**Stress Risk Assessment**

**(For Individuals and/or Teams)**

**This risk assessment aims to identify and reduce individual causes of stress, to prevent any impact on performance and health.**

* **Individual risk assessments** are initially completed by the employee who then forwards to their manager for consideration. There may be a requirement to meet a number of times to review the document and determine a plan of action agreeable to both the employee and the manager.
* It should be noted, what is a source of stress for one individual may not be a source of stress for another and at different times individual employees may feel they are not able to cope with the pressures of work. This is sometimes, but not always, exacerbated by pressures an individual may be experiencing outside work.
* It is important that individuals raise any concerns about pressure at work, and outside work early so that the University can look to see if they can take steps to reduce excessive pressures (or stress) where possible and/or support the employee.
* It is good practice for individuals/teams to regularly discuss pressures at work so that they can be addressed, where possible, if they are becoming excessive. Where it is not possible to directly reduce the pressures, it is still important for teams to discuss them so that individuals do not feel alone, and team members can support each other.
* This risk assessment can be used to support discussions with individuals or teams to systematically work through the pressures and consider if these are a source of stress and, if so, if any action can be taken to reduce the risks to performance and health.

**Instructions for Completion.**

Consider each question and decide if it is applicable or not; if no, proceed to the next question. You do not have to complete every box - only complete what is relevant to the situation.

When completing the form please think about current issues and how things could be resolved in moving forward. It should not be used for matters that have previously been resolved. (Unless to just note that they have been actioned).

If your specific triggers for stress do not fit within the questions provided, please complete the ‘Other Issues’ section at the bottom of the assessment.

**Name/Team Name: Date:**

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| **Cause of Stress** | **Questions** | **Yes/No** | **If yes, Is it a problem for you? Provide brief detail.** | **Managers to document agreed adjustments (where applicable)** |
| **Demands** | Do different people at work demand things from you that are hard to combine? |  |  |  |
| Do you have unachievable deadlines? |  |  |  |
| Do you have to work very intensively? |  |  |  |
| Do you have to neglect some tasks because you have too much to do? |  |  |  |
| Are you unable to take sufficient breaks? |  |  |  |
| Do you feel pressured to work long hours? |  |  |  |
| Do you feel you have to work very fast? |  |  |  |
| Do you have unrealistic time pressures? |  |  |  |
| **Control** | Can you decide when to take a break? |  |  |  |
| Do you feel you have a say in your work speed? |  |  |  |
| Do you feel you have a choice in deciding how you do your work? |  |  |  |
| Do you feel your time can be flexible? |  |  |  |

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| **Support/**  **Manager** | Does your manager give you enough supportive feedback on the work you do? |  |  |  |
| Do you feel you can rely on your manager to help you with a work problem? |  |  |  |
| Do you feel you can talk to your manager about something that upsets or annoys you at work? |  |  |  |
| Do you feel your manager supports you through any emotionally demanding work? |  |  |  |
| Do you feel your manager encourages you enough at work? |  |  |  |
| **Peers** | Do you feel your colleagues would help you if work became difficult? |  |  |  |
| Do you get the help and support you need from your colleagues? |  |  |  |
| Do you feel you receive the respect at work you deserve from your colleagues? |  |  |  |
| Are your colleagues willing to listen to your work-related problems? |  |  |  |
| **Relationships** | Are you personally harassed, in the form of unkind words or behaviour? |  |  |  |
| Do you feel there is friction or anger between colleagues which impacts on your stress level at work? |  |  |  |
| Are you bullied at work? |  |  |  |
| Are relationships strained at work? |  |  |  |

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| **Role** | Are you clear about what is expected of you at work? E.g. are your given deadlines, aware of the role requirements, etc |  |  |  |
| Do you know how to go about getting your job done? |  |  |  |
| Are you clear about what your duties and responsibilities are? |  |  |  |
| Are you clear about the goals and objectives for this department? |  |  |  |
| Do you understand how your work fits into the overall aim of the organisation? |  |  |  |
| **Change** | Do you have enough opportunities to ask managers about change at work? |  |  |  |
| Do you feel consulted about change at work? (if applicable) |  |  |  |
| When changes are made at work, are you clear about how they would work out in practice? |  |  |  |
| **Other Issues** | Is there any other source of stress for you at work which is not covered in the categories above? |  |  |  |
| Is there any sources of stress at home or outside work that may have contributed to your stress levels/stress related absence? |  |  |  |

**Factors outside work**

This list of questions on return to work has mainly focused on factors at work. However, there may be factors outside work, for example in your family life, which may have contributed to or added to the pressures at work. These may have made it harder to cope with demands at work that you would normally be able to cope with.

You may want to share these issues with your manager – they may be able to help at work and make adjustments, for example, being more flexible with working hours or just being sympathetic to the pressures you are under.

If you do not feel happy telling your manager about these things, then consider discussing with Human Resources or Occupational Health.

You may also like to look at the links on the [HSE Stress website](http://www.hse.gov.uk/stress/).

Staff signature………………………………………………………………………….

Managers signature…………………………………………………………………

Date…………………………………………………………. Review Date (s)………………………………………………….