence management • Managerial support through emotionally demanding work • OTHER		• Policies and systems in place, monitored and consistently applied • Measure trends and changes • Investigate variations • Check management skills and assess training needs • Ensure people have the support they require and access to any specialist advice		
• Inductions • OTHER		• New staff properly inducted, existing staff transferring or promoted or returning to work after long absence also to be inducted • Special attention for young people as required • Mentoring roles • OH/HR support • DDA adjustments in place, reviewed and checked		

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	Problems Identified	Possible solutions	Priority (H,M,L)	Action taken/ By whom / Date
• Post disciplinary, grievance or suspension • OTHER		• Support staff as appropriate practice		
D. RELATIONSHIPS solutions	**Problems Identified**	**Possible**	**Priority (H,M,L)**	**Action taken/ By whom / Date**
• Poor relationships with others • Staff complaints or rising absence trends • OTHER		• Investigate causal factors • Provide training in interpersonal skills, non-discriminatory rules and workplace conduct standards • Discuss the problem openly with individuals • Follow complaint procedures • Check management skills and assess training needs		
• Bullying or confrontational communications styles • OTHER		• Encourage constructive and positive communications between staff • Managers should discuss and address bullying and/or confrontational communication styles with member of staff who display these behaviours • Consider training and policy guidance		
• Bullying, racial or sexual harassment • OTHER		• Provide and communicate Bullying & Harassments policy, • Practise by example and make it clear what behaviours are not acceptable • Provide details of any empirical evidence: absence trends, complaints, etc.		
• Lack of support or fear culture within from management and co-workers • OTHER		• Support and encourage staff, protect them from reprisals • Consider introducing a mentoring and counselling scheme • Investigate and take action as appropriate as soon as possible •		
E. ROLE	**Problems Identified**	**Possible solutions**	**Priority**	**Action taken/ By whom / Date**

			(H,M,L)	
• Clear lines of accountability and responsibility • OTHER		• Ensure good communication systems exist and are in place from top to bottom • Set management standards to ensure best practice in: clarity of job function, responsibility for staff management and welfare • Make it clear to staff that management will try to ensure that their problems will be handled sensitively and at the appropriate level of management		
• Lack of communication and consultation • OTHER		• Communicate clear business objectives • Aim for good communication and close employee involvement, particularly during periods of change or high pressure		
• A culture of blame when things go wrong, denial of potential problems • Failure to recognise success • OTHER		• Be honest, set a good example, and listen to and respect others • Acknowledge and reward successes		
• A culture that considers stress a sign of weakness • OTHER		• Approachable management which wants to know about problems and will try to help to resolve them		
• An expectation that people will regularly work excessively long hours or take work home with them • OTHER		• Avoid working excessively long hours • Lead by example • Check management skills and assess training needs • Schedule work in a way that allows recovery time after unavoidable busy periods		
F. CHANGE	**Problems Identified**	**Possible solutions**	**Priority (H,M,L)**	**Action taken/ By whom / Date**

• Fears about job security / grading • Poor communication – uncertainty about what is happening • Not enough time allowed to implement change • Inexperience/fear of new technology • Lack of skills for new tasks • Not enough resource allocated for change process • Other personal fears, relocation • OTHER		• Provide effective support for staff throughout the process • Consult with staff likely to be involved in a change of management programme – fear and uncertainty can lead to increased anxiety, unfounded gossip, poor employment relationships and increased absence • Getting together as a team can help people to feel less isolated with their concerns • Ensure effective two-way communication throughout process – knowing exactly what is going to happen when can help people feel less anxious about a change • Consider training needs – do people have the tools and skills to effect change? • Consider changes in teams or work environment – a small change, e.g. a different positioning of desks, can have a major impact on communication and work relationships to help people not to feel isolated		

Assessment carried out by:

NAME   **JOB TITLE**   **DATE**

_____   _____   _____

REVIEW DATE

_____

REVIEW COMMENTS:

NAME

JOB TITLE

DATE

_____   _____   _____

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