STRESS RISK ASSESSMENT

Stress is:

* “That which arises when the pressure placed upon an individual exceeds their capacity to cope.” Confederation of British Industry (CBI)
* “The adverse reaction people have to excessive pressures or other types of demand placed on them at work.” Health and Safety Executive (HSE)

Those pressures may come from several different sources, and when their combined effect is overwhelming, stress occurs. We are committed to the achievement of a supportive working environment that maintains and promotes the health and wellbeing of everyone. Our aim is to:

* reduce the risk of work-related stress through development of good working practices, based on the HSE Management Standards;
* identify occupational factors that can contribute to employee stress through a process of risk assessment and agree actions to mitigate them; and
* create an engaging and inclusive environment where positive relationships promote well-being for everyone.

We will implement systems including this risk assessment to ensure work related stressors are identified and mitigated. This is in accordance with the Management of Health and Safety at Work Regulations.

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| **Employee name**: | **Job Role**: |
| **Team/Department/Faculty**: | |
| **Name of Assessor**: | **Date of Assessment**: |
| **Reason for stress risk assessment**: | |

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| Key to stress rating: | |
| **1. Low** | Unlikely to cause impact / stress |
| **2. Medium** | Risk of minor impact / stress |
| **3. High** | Risk of serious impact / stress |

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| **DEMANDS -** Issues to consider:  Difficulty in achieving work life balance, working over contracted hours, work overload/under-load, peaks and troughs in demands employee’s working beyond their capabilities, conflicting priorities, physical environment (noise, ventilation, lighting etc.), exposure to potential violence/aggression, lone working/night work, shift systems etc.  **Risk rating :** | | | |
| **Stressor** | **Control Measure** | **Action plan** | **Action by (name and date)** |
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| **Review notes on above** | | | |

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| **CONTROL -** Issues to consider:  Employee’s opportunities to participate in decision making, influence on how work is done, consistent structure/routine within roles, control over workload deadlines and breaks, underutilisation of skills, lack of development opportunities, impact of demands, organisational systems/policy.  **Risk rating :** | | | |
| **Stressor** | **Control Measure** | **Action plan** | **Action by (name and date)** |
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| **Review notes on above** | | | |

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| **RELATIONSHIPS -** Issues to consider:  Prejudice (e.g. gender, race, religion), team dynamics and relationships, welcoming new starters into teams, ensuring induction is completed for all staff, departure of colleagues is planned for in advance (e.g. retirement, change of job), interpersonal difficulties, bullying and harassment, verbal abuse, threat of violence, victimisation, humiliation, ridicule, malicious gossip, dealing with individuals with complex issues are dealt with in a timely manner.  **Risk rating :** | | | |
| **Stressor** | **Control Measure** | **Action plan** | **Action by (name and date)** |
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| **Review notes on above** | | | |

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| **CHANGE -** Issues to consider:  Likely areas of change that may impact stress/resilience including restructuring, constant change, change management, communication of change, employee consultation, new technology/ways of working, anxieties about employment status e.g. redundancy etc.  **Risk rating :** | | | |
| **Stressor** | **Control Measure** | **Action plan** | **Action by (name and date)** |
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| **Review notes on above** | | | |

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| **ROLE -** Issues to consider:  Seeking to minimise role ambiguity – ensuring that an employee has a clear picture of their objectives, the scope and responsibilities of their job and their co-workers expectations of them, and removing where possible role conflict e.g. conflicting demands.  **Risk rating :** | | | |
| **Stressor** | **Control Measure** | **Action plan** | **Action by (name and date)** |
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| **Review notes on above** | | | |

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| SUPPORT/INDIVIDUAL FACTORS - Issues to consider:  Ensuring that staff support is in place, for example colleagues/peer support and managers, supervision/check-ins, goal setting, constructive feedback. Please ensure this is tailored to the individual e.g. staff who thrive on tight deadlines, others may need time to plan, personal issues e.g. family or domestic problems, bereavement.  **Risk rating :** | | | |
| **Stressor** | **Control Measure** | **Action plan** | **Action by (name and date)** |
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| **Review notes on above** | | | |

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| Signature of Employee: | Date: |
| Employee comments: | |
| **Review Date:** | |