

HEALTH AND SAFETY MANAGEMENT SYSTEMS**STRESS RISK ASSESSMENT FORM**

Risk Assessment of Stress in the Workplace: _____

Assessors Name: _____ Date: _____ Persons Affected: _____

Possible Significant Hazards	Risk Score 0-4	Possible Control Measures	Actions
Threat of violence		Conflict training Breakaway techniques training Communications to raise help Positive action against aggressor by organisation Provision of counselling services Improving safety of work environment Zero tolerance policy	
Working in danger		Improving safety of work environment	
Lack of effective communication		Improve communication and create open and honest management culture Consult staff and allow them to take part in the decision making process	
Working long hours and taking work home		Regular breaks enforced Working prohibited over allotted hours per day Working at home only undertaken as a last resort Ensure that holiday breaks are taken	
Lack of job prospects		Have succession and promotion program	
Lack of support over personal worries		Support offered for bereavement, illness, financial difficulties etc.	

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Work overload <ul style="list-style-type: none">- Quantitative- Qualitative		Monitor workloads and ensure that staff can cope Ensure that workload is not allocated by several people Ensure that work is not too difficult by giving competency training Only appoint to level of competence	
Work under-load		Ensure that work is interesting and varied Ensure that staff are satisfied and fully utilised	
Poor welfare facilities		Ensure welfare facilities are of suitable standard Ensure security of personal belongings	
Poor physical environment		Ensure temperature is controlled Ensure supply of fresh air Reduce surrounding noise levels and vibration Ensure good lighting Avoid drab décor Maintain buildings in good condition Design layout to suit work tasks Ensure adequate space and avoid overcrowding Avoid isolation of staff	
Lack of control and decision making in job role		Allow staff to plan their own work and make decisions Provide a supportive environment so as to make staff independent	
Bullying and harassment		Policy in place Establish unacceptable behaviour and inform staff	

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Managing change		Informing staff Consulting with staff	
Role conflict and ambiguity		Effective job description in place Clear lines of accountability with one master Training in job role when transferred or promoted Open door policy if not sure of role	
Lack of training, support and skills to undertake work		Identify training needs and ensure competency for all job roles required to be undertaken Match new recruits to the job Provide support with bouquets as well as brickbats	
Staff under performing in job role		Provide positive advice and support	
Poor management styles		Management styles monitored within organisation Management training given to all managers Certain management styles outlawed	
Working alone		Establish team spirit and sense of belonging Provide supervision Ensure good methods of communication	

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Lack of awareness of stress related problems		Staff undertake stress awareness training Training given in the management of the stress policy Managers undertake training in stress recognition Stress questionnaires sent to all staff annually Stress policy in place	
Relationship conflict		Team building identified as part of recruitment transfer process Establish reporting system outside line manager	
Poor provision of work equipment		Ensure work equipment is designed for task Ensure ergonomically designed Ensure suitable located Regularly maintained to avoid breakdown Can be used easily without causing stress	
Effects of shift work		Set up work rota to accommodate social activities Provide worker transport Ensure shift work matches medical conditions	
Stress as a result of social pressures arising from outside work		Identify causes of stress and appropriate support mechanisms available from external agencies	

Risk Scores

0 = no risk / not applicable

1 = risk unlikely

2 = risk possible

3 = risk very likely

4 = risk certain