

Individual Stress Risk Assessment

	Question	Yes	No	Possible Action/s	Agreed Action/s
1	Role Definition: <ul style="list-style-type: none"> • 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? 			<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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? 			<ul style="list-style-type: none"> • 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	<p>Work Pressures – High:</p> <ul style="list-style-type: none"> • Are your deadlines within 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? 			<ul style="list-style-type: none"> • 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	<p>Work Pressures – Low:</p> <ul style="list-style-type: none"> • Is your work boring, monotonous or unchallenging? 			<ul style="list-style-type: none"> • Where reasonably practicable, rotate boring and repetitive jobs • Where possible increase the variety of tasks e.g. through projects, support to colleagues, etc 	
5	<p>Relationships at Work:</p> <ul style="list-style-type: none"> • 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? 			<ul style="list-style-type: none"> • 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 	

				<p>Bullying Policy and attend the training to support this policy</p> <ul style="list-style-type: none"> • Seek the support of HR if an allegation of Harassment or Bullying is made 	
6	<p>Support:</p> <ul style="list-style-type: none"> • If work gets difficult are colleagues/manager available to help and support? • Are you given supportive feedback on the work you do? 			<ul style="list-style-type: none"> • Attend the ‘Giving and Receiving Feedback’ workshop • Explain how to raise concerns and call on your support • Ensure you have attended the Stress Management Workshop • Encourage enhance team working / support. Ask Staff Training and Development for support with this. • Hold regular team meetings • Be approachable and receptive to feedback 	
7	<p>Change:</p> <ul style="list-style-type: none"> • 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? 			<ul style="list-style-type: none"> • 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	<p>Training:</p> <ul style="list-style-type: none"> • Do you require additional training to undertake your role? 			<ul style="list-style-type: none"> • Provide training as required • Ensure Staff Development and Appraisal is implemented • Ensure and changes to role are supported with relevant training 	
9	<p>Physical Demands and Work Environment</p> <ul style="list-style-type: none"> • Does your role involve excessive physical demands such as heavy lifting; standing for long periods of time; repetitive 			<ul style="list-style-type: none"> • Undertake a H&S Risk Assessment • Where appropriate refer to Occupational Health for advice 	

	<p>movements that are causing concern?</p> <ul style="list-style-type: none"> • Is your work environment adequate / comfortable? • Is it free from hazards such as cigarette smoke and unacceptable levels of noise? 			<ul style="list-style-type: none"> • 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	<p>Other Issues:</p> <ul style="list-style-type: none"> • Are there any other issues / stressors that we need to be taken account of – e.g. difficulties at home, unexpected life changes? 			<ul style="list-style-type: none"> • Support individual where possible • Offer to support them through referring to Staff Support Adviser 	