

Stress Risk Assessment Aid

The table below is not a check list and does not have all of the answers. It is intended to help you think about possible ways of reducing/removing the risks identified during the SRA discussions. Ideally the aim is to remove the specific stressors however this may not always be possible therefore, reduction and /or management of the issues may be required.

In some cases, the control measure may come from a combination of factors other than the area where the stress risk is identified e.g. if excess demand is identified as the issue, then alongside prioritising tasks and using job rotation, supportive relationships between the staff member, their colleagues and Line Manager may also help reduce the risk of stress being experienced.

Management Standard	Types of questions to consider	Possible solutions	
Demands:	Are you able to meet deadlines, or do you feel you have too much to do, with competing demands? Are you able to take sufficient breaks? Is work being taken home? Is there constant communication by email, text or phone when off duty?	Prioritise demands – if unable to do this alone, Line manager to assist with identifying priorities	
includes issues such as workload, work patterns and the work environment			
		Ensure staff take all of their allocated annual leave and where possible distribute it across the year Schedule work which allows recovery time after unavoidable busy periods	

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Control: how much say a person has in the way they do their work	Can you decide when to take a break? Do you have a say in setting your own work speed? Do you have a choice in deciding how and what you do at work? Do you have some say over the way you work? Are you able to contribute to team decisions? Are your contributions listened to? Can work be flexible?	Develop an agreed break plan for local area Ensure all of the team members know what their role is and any potential time pressures Consider what varying working patterns and flexible working schedules can be supported within your area. Where necessary seek HR advice Hold regular team meetings and ask for and listen to the team's ideas and suggestions Consult with staff to provide them with an opportunity to influence the way their jobs are done. Where it is not possible to act upon their suggestions, explain why		
how organisational change (large or small) is managed and communicated in the organisation	Are you clear about the goals and objectives for your department? Do you have sufficient opportunities to question managers about changes at work? Are staff consulted about changes at work? When changes are made, are you clear about how these will work in practice?	Hold regular team meetings where staff are consulted and informed about change on organisational and team level Consider what support is required throughout the process Communicate with staff likely to be involved in change – fear and uncertainty can lead to increased anxiety, unfounded gossip, poor employment relationships and increased absence Getting together as a team can help people to feel less isolated with their concerns Ensure clear and effective communication systems are in place which allow for two way communication Consider training needs – do staff have the tools and skills Ensure those affected by change are made aware of the reasons why and the impact it will have on the service		
Role: whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles	Are you clear about what is expected of you? Know how to go about getting your job done? Clear about your duties and responsibilities and do you understand how your work fits into the overall aim of the organisation? Do you have a current and clear job description?	Discuss and agree clear individual and team objectives regarding job function and responsibilities Ensure regular and clear communication systems are in place which allows the staff member to be involved. This is especially important during periods of change or high pressure Ensure that staff have access to their job descriptions		

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Relationships: promoting positive working to avoid conflict and dealing with unacceptable behaviour	Do you experience bullying or harassment or any unkind words or behaviour? Is there friction or anger between colleagues? Do you feel respected by colleagues? Are your colleagues willing to listen to your work-related problems or are work relationships strained?	Consider opportunities for staff to identify and resolve difficulties before things escalate. Provide awareness around values and behaviours Provide training in interpersonal skills Discuss the problem openly with individuals Ensure team are aware of the correct process to raise concerns Ensure all staff are aware of their role in addressing inappropriate behaviour Encourage constructive communications between staff Ensure all team members are aware of and have access to the relevant WOD policies e.g. Dignity at Work policy
Support: encouragement, sponsorship and resources provided by the organisation, line management and colleagues	Do you feel supported? Will colleagues help you if work is difficult? Are you supported through emotionally demanding work? Are you able to rely on your line manager to help with a work related problem? Does your line manager encourage you?	Ensure new staff are properly inducted including existing staff transferring, promoted or returning to work after a long period of absence Consider mentoring and supervision opportunities Consider workplace support e.g. HR, TU, Employee Health and Wellbeing services Consider if any tailored or reasonable adjustments are required Promote a positive supportive team culture Consider having a local TTCW wellbeing champion in your area and hold regular CAV a Coffee Events to encourage staff to take a break and talk about their wellbeing Ensure PADR's are up to date Consider team building opportunities where staff can spend time together Avoid a blame culture when things go wrong Ensure staff member knows where to go for support