



Work Related Stress Assessment

Notes to individual:

- ➔ You are invited to use this form to help you to identify and deal with stress. You're not obliged to share the contents of this form, however by sharing this form (or parts of it) with your manager this will enable you to work together to find solutions.
- ➔ You don't have to answer every question - only answer those questions that you find helpful.
- ➔ If you don't feel able to talk directly to your manager about your concerns, ask a colleague or other representative to raise the issue on your behalf for example UNISON or Federation.

Notes to manager:

This form may be useful in the following circumstances;

- ✓ When a member of staff has been off, or is currently off, sick with stress (as part of the return to work interview or ASM).
- ✓ Where you believe that an individual or team are suffering from stress;
- ➔ When you and your staff have completed a stress assessment, develop action plan/s using **Part B** of this form with your staff to address any areas of concern and review this on a regular basis.
- ➔ This is a tool to help you support your staff. You may need to liaise with other areas such as Workplace Health, the Employee Assistance Programme, Health & Safety or a member of the HR team.

Name:

Dept/Unit:

Manager:

Date:



Part A – To be completed by the individual

Demands:

Please identify the concerns that you have:

What support could help you resolve the issues you have listed above?

If the demands are work related, what organisational support might help, for example, personal development or training, or changes to your work environment (workstation issue, lighting)?

If the demands are personal, can you identify how the organisation might support you e.g. flexible working, temporary change in hours and duties etc.?



Control:

How much say do you have in the way you do your work? Is this contributing to how you are feeling? Please explain.

How could you have more say about how your job is done? E.g. allocation of tasks.



Support: this includes the encouragement and resources provided by the organisation, your manager and your colleagues

Do you feel well supported by your manager in your job? How could this be improved, if at all?

Can you identify any additional support that your colleagues may be able to provide?

Do you feel you have a healthy work-life balance? If not, how could it be better? Can you identify how to improve this and are there ways in which the organisation can support you?



Relationships: promoting positive working

Can you identify factors which could facilitate better working partnerships?

How could communication and team working be improved?

Role: ensuring that your role responsibilities are clearly defined

Are you clear about your roles and responsibilities at work? Do you feel that there is any ambiguity or confusion in your job? If YES, please describe:

Are there any parts of your job that you find especially challenging? – If YES, please describe and identify possible solutions:



Change: how organisational change is managed and communicated

Can you suggest ways that the organisation and your line manager could better support you during change at work?

Thank you!

*Now you are invited to share this form with your manager or representative
They will help develop an **action plan** with you using **Part B** of this form*



Part B – To be completed by the Manager/Representative

Review the above assessment with the individual and together develop reasonable actions in order to improve their work related stress. Actions may include referrals to Workplace Health, the Employee Assistance Programme, Health & Safety or HR. This should be reviewed regularly.

Type of Stressor (the issues stated above in each section)	Existing measures already in place	Further action to be taken (ensure these are Specific, Measurable, Attainable, Relevant and Timely)	Who will ensure the action is done?	Target Date	Review Date and Update
Demands					
Control					
Support					
Relationships					
Role					
Change					

Individual:..... **Manager:** **Date completed:**