

Appendix 5: Blank Risk Assessment form for Work Related Stress Showing what Information is Required

Job/ Individual/Department Assessed (1)	No. of people covered by assessment (2)	Responsible Manager (3)
Assessor if other than the responsible manager (4)	Date of assessment (5)	Signature of assessor (6)
Reason for risk assessment (7)		

Potential work related stressors identified (8)	Existing Control measures (9)	Further Control Measures Required (10)	Target date for implementation and person responsible (11)	Review Date (12)
A. DEMANDS				
B. CONTROL				
C. RELATIONSHIPS				
D. CHANGE				

Potential work related stressors identified (8)	Existing Control measures (9)	Further Control Measures Required (10)	Target date for implementation and person responsible (11)	Review Date (12)
E. ROLE				
F. SUPPORT & THE INDIVIDUAL				

Any comments: (13)

Show the risk assessment to the employee and ask them to sign below (14)

Name of employee [in block letters]:

Signature of employee:

Date:

Have the Personnel Department been informed that this risk assessment has taken place? (15)

Example of a Completed Risk Assessment form for Work Related Stress

Job/ Individual/Department Assessed John Smith	No of people covered by assessment 1	Responsible Manager Bill Jones
Assessor if other than the responsible manager Phil White, Human Resources	Date of assessment 30.9.07	Signature of assessor Phil White
Reason for risk assessment Unable to cope with work load		

Potential work related stressors identified	Existing Control measures	Further Control Measures Required	Target date for implementation and person responsible	Review Date
A.DEMANDS				
Too much work to do		Instigate regular meetings to plan workload and prioritise tasks, cut out unnecessary work	1.11.07 - BJ	15.11.07
Lack of training to do the job		Arrange for IT training to take place	7.11.07 BJ	7.12.07
B. CONTROL				
Has ideas but is never consulted		Talk about the way decisions are made – is there scope for more involvement	7.10.07 - BJ	7.11..07
C. RELATIONSHIPS				
Feeling isolated		Provide greater support	7..10.07 - BJ	1.12.07
		Increase involvement with other staff	21.10.07 - BJ	1.12.07
D.CHANGE				
Working with new Service Users	Guidelines, support plans	Involvement in transition, looking at guidelines and support plans, working alongside the manager for a couple of shifts	14.11.07 - BJ	28.11.07
E.ROLE				

Unsure what his role is		Provide a clear job description	7.11.07 - BJ	7.12.07
		Ensure he knows what he needs to do and why	31.10.07 - BJ	14.11.07
F. SUPPORT & THE INDIVIDUAL				
Never receives praise for work well done		Ensure appropriate recognition and reward is given	31.10.07 BJ	1.12.07

Any comments: (13)

In addition to stress coming from the workplace John has been having some problems with his daughter and is worried she might have anorexia nervosa. I have suggested it might be beneficial for him to talk to ABC.

Show the risk assessment to the employee and ask them to read the following sentence and if they are in agreement with it to sign below. (14)

I am aware that this risk assessment has taken place and am in agreement of it.

Name of employee: John Smith

Signature of employee: John Smith

Date: 30.9.07

Have the Personnel Department been informed that this risk assessment has taken place? (15) Yes

How to complete the stress risk assessment form:

A blank form corresponding to the following numbered steps, and a dummy completed form, can be found in Appendices A and B.

1. Put in the name of the person that is to be assessed
 2. Put the number of people covered by the assessment
 3. Put the name of the responsible manager
 4. Put the name of the employee in the Personnel Department who is carrying out the assessment if the assessment is not being carried out by the line manager
 5. Put in the date of the assessment
 6. Put in the signature of the assessor
 7. Put in the reason for the risk assessment taking place
 8. List any known causes under the appropriate risk factor (see the policy for examples)
 9. List any control measures (actions) already put in place for each identified risk factor
 10. List any further control measures (actions) required. See the policy for further examples
 11. Put in a target date for implementation of the additional control measures required and who is responsible for each implementation
 12. Put in a date when the risk assessment should be reviewed
 13. Put any additional comments which might be useful e.g. if there are any problems in the home life of the employee. If personal problems that affect work life are the sole reason for completion of the form then please state in this space that this is the case
 14. Ask the employee to read the assessment form and sign and date it when they have read it
 15. It is important that the Personnel Department are aware of any stress risk assessments concerning individually named employees which have taken place. Give the date when the Personnel Department was informed of the risk assessment.
- Make sure that the risk assessment is monitored regularly. For example is it up to date, reflecting the current situation, appropriate etc.
 - In the event that you have problems completing a stress risk assessment form contact the Personnel Department.