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| --- | --- | --- | --- |
| 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: |

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

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| --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |

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| 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 |  |  |  |  |

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| --- | --- | --- | --- |
| 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