

Work Related Stress Risk Assessment Record

This Risk Assessment relates to: -

Directorate	Business Unit	Team/Service/Establishment

Identify the Stress Factors, Evaluate the Risk & Take Action

Consider the six stress factors in turn, taking into consideration the desired state to identify the potential causes of stress for the scope of this assessment. It is essential that the individuals concerned be consulted to ensure all perceived stressors are identified and considered. Once the problems are identified, assess the level of risk and agree the control measures.

Risk Assessment Record

Stress Factor	Potential Stress Causes Identified	Risk Rating <small>High/Medium/Low</small>	Control Measures/Further Action	To be Actioned By	Target Date
<p>A. Demands of the Job</p> <p>Desired State (Policy Aim)</p> <ul style="list-style-type: none"> ▪ Suitable resources provided ▪ Employees have adequate and achievable demands in relation to agreed hours of work ▪ Employees have the skills and training to carry out their work ▪ Safe & healthy working conditions ▪ Lone working & violence & aggression in the workplace are managed ▪ A work life balance is encouraged 					
<p>B. Degree of Control</p> <p>Desired State (Policy Aim)</p> <ul style="list-style-type: none"> ▪ Where practicable employees have a degree of flexibility over the way they do their work ▪ Employees participate in decisions concerning their jobs ▪ Employees concerns are addressed ▪ Employees are encouraged to develop new skills 					

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<p>C. Working Relationships</p> <p>Desired State (Policy Aim)</p> <ul style="list-style-type: none"> • Good Team Support • Effective Communications • Harassment & Bullying Policy, and • Grievance Policy implemented with procedures to prevent & resolve unacceptable behaviours • Managers are encouraged & able to deal with unacceptable behaviours • Employees are encouraged & able to report unacceptable behaviours • Appropriate supervision is provided 					
<p>D. Job Role</p> <p>Desired State (Policy Aim)</p> <ul style="list-style-type: none"> • Conflicting job demands are avoided where practicable • Employees have a clear understanding of their work objectives, expectations, scope and responsibilities • Employees motivated by their job role 					
<p>E. Change</p> <p>Desired State (Policy Aim)</p> <ul style="list-style-type: none"> ▪ Employees provided with timely information to enable them to understand the reasons for proposed changes ▪ Job insecurity concerns managed. ▪ Employees given the opportunity to comment ▪ Employees involved in discussions about change ▪ Employees to have access to relevant support during change ▪ Identification of new training requirements following change 					

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<p>F. Support</p> <p>Desired State (Policy Aim)</p> <ul style="list-style-type: none"> • Policies & procedures to adequately support employees • Managers encouraged & able to support employees • Employees encouraged to support their colleagues • Open and honest culture. • Employees receive regular and constructive feedback • Employees receive induction • Employees know how to access resources to do their job • Individuality is valued 					

It is important that everyone accepts that the solutions require a partnership approach based on openness, honesty and trust.

Sign off

Manager's Name	Signature	Date
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Communicate the results of the assessment and provide feedback to staff and deal with individual concerns

Monitor and Review

Date Review Completed	Additional Action Identified on Review
Manager's Name	
Signature	