**Individual Stress Risk Assessment Tool and Action Sheet**

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| **Name:** |  | **Date of Assessment:** |  |
| **Job Title:** |  | **Length of time in role:** |  |
| **Name of Supervisor / Team Leader:** | |  | |

The following table should be completed by the Supervisor / Line Manager together with the employee for Individual Stress Risk Assessments.

The questions are based on the HSE Management Standards and look at the key areas of work that, if properly managed, can help to reduce work related stress. The questions are part of a supportive process to assist managers and individuals in the; identification of hazards, deciding why individuals might be affected, evaluating the risks and frequency and recording your findings and proposed actions.

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|  | **Question** | **Yes** | **No** | **Possible Action/s** | **Agreed Action/s** |
| **1** | **Role Definition:**   * Are you clear what is expected within role. * Do you understand your duties and responsibilities. * Do you know how to go about getting your job done. * Do you know the goals and objectives for the department. |  |  | * Agree duties and responsibilities expected ensuring excessive and unreasonable demands are not made. * Clarify goals and objectives for the individual and department – ensuring no ambiguity. * Provide regular clear feedback on performance. |  |
| **2** | **Control:**   * Do you have any say in how you do and plan your work. * Can you set your own work speed. * Can you decide when to take a break. |  |  | * Where practicable, enable staff to exert autonomy within role. * Encourage delegation and empowerment of others. * Encourage training to support delegation (to individual and team). |  |
| **3** | **Work Pressures – High:**   * Are your deadlines within the role unachievable. * Are you required to work long hours. * Are your time pressures unrealistic. * Are you subject to work demands from different groups that are hard to combine. |  |  | * Offer support in prioritising tasks and cut out unnecessary work and bureaucracy. * Try to give warning of urgent jobs. * Assist in the scheduling of work to ensure adequate and appropriate resources. * Ensure job demands are matched in terms of quantity, complexity and intensity to individuals skills and abilities. * Support staff when undertaking new and unfamiliar tasks. * Meet regularly to review workload. * Avoid encouraging staff to work long hours, take work home or build excessive flexi. * Encourage staff to take annual leave allowance. |  |
| **4** | **Work Pressures – Low:**   * Is your work boring, monotonous or unchallenging. |  |  | * Where reasonably practicable, rotate boring and repetitive jobs. * Where possible increase the variety of tasks e.g. through projects, support to colleagues, etc. |  |
| **5** | **Relationships at Work:**   * Are you subject to personal harassment in the form of unkind words or behaviour. * Are relationships at work strained. * Is there friction and anger between colleagues. * Are you subject to bullying. |  |  | * Encourage team working. * Encourage team members to give open and honest feedback to each other. * Demonstrate and encourage appreciation of others and difference. * Promote an atmosphere of mutual respect. * Ensure all staff are aware that inappropriate behaviour at work will not be tolerated. * Refer to the Anti Harassment and Bullying Policy and attend the training to support this policy. * Seek the support of HR if an allegation of Harassment or Bullying is made. |  |
| **6** | **Support:**   * If work gets difficult are colleagues/manager available to help and support. * Are you given supportive feedback on the work you do. |  |  | * Explain how to raise concerns and call on your support. * Encourage team working / support. Ask for support with this. * Hold regular team meetings. * Be approachable and receptive to feedback. |  |
| **7** | **Change:**   * Are you consulted / updated about changes at work that affect you. * Are you clear about how the change will affect you in practice. * Is there adequate consultation about workplace issues / changes. |  |  | * Ensure clear and appropriate communication on proposed changes. * Ensure individuals understand the reasons for change and the likely timescales. * Ensure adequate consultation wherever possible and provide opportunities for comment and input. * Give support to individuals during the change process. |  |
| **8** | **Training:**   * Do you require additional training to undertake your role. |  |  | * Provide training as required. * Ensure Staff Development and Appraisal is implemented. * Ensure and changes to role are supported with relevant training. |  |
| **9** | **Physical Demands and Work Environment:**   * Does your role involve excessive physical demands such as heavy lifting; standing for long periods of time; repetitive movements that are causing concern. * Is your work environment adequate / comfortable. * Is it free from hazards such as cigarette smoke and unacceptable levels of noise. |  |  | * Undertake a H&S Risk Assessment. * Where appropriate refer to Occupational Health for advice. * Encourage suggestions on how to improve work environment – and give these due consideration. * Manage risks with the support of the Occupational Health – Health Surveillance programme (e.g. ear defenders). |  |
| **10** | **Other Issues:**  Are there any other issues / stressors that we need to be taken account of – e.g. difficulties at home, unexpected life changes, etc. |  |  | * Support individual where possible. * Offer to support them through referring to Staff Support Adviser. |  |

\*The Possible Action/s column details some suggestions for consideration / action. This list is not exhaustive.

\*The Action/s column should include details of what the issues are, what measures are currently in place, what improvements can be made and what actions will be taken to make the improvements.

A copy of the completed Stress Risk Assessment Tool should be kept by both parties completing it.

Following completion of questions above it is suggested:

* Both parties consider the possible actions and discuss and agree proposed actions for reducing the pressures that lead to stress, as far as reasonably practicable and annotate proposed actions within the action/s column. It may be helpful to talk with your HR Manager to assist you with this.
* Refer to Occupational Health for assessment if employee or manager considers there may be a medical element leading to increased susceptibility to stress. Please include a copy of the risk assessment with the referral.
* Both parties keep a record of proposed actions and agree a date for review.