STRESS RISK ASSESSMENT – Individual

NAME:		PAYROLL No:		ROLE:		SITE/DEPT:	

Use the rating scale to explore any issues that the employee may feel they have. If the score is a 3, 2, or 1 then this is likely to be manageable. If the employee scores higher (4 or 5) then explore this issue in more detail, and look at what reasonable adjustments can be put in place. For further guidance please see the "Stress Risk Assessment Guidance" document.

Please note that the grading scores in the "CONTROL", "ROLE" and "CHANGES" sections are reversed.

QUESTION	WAS IT A PROBLEM FOR YOU?	WHAT CAN BE DONE ABOUT IT? List any adjustments
DEMANDS Do different people at work demand things from you that were hard to combine? Do you have unachievable deadlines? Do you have to work very intensively? Do you have to neglect some tasks because you have too much to do? Are you unable to take sufficient breaks? Do you feel pressured to work long hours? Do you feel you have to work very fast? Did you have unrealistic time pressures?	(1) Never (2) Seldom (3) Sometimes (4) Often (5) Always	
CONTROL Can you decide when to take a break? Do you feel you had a say in your work speed? Do you feel you have a choice in deciding how you do your work? Do you feel you have a choice in deciding what you do at work? Do you feel you have some say over the way you do your work? Do you feel your time can be flexible?	(5) Never (4) Seldom (3) Sometimes (2) Often (1) Always	

SUPPORT (FROM MANAGERS) Does your manager give you enough supportive feedback on the work you do? Do you feel you can rely on your manager to help you with a work problem? Do you feel you can talk to your manager about something that upset or annoyed you at work? Do you feel your manager supported you through any emotionally demanding work? Do you feel your manager encourages you enough at work?	(1) Never (2) Seldom (3) Sometimes (4) Often (5) Always	
SUPPORT (FROM PEERS) Do you feel your colleagues would help you if work became difficult? Do you get the help and support you need from your colleagues? Do you get the respect at work you deserve from your colleagues? Are your colleagues willing to listen to your work-related problems?	(1) Never (2) Seldom (3) Sometimes (4) Often (5) Always	
RELATIONSHIPS I am subject to personal harassment in the form of unkind words or behaviour? Do you feel there was friction or anger between colleagues? Are/were you bullied at work? Are relationships strained at work?	(1) Never (2) Seldom (3) Sometimes (4) Often (5) Always	

ROLE Are you clear about what was expected of you at work? Do you know how to go about getting your job done? Are you clear about what your duties and responsibilities are? Are you clear about the goals and objectives for this department? Do you understand how your work fits into the overall aim of the organisation?	(5) Never (4) Seldom (3) Sometimes (2) Often (1) Always	
CHANGES Do you have enough opportunities to question managers about change at work? Do you feel consulted about change at work? When changes were made at work, are you clear about how they would work out in practice?	(5) Never (4) Seldom (3) Sometimes (2) Often (1) Always	
OTHER FACTORS Is there anything else that needs to be discussed?		

ONGOING REVIEW

Date of Review	Employee Comments	Line Manager Comments
	Signature…………………....	Signature…………………....
	Signature…………………....	Signature…………………....

	Signature………………………...	Signature………………………...

WORK RELATED STRESS GUIDANCE
APPENDIX 1

Area	Definition	Standard
DEMANDS	Includes workload, work patterns, and the work environment.	Employees indicate that they are able to cope with the demands of their jobs; and systems are in place locally to respond to any individual concerns.
CONTROL	How much say the person has in the way they do their work.	Employees indicate that they are able to have a say about the way they do their work; and systems are in place locally to respond to any individual concerns.
SUPPORT	Includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.	Employees indicate that they receive adequate information and support from their colleagues and superiors; and systems are in place locally to respond to any individual concerns.
RELATIONSHIP	Includes promoting positive working to avoid conflict and dealing with unacceptable behaviour	Employees indicate that they are not subjected to unacceptable behaviours, e.g. bullying at work; and systems are in place locally to respond to any individual concerns.
ROLE	Whether people understand their role within the organisation and whether the organisation ensures that individuals do not have conflicting roles	Employees indicate that they understand their role and responsibilities; and systems are in place locally to respond to any individual concerns.
CHANGE	How organisational change (large or small) is managed and communicated in the organisation	Employees indicate that the organisation engages them frequently when undergoing an organisational change; and systems are in place locally to respond to any individual concerns.