|  |  |  |  |
| --- | --- | --- | --- |
| Individuals name |  | Dept/location |  |
| Company |  | Line Manager |  |
| Role/Post |  | Dates of stress Related Absence (if appropriate) |  |
| Date if initial Risk Assessment: | Signature: | In Consultation with: | Signature: |
| Date: | Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| Further Reviews | Signature/Date: In 6 weeks | Signature/Date: In 12 weeks | Signature/Date:  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HSE STANDARD | ISSUES IDENTIFIED DURING DISCUSSION WITH INDIVDUAL | ACTIONS TO BE TAKEN | BY WHEN | BY WHOM |
| 1. | **DEMANDS** – Type of issues to be considered listed below covering topics such as: workload, work patterns and the work environment |
|  | * Workload
* Hours of work and additional hours
* Adequate rest and holidays
* Work environment (physical and psychological)
* Skills/training requirements
* Nature of work/tasks
* Resources available to carry out role
 |  |  |  |  |
| 2. |  **CONTROL** - Type of issues to be considered listed below covering topics such as: how much say a person has in the way that they do their work |
|  | * Control over pace of work
* Level of autonomy
* Personal development opportunities
* Control over when breaks are taken
* Control over planning of day
* Level of conflicting demands
 |  |  |  |  |
| 3. | **SUPPORT** - Type of issues to be considered listed below covering topics such as: the encouragement, sponsorship and resources provided by the organisation, line management and colleagues |
|  | * Support mechanisms in place
* Level of support being received
* Communication with manager
* Understanding of support available
* Feedback from line manager
* Nature of work environment
 |  |  |  |  |
| 4. | **RELATIONSHIPS** - Type of issues to be considered listed below covering topics such as: promoting positive working to avoid conflict and dealing with unacceptable behaviour |
|  | * Relationships/team environment at work
* Communication styles
* Concerns over inappropriate behaviour from others
* Concerns over conflict at work
 |  |  |  |  |

|  |  |
| --- | --- |
| 5. | ROLE - Type of issues to be considered listed below covering topics such as: whether people understand their role within the organisation and whether the organisation ensures that the person does not have conflicting roles |
|  | * Clear lines of accountability and responsibility
* Communication of role and responsibility
* Clear requirements/expectations
* Uncertainties/conflicts raised
 |  |  |  |  |
| 6. | **CHANGE** - Type of issues to be considered listed below covering topics such as how organisational change (large or small) is managed and communicated in the organisation |
|  | * Concerns about change/job security
* Communication – uncertainty about what is happening
* Support available
 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| OTHER ISSUES IDENTIFIED | ACTIONS IDENTIFIED/TAKEN | BY WHEN | BY WHOM |
| * Any non work-related concerns which may affect an individual at work
 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Next level of line management approval/discussion required: YES/NO |  | Actions Completed Date: |  |
| Residual Risk after Controls Implemented: |  |

Upon completion manager to keep a copy and give a copy to individual