

INDIVIDUAL STRESS RISK ASSESSMENT

Department/section					
Name/job title of employee					
Name/job title of manager/supervisor					
	CULTURE	YES	NO	N/A	REQUIRED ACTION/COMMENTS
1	Are you (or have you previously) suffered from stress related illness?				
2	Do you take your annual leave entitlement?				
3	Do you regularly work excessive hours?				
4	If you report that you are suffering from stress is action taken?				
5	Are there good, open and regular communications between staff up and down the management line at all levels?				
6	Is there a feedback process in place for your comments and/or complaints.				
	DEMANDS				REQUIRED ACTION/COPMMENTS
7	Are your skills and ability matched to the job?				
8	Is the allocation of work to duties monitored by your manager?				
9	Have you received induction and job training?				

	DEMANDS (continued)	YES	NO	N/A	REQUIRED ACTION / COMMENTS
10	Were your working hours agreed on recruitment?				
11	Do you understand the reasons for temporary increases in work?				
12	Do you have any problems with working environment factors (noise, vibration, ventilation, humidity etc.) ?				
13	Are there adequate resources to do the required work?				
14	Is there sufficient, suitable equipment available to do your job?				
	CONTROL				REQUIRED ACTION / COMMENTS
15	Do you plan your own workload?				
16	Do you plan your own work schedule (ie timescales/deadlines)?				
17	Is there an element of flexibility in duty allocation and hours of work?				
18	Do you and your manager get together regularly to make decisions on how work problems should be tackled?				
	RELATIONSHIPS				REQUIRED ACTION/COMMENTS
19	Are you aware of the policy on bullying/harassment?				
20	Are you able to discuss relationships with colleagues with your manager (or someone else)?				
	RELATIONSHIPS (continued)				REQUIRED ACTION/COMMENTS
21	Are you consulted and involved in changes that may affect you?				
22	Are you kept informed during periods of change?				
23	Do you receive a regular appraisal/erview?				

24	Do you have a clear job description?				
25	Is the correct training available for all jobs you do?				
	SUPPORT/TRAINING/OTHER FACTORS				REQUIRED ACTION/COMMENTS
26	Are you aware of the services of the Occupational Health Unit?				
27	Do you wish to discuss this assessment with anyone else?				
28	Has the process for training and career development been explained to you?				
29	Are you aware of the process for transfer or promotion?				
30	Do you wish to undertake stress awareness training?				
31	Are there any other workplace factors which should be taken into account?				

Signed (Manager)

Date

Signed(Employee)

Date

General Health and Safety Risk Assessment for

(Description of workplace/activity being assessed)

			REVIEWS			
Section/Establishment Name			Next Review Date	Reviewed by	Date	Changes Made Yes / No
Location						
Employees Consulted						
Trade Union Reps Consulted						
Name of Person Undertaking Assessment						
<i>Signature</i> of Person Undertaking Assessment						
Date of Assessment						
Name of Manager Confirming and Agreeing Assessment						
<i>Signature</i> of Manager Confirming and Agreeing Assessment						
Date of Issue						

The following section should be completed by all staff who need to be made aware of and abide by the findings of the risk assessment. NB if as a result of the review, changes are made to the risk assessment the box below should be re-completed when staff have been made aware of any changes.

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated control measures and bring to the attention of management any deficiencies in the findings of the assessment.

[illegible]

Description of work place / activity being assessed: - _____

Hazard	Who might be harmed and how?	Existing Control Measures		Yes	No	N/A	Further Actions	Priority for further action H / M / L	Person Responsible for further actions and completion date
Stress	All: Culture	1.	Is sickness absence monitored for signs of stress related illness?						
		2.	Is annual leave monitored to ensure that staff take their entitlement?						
		3.	Are staff discouraged from working excessive hours?						
		4.	Are reports of stress investigated and action taken?						
		5.	Are there good communication procedures in place so that staff are kept well informed?						
		6.	Is there a feedback process in place for staff comments and/or complaints?						
	Demands	7.	Does the recruitment process correctly match skills, and ability to the job?						
		8.	Is the allocation of work to duties monitored by managers?						
		9.	Is induction and job specific training given?						
		10.	Are working hours agreed on recruitment?						

Hazard	Who might be harmed and how?	Existing Control Measures		Yes	No	N/A	Further Actions	Priority for further action H / M / L	Person Responsible for further actions and completion date
	Demands (cont)	11.	Do staff understand the reasons for temporary increases in workloads?						
		12.	Is there a reporting and review system for working environment factors? (noise, vibration, ventilation, humidity etc)						
		13.	Are there adequate resources to do the required work?						
		14.	Is there sufficient, suitable equipment available for all jobs?						
	Control	15.	Is the job evaluation process followed for all new jobs?						
		16.	Are the Working Time Regulations complied with and work patterns controlled?						
		17.	Where possible do staff get an opportunity to plan their own work?						
		18.	Is there an element of flexibility in duty allocation and hours of work?						
		19.	Is there an employee/ management feedback process?						

Hazard	Who might be harmed and how?	Existing Control Measures		Yes	No	N/A	Further Actions	Priority for further action H / M / L	Person Responsible for further actions and completion date
	Control (cont)	20.	Do management and staff get together regularly to make decisions on how work problems should be tackled?						
		21.	Are employees encouraged to use their skills and initiatives to do their work?						
		22.	Are employees encouraged to develop new skills?						
	Relationships	23.	Are staff aware of the policy on bullying/harassment?						
		24.	Are staff aware of the drug/ alcohol policy?						
		25.	Is the equal opportunities policy complied with?						
		26.	Is the attendance management procedures used correctly?						
		27.	Are employees encouraged to share information relating to their work?						
	Change	28.	Are staff consulted and involved in changes that may affect them?						
		29.	Are employees provided with timely information regarding reasons for proposed changes and timetables?						
		30.	Is 'change' risk assessed in terms of the impact on health and safety?						

Hazard	Who might be	Existing Control Measures	Yes	No	N/A	Further Actions	Priority	Person
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	harmed and how?						for further action H / M / L	Responsible for further actions and completion date
	Change (cont)	31.	Are employees provided with training to support changes in their jobs?					
		32.	Do employees have access to relevant support during changes?					
	Role	33.	Is the employee personal development review process followed correctly?					
		34.	Do all staff have clear job descriptions?					
		35.	Do informal discussions between managers and staff take place?					
		36.	Is the appropriate training available for all jobs?					
	Support/ Training/ Other Factors	37.	Are staff aware of the EAP scheme?					
		38.	Are staff aware of the services of the Occupational Health Unit?					
		39.	Are there opportunities for career progression?					
		40.	Has the process for training and career development been explained to staff?					
		41.	Is there a process for assessing skills and competencies?					

Hazard	Who might be harmed and how?	Existing Control Measures		Yes	No	N/A	Further Actions	Priority for further action H / M / L	Person Responsible for further actions and completion date
	Support/ Training/ Other Factors (cont)	42.	Do staff undertake stress awareness training?						
		43.	Do management hold regular team meetings?						
		44.	Are there any other workplace factors which should be taken into account?						

H – Immediate action required

M – Action as soon as is reasonably practicable

L – Action required within _____ months