**Risk Assessment**

Where stress has been identified the employee and line manager should complete the stress risk assessment to develop an action plan to tackle and if possible reduce or eliminate work related stress.

**Department:**

**Review Date:**

**Completed By: Date:**

| **Potential Hazard** | **Is Significant Risk Present?**  **0=No Risk**  **1=minor risk**  **2=medium risk**  **3= major risk** | **Action taken by employee** | **Action taken by line manager/supervisor** | **Date completed** |
| --- | --- | --- | --- | --- |
| 1. **Demand of the Job - Job design** | | | | |
| Too little time for task |  |  |  |  |
| Inadequate staffing |  |  |  |  |
| Too much training for the job |  |  |  |  |
| Too little training for the job |  |  |  |  |
| Over promotion |  |  |  |  |
| Skills not recognised-promotion prospects not recognised. |  |  |  |  |
| Boring or repetitive work. |  |  |  |  |
| Too little to do |  |  |  |  |
| Inadequate resources for task |  |  |  |  |
| Employees working under excessive pressure and experiencing excessive workloads |  |  |  |  |
| **(B) Control of work environment** | | | | |
| Lack of communication and consultation |  |  |  |  |
| Non-inclusive/controlling management style |  |  |  |  |
| Inconsistent management style |  |  |  |  |
| Not being able to balance the demands of work and life outside work. |  |  |  |  |
| Rigid work patterns, shift work, lone work, lack of control over work |  |  |  |  |
| Conflicting work demands |  |  |  |  |
| The working environment |  |  |  |  |
| Poor temperature control |  |  |  |  |
| Noise |  |  |  |  |
| Lack of facilities for rest/breaks |  |  |  |  |
| Poor ventilation |  |  |  |  |
| Threat of violence |  |  |  |  |
| Other difficulties faced by area/team |  |  |  |  |
| **(C) Support** | | | | |
| Risk assessments undertaken and reviewed |  |  |  |  |
| Occupational Health available |  |  |  |  |
| Counselling available |  |  |  |  |
| Other support agencies available. |  |  |  |  |
| **(D) Relationships** | | | | |
| Poor relationships with others |  |  |  |  |
| Customer Complaints |  |  |  |  |
| A culture of blame |  |  |  |  |
| Failure to celebrate success |  |  |  |  |
| Combative or confrontational management styles |  |  |  |  |
| Bullying, racial or sexual harassment |  |  |  |  |
| Stress seen as a sign of weakness |  |  |  |  |
| Lack of support from managers and co-workers |  |  |  |  |
| **(E) Job Role** | | | | |
| Unsure about own job role |  |  |  |  |
| Confusion about how everyone fits in |  |  |  |  |
| Regular supervision/feedback sessions with manager |  |  |  |  |
| Fear about job security uncertainty about what is happening |  |  |  |  |
| An expectation that people will regularly work excessively long hours or take work home with them |  |  |  |  |