

Individual stress risk assessment

Appendix 1 of work related stress and promoting wellbeing policy

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Individual stress risk assessment (employee to complete)

This risk assessment is based around the 6 main risk factors for work related stress as defined by the Health and Safety Executive (HSE). It will help you to identify sources of work-related stress and create an action plan to enable you to better manage your stress and for your line manager, where requested, to support you with this.

Individual stress risk assessment	(Individual to complete*)
<p>Notes to employee:</p> <ul style="list-style-type: none">• You are invited* to use this form to help you to identify and deal with work-related stress. If you choose to use this form, you're not obliged to share its contents with anybody, however it may help if you share this form (or parts of it) with your manager; if they don't know there is a problem they can't help.• You don't have to answer every question, only answer those questions that you find helpful.	
<p>*Even if you choose to fill out this form, you're not obliged to show it to anybody – it's your choice!</p>	
<p>Notes to manager:</p> <ul style="list-style-type: none">• You should offer* your staff the opportunity to complete this form: -<ul style="list-style-type: none">○ When a member of your team has been off sick with work-related stress (as part of the return to work interview).○ When an individual tells you they are suffering from work-related stress;• You can give this questionnaire out as a survey and collate responses, or use it as a guide during a meeting with an individual or a team – use your judgement about what approach might work best for you and your employees.	
<p>*Please note: employees are not obliged to complete this form; it should always be their choice!</p>	

Individual stress risk assessment (employee to complete)

Name of employee:	Click or tap here to enter text.	Job title of employee:	Click or tap here to enter text.
Section / Department:	Click or tap here to enter text.	Name and title of line manager:	Click or tap here to enter text.
Date of assessment	Click or tap to enter a date.		

1. Demands: This includes issues such as workload, work patterns and the work environment.

How you should feel:

- You are able to cope with the demands of your job.
- You are provided with achievable demands in relation to the hours you work.
- Your skills and abilities are matched to the demands of your job.

Question	Employee's thoughts	Possible actions to discuss with line manager
Do you feel you have just the right amount and variety of work to do? If 'no', could you expand on this; is there too much / too little and is it always or just sometimes? What would help to make the answer a 'yes'?	Click or tap here to enter text.	Click or tap here to enter text.
What training, if any, would help you to do your job? Training does not have to be courses, consider working with colleagues, acting up, projects, reading/research, coaching/mentoring, and networking.	Click or tap here to enter text.	Click or tap here to enter text.
Are there any problems with your work environment? If 'yes', please describe.	Click or tap here to enter text.	Click or tap here to enter text.

2. Control: How much say you have in the way you do your work		
How you should feel:		
<ul style="list-style-type: none"> You are involved in the way your work is organised and undertaken, e.g. through regular meetings, one-to-ones, performance reviews. You have regular opportunities for discussion and input at the start of projects or new pieces of work. You are encouraged to use your skills and initiative to do your work. You are encouraged to develop new skills and undertake new and challenging pieces of work. 		
Question	Employee's thoughts	Possible actions to discuss with line manager
How could you have more say about how your job is done on a weekly basis?	Click or tap here to enter text.	Click or tap here to enter text.
How could you be more included in decision-making in the team?	Click or tap here to enter text.	Click or tap here to enter text.
Do you take the breaks you are entitled to at work? If not, please explain why. What could you do to ensure you take breaks? What could your manager do to support you to do that?	Click or tap here to enter text.	Click or tap here to enter text.
Do you feel you have the opportunities and time to work on professional development or to develop new skills? If 'no', please suggest how this could be improved.	Click or tap here to enter text.	Click or tap here to enter text.

3. Support: This includes the encouragement and resources provided by the council, your manager and your colleagues

How you should feel:

- You receive information and support from other employees and your managers.
- The council has systems in place to enable and encourage managers to support their employees and for employees to support one another.
- You know what support is available and how to access it.
- You know how to access the resources you need.
- You receive regular and constructive feedback.

Question	Employee's thoughts	Possible actions to discuss with line manager
How could your line manager better support you to do your job? For example, do you need clearer priorities? Or do you need fewer meetings?	Click or tap here to enter text.	Click or tap here to enter text.
How could your colleagues better support you to do your job? Do you all understand each other's role?	Click or tap here to enter text.	Click or tap here to enter text.
Are there any parts of your job that you find especially difficult? (eg dealing with customers with increased risk of violence and aggression)? If 'yes', please think about what coping mechanisms you currently use. Please suggest ways this could be improved.	Click or tap here to enter text.	Click or tap here to enter text.
Do you have regular feedback on your performance from your manager?	Click or tap here to enter text.	Click or tap here to enter text.

4. Relationships: Promoting positive working to avoid conflict and dealing with unacceptable behaviour

How you should feel:

- You are not subjected to unacceptable behaviours such as bullying or harassment at work.
- The council promotes positive behaviours at work.
- The council has agreed policies and procedures to prevent or resolve unacceptable behaviour.
- The council has systems in place to enable and encourage managers to deal with unacceptable behaviour.
- The council has systems in place to enable and encourage staff to report unacceptable behaviour.

Question	Employee's thoughts	Possible actions to discuss with line manager
Are working relationships in your team good? If not, How could cooperation and/or collaboration among/between team members be improved?	Click or tap here to enter text.	Click or tap here to enter text.
Do you feel that you are experiencing conflict or bullying at work? If 'yes', please describe what and how this might be resolved.	Click or tap here to enter text.	Click or tap here to enter text.

5. Role: Ensuring that your role is clear and that you do not have conflicting job demands

How you should feel:

- You should understand your role and responsibilities.
- You should have a current job description.
- The requirements the council places on you are clear.

Question	Employee's thoughts	Possible actions to discuss with line manager
Are you clear about your roles and responsibilities at work? If not, please explain.	Click or tap here to enter text.	Click or tap here to enter text.
Do you feel there is any ambiguity or confusion (role conflict) in your role? If 'Yes' please describe.	Click or tap here to enter text.	Click or tap here to enter text.

6. Change: How organisational change is managed and communicated

How you should feel:

- The council provides you with timely information to enable you to understand the reasons for proposed changes.
- You are consulted on changes which affect your role and provided with opportunities to influence proposals.
- You are aware of the probable impact and timescales for any changes and, if necessary, are given training to support any changes to your role.

Question	Employee's thoughts	Possible actions to discuss with line manager
How could your line manager better support you during change at work?	Click or tap here to enter text.	Click or tap here to enter text.
How could the council better support you during change at work?	Click or tap here to enter text.	Click or tap here to enter text.

Thank you.

Now you are invited to share this form (or parts of it) with your manager.