



**Risk Assessment – Work-Related Stress with Notes**

<b>SITE</b>		<b>ASSESSORS</b>	
<b>JOB GROUP</b>		<b>DATE OF ASSESSMENT</b>	
<b>DATE TO BE REVIEWED</b>		<b>VERIFIED BY</b>	
<b>1. DEMANDS</b>	<b>To be completed by Assessor</b>		<b>Notes</b>
<i>Existing measures</i>			<p>Is there induction training for staff whose jobs have changed?            How is workload assessed and controlled?            How much influence does individual have over own workload?            What arrangements are there for rest periods?            How are working hours monitored/controlled?            If issues of over- or under-load arise, how are these communicated?            Have risk assessments related to the jobs been performed?            What about the physical (noise, vibration, ventilation, lighting etc) and psychosocial (violence, bullying etc) environments?</p>
<i>Are existing measures satisfactory?</i>	<b>YES/NO</b>		Sufficient resources should be made available if there are problems e.g. tasks should be prioritised.
<i>Additional controls required</i>	1. 2.		Write in here any new support measures to reduce stress
<b>2. CONTROL</b>			
<i>Existing measures</i>			<p>What factors control an individual's work – factory line etc?            How do individuals obtain understanding of how their contribution fits into overall business objectives?            Are measures in place to use individuals full capabilities            Job enrichment so skills can be used to advantage            Staff should have control to plan their own work, where possible. They should be consulted about how work should be completed and how to solve problems</p>
<i>Are existing measures satisfactory?</i>	<b>YES/NO</b>		If <b>no</b> then support measures needed in box below



<i>Additional controls required</i>	1. 2.	
<b>3. SUPPORT</b>	<b>To be completed by Assessor</b>	<b>Notes</b>
<i>Existing measures</i>		How do individuals obtain support from direct supervisors? A supportive environment is crucial. Systems in place if job help needed Are there counselling services, mentoring or Occupational health available Staff training should enable people to carry out their tasks competently.
<i>Are existing measures satisfactory?</i>	<b>YES/NO</b>	If <b>no</b> go to box below
<i>Additional controls required</i>	1. 2. 3.	List here if more support strategies are needed
<b>4. RELATIONSHIPS</b>		
<i>Existing measures</i>		How are relationships between workers & managers? What forums for consultation/discussion are in place? A culture should be developed where staff trust each other and recognise each other's contribution Is there any evidence of bullying or harassment? What policies are in place? How are issues raised? How are customers' problems dealt with? Are there abusive/awkward customers? Procedures invoked when required, such as disciplinary and grievance procedures, to deal with unacceptable behaviour
<i>Are existing measures satisfactory?</i>	<b>YES/NO</b>	If no then add some additional controls below
<i>Additional controls required</i>	1. 2. 3.	List here any new methods of improving relationships



<b>5. ROLE</b>		
<i>Existing measures</i>		Do people suffer role conflict (conflicting demands) or role ambiguity (lack of clarity)? Is there a job description? Staff should have a clearly defined role and responsibilities. Are there formal or informal appraisal systems?
<i>Are existing measures satisfactory?</i>	<b>YES/NO</b>	If no list some strategies to help define roles
<i>Additional controls required</i>	1. 2. 3.	
<b>6. CHANGE</b>		
<i>Existing measures</i>	<b>To be completed by Assessor</b>	<b>Notes</b>
<i>Are existing measures satisfactory?</i>	<b>YES/NO</b>	How are major changes communicated? What opportunities exist for consultation (as individuals or groups)? In the event of relocation, is any support offered?
<i>Additional controls required</i>	1. 2. 3.	If no complete box below with strategies to improve change

