RA7/1

**GENERIC STRESS RISK ASSESSMENT FORM**

(To be completed by the relevant line manager)

**Faculty/School/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please complete the following assessment for the area identified above that is under your control.

The Health and Safety Executive have identified the following aspects of work that can lead to work related stress. Within each area there are one or more risk factors that have been identified. Please assess the risk for that aspect of work based on the nature of the work being undertaken. When each aspect of the work has been assessed, an overall risk rating for the area should be recorded in the final section.

Please note - the guidance notes under each section provide advice on what you as a manager can do to reduce the risk factor rating and thus reduce the contribution that the particular aspect of work makes to any potential stress. It is not anticipated that each of the risk factor ratings can be minimised nor that all of the advice provided to help reduce the risk factor rating can in practice be implemented in all situations. However it is considered that the advice provides a useful indicator of the steps that should be considered in order that you minimise the risk of stress to staff.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CULTURE**

- provide opportunities for staff to contribute ideas, especially in planning and organising their own jobs

- introduce clear business objectives, good communication and close employee involvement, particularly during periods of change

- be honest with yourself, set a good example, and listen to and respect others

- be approachable - create an atmosphere where people feel comfortable talking to you about any problems they are having

- avoid encouraging people to work excessively long hours

RISK FACTORS  **Risk Rating**

Minimal Low Medium High

Poor communication and consultation ❒ ❒ ❒ ❒

A culture of blame when things go wrong ❒ ❒ ❒ ❒

Denial of potential problems ❒ ❒ ❒ ❒

An expectation that people will regularly work ❒ ❒ ❒ ❒

excessively long hours or take work home with them

Other issues related to culture ❒ ❒ ❒ ❒

(please list)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTROL/ACCOUNTABILITY**

- give more control/accountability to staff by enabling them to plan their own work, make decisions about how that work should be completed and how problems should be tackled

RISK FACTORS  **Risk Rating**

Minimal Low Medium High

Lack of control over/accountability for work activities ❒ ❒ ❒ ❒

Other issues related to control / accountability ❒ ❒ ❒ ❒

(please list)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ROLE**

* talk to people regularly to make sure that everyone has clearly defined objectives and responsibilities linked to corporate/departmental goals
* provide clear role descriptions and organisational structures

RISK FACTORS  **Risk Rating**

Minimal Low Medium High

Staff feeling that the job requires them to behave

in conflicting ways ❒ ❒ ❒ ❒

Confusion about structures and job roles ❒ ❒ ❒ ❒

Other issues related to role ❒ ❒ ❒ ❒

(please list)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHANGE**

- ensure good communication with staff

- provide effective support for staff throughout the process

RISK FACTORS  **Risk Rating**

Minimal Low Medium High

Uncertainty about what is happening ❒ ❒ ❒ ❒

Fears about job security ❒ ❒ ❒ ❒

Other issues related to change ❒ ❒ ❒ ❒

(please list)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RELATIONSHIPS**

- provide training in interpersonal skills

- maintain effective systems to prevent bullying and harassment (University Harassment Policy)

RISK FACTORS  **Risk Rating**

Minimal Low Medium High

Poor relationships with others ❒ ❒ ❒ ❒

Bullying, racial, sexual, religious, etc. harassment ❒ ❒ ❒ ❒

Other issues related to relationships ❒ ❒ ❒ ❒

(please list)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPPORT AND THE INDIVIDUAL**

- recognise that mistakes can occur and support and encourage staff to improve

- encourage a healthy work-life balance

- promote family friendly policies in the workplace

- ensure that work is fairly and evenly allocated

RISK FACTORS  **Risk Rating**

Minimal Low Medium High

Lack of support ❒ ❒ ❒ ❒

Not being able to balance the demands of work ❒ ❒ ❒ ❒

and life outside work

Other issues related to support and the individual ❒ ❒ ❒ ❒

(please list)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEMANDS OF THE JOB**

Guidance On Minimisation Of Risk

- prioritise tasks, cut out unnecessary work, try to give warning of urgent or important jobs

* make sure individuals are matched to jobs and have suitable and sufficient training to enable them to undertake the job
* consider changing the way jobs are done, giving individuals more responsibility, increasing the scope of the job, increasing the variety of tasks, giving a group of workers greater responsibility for effective performance of the group

- make sure other workplace hazards such as noise, harmful substances, manual handling and the threat of violence, are properly controlled

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

RISK FACTORS  **Risk Rating**

Minimal Low Medium High

Too much to do, too little time ❒ ❒ ❒ ❒

Too little/too much training for the job ❒ ❒ ❒ ❒

Boring or repetitive work or too little to do ❒ ❒ ❒ ❒

The physical work environment ❒ ❒ ❒ ❒

Other issues related to demands of the job ❒ ❒ ❒ ❒

(please list)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OVERALL RISK**

Based on the 7 aspects of work and the individual risk ratings as recorded above the overall risk is assessed as :-

 Minimal Low Medium High

Overall Risk Rating ❒ ❒ ❒ ❒

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If the ratings above indicate areas where the risk of stress is more than minimal then you should refer to the notes for guidance over and consider whether further action to reduce these risks is appropriate. If such further action is considered appropriate then please confirm the action to be taken below and establish a target date for implementation.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FURTHER ACTION REQUIRED** (if applicable)

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible** | **Date to be completed by** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**