

STRESS RISK ASSESSMENT CHECKLIST

This stress risk assessment should be completed by the Line Manager in consultation with a cross-section of his/her staff (see Policy). It has the 5 basic steps for risk assessing, but in order to support you through Step One, a checklist has been devised which gives examples of issues you should consider. The list of examples is not exhaustive, you may require to explore other areas.

Line Manager:

Team/Staff Interviewed:

Date Completed

STEP 1 - IDENTIFY THE HAZARD

YES NO COMMENTS

CULTURE

Do staff interviewed feel that the College recognises stress as a potential problem/ seriously addresses the causes of stress?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff consulted on changes which may affect them and/or given opportunities to contribute to change decisions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff kept up to date with developments taking place across the College?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the reasons behind changes explained to staff?	<input type="checkbox"/>	<input type="checkbox"/>	

DEMANDS

Do staff interviewed feel that their working patterns are reasonable/reflect their conditions of service?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff discouraged from working additional hours or from taking work home?	<input type="checkbox"/>	<input type="checkbox"/>	
Do staff normally take any TOIL they accrue?	<input type="checkbox"/>	<input type="checkbox"/>	
Do staff have access to, and use "quiet areas" away from disruption?	<input type="checkbox"/>	<input type="checkbox"/>	
Do staff feel that their timetable/work commitments are reasonable?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there sufficient cover for staff absences?	<input type="checkbox"/>	<input type="checkbox"/>	

YES NO COMMENTS

ROLE/JOB CONTROL

Are staff clearly aware of their role within the organisation and their job responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
Do staff feel that they have an input into how their work is planned, delivered, carried out?	<input type="checkbox"/>	<input type="checkbox"/>
Do staff feel that they have had sufficient induction into their roles and any changes arising? Eg Quality Procedures, Health & Safety, Staff Development	<input type="checkbox"/>	<input type="checkbox"/>

RELATIONSHIPS

Do staff feel they are treated fairly and equally by managers/senior staff?	<input type="checkbox"/>	<input type="checkbox"/>
Is there evidence of any relationship problems between staff?	<input type="checkbox"/>	<input type="checkbox"/>
Is there evidence of bullying or harassment by, or of, staff?	<input type="checkbox"/>	<input type="checkbox"/>

SUPPORT

Do staff feel that they are appropriately recognised for their efforts and achievement	<input type="checkbox"/>	<input type="checkbox"/>
Do staff receive feedback (positive or negative as appropriate) on their work performance?	<input type="checkbox"/>	<input type="checkbox"/>
Are support needs identified and support/guidance provided when required?	<input type="checkbox"/>	<input type="checkbox"/>
Are training and development needs identified and training/development provided when required?	<input type="checkbox"/>	<input type="checkbox"/>
Do staff have access to the appropriate tools, equipment, facilities and materials required to undertake their duties?	<input type="checkbox"/>	<input type="checkbox"/>

STEP TWO – WHO IS AT RISK?

YES NO

From the above assessment, is it clear that everyone in your team is free from the possibility of significant harm due to stress or as a result of any stress related illness.

If the answer above is “no” then list the team members you believe are at risk.

STEP 3 – EVALUATE THE RISK AND ADOPT CONTROL MEASURES

Where a potential hazard is identified, (in respect of any "no" answers given above), the College as a whole, and you as a line manager have a legal responsibility to identify and take reasonable steps to either remove the hazard or to minimise the potential harm suffered by the member of staff as a result of this hazard. Support is available in this process from the Assistant Principal with responsibility for Human Resources or a HR Officer.

The most important step is to take remedial action when the existing control measures are insufficient to prevent harm.

To identify and implement appropriate control measures, you are likely to need to meet with the staff involved on a one to one basis and discuss through the issues and potential solutions in detail before completing this step.

All steps/control measures taken must be recorded on the enclosed Risk Assessment Action Plan (appendix a).

STEP 4 – RECORD THE SIGNIFICANT FINDINGS AND INFORM YOUR STAFF

This completed checklist in most cases will be adequate for recording the findings, but you must inform your staff of any significant findings. Remember to comply with the Data Protection Act and keep records confidential and secure.

STEP 5 – REVIEW THE ASSESSMENT AND MONITOR

You should plan to review and monitor any actions taken on a regular basis until the remedial action has been completed and is successful in reducing or removing the risk of significant harm due to stress. Once the remedial action has been taken then you should carry on regularly monitoring the situation until you are satisfied.

The risk assessment process should be completed at least once every three years, or immediately if there are significant changes within the work area, or if any staff are showing signs of stress.

RISK ASSESSMENT ACTION PLAN

This Action Plan must be completed where any risk assessment activity highlights a potential stress hazard for members of your team. The College as a whole, and you as a line manager, have a statutory responsibility to identify, assess, and resolve any stress issue which may reasonably foreseeably result in a member of staff suffering from significant harm as a result of any stress related illness.

Hazard Identified (from risk assessment)	Remedial Action Required	Person Responsible	Review/Completion Date

If you are not the person responsible for any action noted above, then you must discuss with and get agreement from the named person before completing this form. A copy of this completed form must then be passed to this person.

Support is available in this process from the Assistant Principal with responsibility for Human Resources or a HR Officer.