

# Workplace Stress Risk Assessment

Confidential

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|                                  |  |                    |  |
|----------------------------------|--|--------------------|--|
| <b>Individual being assessed</b> |  |                    |  |
| <b>Responsible manager</b>       |  |                    |  |
| <b>Date</b>                      |  | <b>Review Date</b> |  |

For each of the following categories (1-6), identify what might have the potential to cause stress and identify what might remove or control these stressors.

| 1. DEMANDS OF THE JOB (e.g., workload, work patterns, work environment)  |   |   |                          |                    |
|--|---|---|--------------------------|--------------------|
| What might cause work related stress?  | What is already being done to remove or keep the risk as low as possible? | What more needs to be done to remove or keep the risk as low as possible? | When will it be done by? | Responsible person |
| e.g., unachievable work demands in relation to contracted hours of work, skills and abilities are not matched to the job demands, demands have not been designed to be within the abilities of staff concerns about work environment |   |   |                          |                    |
| 2. CONTROL (how much say a person has over how they do their work)   |   |   |                          |                    |
| What might cause work related stress?  | What is already being done to remove or keep the risk as low as possible? | What more needs to be done to remove or keep the risk as low as possible? | When will it be done by? | Responsible person |
| e.g., little control over work pace, no consultation about work patterns, inflexible work breaks, little encouragement to use initiative or develop skills to undertake new or challenging work                                      |   |   |                          |                    |

| <b>3. SUPPORT to do the job (e.g., encouragement, line management, colleagues, resources provided by the organisation)</b>  |   |   |                          |                    |
|---|---|---|--------------------------|--------------------|
| What might cause work related stress?   | What is already being done to remove or keep the risk as low as possible? | What more needs to be done to remove or keep the risk as low as possible? | When will it be done by? | Responsible person |
| e.g., inadequate policies and procedures to support individuals, little encouragement from managers or peers to provide support to colleagues, limited knowledge of how to access support   |   |   |                          |                    |
| <b>4. RELATIONSHIPS (e.g., promoting positive working to avoid conflict, dealing with unacceptable behaviour)</b>   |   |   |                          |                    |
| What might cause work related stress?   | What is already being done to remove or keep the risk as low as possible? | What more needs to be done to remove or keep the risk as low as possible? | When will it be done by? | Responsible person |
| e.g., behaviours which cause conflict are not addressed, little sharing of information relevant to ones work, limited awareness of policies and procedures to address unacceptable behaviour at work and how to report it                               |   |   |                          |                    |
| <b>5. ROLE (do people understand their role within the organisation, are they clear about their role and does the organisation ensure that the person doesn't have conflicting roles)</b>   |   |   |                          |                    |
| What might cause work related stress?   | What is already being done to remove or keep the risk as low as possible? | What more needs to be done to remove or keep the risk as low as possible? | When will it be done by? | Responsible person |
| e.g., requirements placed on individual is incompatible with skills, limited understanding of role and responsibilities, work requirements are unclear, limited awareness about how to raise concerns or conflicts within own role and responsibilities |   |   |                          |                    |

| <b>6. CHANGE (how organisational change and its impact is managed)</b>   |  |  |                                 |                           |
|--|--|--|---------------------------------|---------------------------|
| <b>What might cause work related stress?</b>   | <b>What is already being done to remove or keep the risk as low as possible?</b> | <b>What more needs to be done to remove or keep the risk as low as possible?</b> | <b>When will it be done by?</b> | <b>Responsible person</b> |
| e.g., limited information is shared about changes being considered, limited opportunity to discuss and influence proposed changes, limited understanding of impact of change on role and timetable for change, limited support, or training available to support individual through change |  |  |                                 |                           |

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