

Stress: Model Risk Assessment Form

Title	Information From School
School Assessment No.	A1
Title of Activity:	Routine work
Location(s) of work:	Building X
Brief Description of Work: Normal work activities.	

Hazard Identification:

Identify all the hazards (stressors) specific to the working activity; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required.

If there are any specific hazards e.g., lone working, these should be assessed on a separate risk assessment form and cross-referenced with this document. See <http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments> for details.

Hazard(S)	Risk L/ M/ H	Control Measures
Poor working environment		Assess lighting, noise, thermal comfort, ventilation, etc. Faults / defects are reported to Estates and Buildings via the normal route. Discuss issues with the relevant Building Manager or contact the Health and Safety Department for advice
Perceived / excessive workload by staff		Discuss workload with staff. Assess work demands. Eliminate parts of the workload and/or redesign work activity. Share or delegate tasks. Re-prioritise workload and set/agree realistic targets. Utilise additional resources (Temporary agency staff).
Tight deadlines		Plan workload in advance. Share or delegate tasks, especially at key periods. Provide suitable staff training.
Work requiring high levels of concentration		Ensure adequate levels of lighting. Minimise disruptions e.g., telephone, background noise.

Lack of communication		Local Committees with cross staff involvement (Management, Health and Safety, etc) to ensure staff are aware of ongoing / potential issues. Regular team meetings introduced.
Perceived lack of control over pace / planning of work		Discuss plan of work activities with staff on regular basis. Ensure staff have more input into planning of work activities. Provide additional training to improve staff skills.
Work pattern		Flexible working employed where applicable, in line with HR Policy see, http://www.humanresources.ed.ac.uk/policies/sams/Sam321.htm
High staff turnover		Detailed job descriptions outlining roles and responsibilities. Plan recruitment of staff, ensure interview panel have received adequate training. Implement staff appraisal system, see http://www.humanresources.ed.ac.uk/development/Appraisal/Appraisal.htm Staff development and professional development issues.
Lack of managerial support		Open door policy. Staff encouraged to air concerns at earliest stage. Concerns / complaints dealt with seriously and quickly.
Lack of team work & respect.		Teams chosen with strengths, weaknesses and personalities in mind. Staff encouraged to discuss roles and activities within team on regular basis.
Bullying, harassment, sexism, racism, etc		Complaints dealt with seriously and sympathetically in line with HR's Policies, see http://www.humanresources.ed.ac.uk/policies/ Ensure staff are aware of the existence of these policies and procedure for highlighting concerns.
Unacceptable behaviour		Local Code of Conduct policy in place. All staff made aware of Code of Conduct.
Conflicting demands on staff time / priorities		Each member of staff has detailed job description. Plans of work discussed with staff on regular basis. Staff encouraged to ask questions if unclear, or refer to supervisor.
Changing priorities		Issues and progress discussed regularly with staff at team meetings
Other Issues: Specify.		Please note here any other special circumstances, local conditions, etc., which are relevant to the management of stress within the workplace.

Persons At Risk:

Identify all those who may be at risk.

Type	Name	Type	Name
Academic Staff		Technical Staff	
Postgraduate Student		Undergraduate Student	
Maintenance Staff		Office Staff	
Cleaning Staff		Emergency Staff	
Contractors		Visitors	
Others			

Training:

Identify the level of information, instruction and training required (induction, IT, time-management, assertiveness, etc.).

Training:	Yes	No	N/A
Has necessary information, instruction and training been given?			
Expand and clarify, if necessary.			

Additional Information:

Identify any additional information relevant to the working activity.

Assessment carried out by:		Dates:	
Name:		Date:	
Signature:		Review Date:	

Name:	Signature:	Date: