

Appendix 2 – Individual Stress Risk Assessment Template

NB: This form is for completion by the manager and can be adapted to suit local needs. A copy should be provided to the employee concerned and a copy sent to the Corporate Health and Safety team for confidential monitoring purposes.

Staff are invited to use this form to help identify and deal with work-related stress: if you choose to use this form, you're not obliged to share its contents with anybody – however, you can “do your bit” for managing work-related stress by sharing this form (or parts of it) with your manager: if they do not know there is a problem they cannot help.

Potential Hazards	Suggested Controls	Employee comments	Action to take and by whom	Date completed
1. CULTURE				
Lack of communication and consultation	Provide opportunities for staff to contribute to ideas, especially in planning and organising their own jobs			
A culture of blame when things go wrong, denial of potential problems	Introduce clear business objectives, standards and expectations; good communication and close involvement, opportunities to review progress towards objectives. When things go wrong there is a retrieval plan in place and learning from mistakes takes place particularly during periods of change			
An expectation that people will regularly work excessively long hours or take work home with them	Avoid encouraging people to work excessively long hours			

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2. DEMANDS OF THE JOB				
Too much to do, too little time	Prioritise tasks, cut out unnecessary work, try to give warning of urgent jobs or important jobs			
Too little /too much training for the job	Make sure individuals are matched to jobs for their capability level, provide training for those who need more, increase the scope of jobs for those who are over trained or have greater capability			
Boring or repetitive work, or too little to do	Consider the possibility of changing the way jobs are done by moving people between jobs, giving individuals more responsibility, increasing the scope of the job, increasing the tasks, giving a group of workers greater responsibility for effective performance of the group			
3. CONTROL				
Lack of control over work activities	Where possible, consider giving more control to staff by enabling them to plan their own work, make decisions about how work should be completed and how problems should be tackled.			

Potential Hazards	Suggested Controls	Employee comments	Action to take and by whom	Date completed
4. RELATIONSHIPS				
Poor relationships with others	Provide training in interpersonal skills specifically Conflict Resolution and Challenging Behaviour. Mediation is available via Human Resources.			
Bullying, racial or sexual remarks	Ealing is committed to the prevention of bullying and harassment (refer to Ealing Council's Code of Conduct and other policies including Bullying and Harrassment).			
5. CHANGE				
Uncertainty about what is happening	Ensure good communication with staff			
Fears about job security	Provide effective support for staff throughout the process			
6. ROLE				
Staff feeling the job role in unclear and/or has conflicting priorities.	Talk to people regularly to make sure everyone is clear about what their job requires them to do			
Confusion about how everyone fits in	Make sure everyone has clearly defined objectives and responsibilities linked to business objectives, and training on how everyone fits in			

Potential Hazards	Suggested Controls	Employee comments	Action to take and by whom	Date completed
7. SUPPORT TO THE INDIVIDUAL				
Lack of support from managers and co-workers	Support and encourage staff, even when things go wrong			
Not being able to balance the demands of work and like outside of work	Take into account everyone is different, and try to allocate work so everyone is working in the way that helps them work best, i.e. flexible working/working from home			
8. OTHER				

Name of Employee		Signed	
Name of Manager		Signed	
Date			

This risk assessment should be reviewed at an agreed frequency between line manager and staff, or sooner if required.