



Stress Self Assessment Checklist - Solutions

The checklist has been split into 9 key areas - Demands, Control, Support, Work Relationships, Role, Change, Health, Relationships and Financial.

Additional guidance for managers on some of these work related areas may also be helpful and is available from

www.docs.csg.ed.ac.uk/Safety/ra/stress_managers_solutions.pdf

Demands

- Concerns relating to the physical environment should be raised with your line manager and actioned as appropriate.
- [EBIS Fault Reporting](#) - Faults / defects with the building (fabric, temperature, ventilation, etc) should be reported to Estates and Buildings via the normal fault reporting route.
- Alternatively contact the Building Manager or the Health and Safety Department for advice for help or advice on issues relating to your working environment.
- With work related issues you should in the first instance, raise any concerns or issues with your line manager in order to discuss how to best manage the situation and seek a resolution.
- You may wish to discuss the possibility of re-organising your work, or delegating work where possible.
- If you feel unable to voice concerns about your work environment / demands directly with your line manager, you may wish to speak to other local representatives such as your local Safety Adviser, and/or raise issues at local management, or other (Health and Safety) meetings, or with your Human Resources Representative, Occupational Health Adviser, Staff Counsellor, Trade Union Representative, etc.

Control

- Raise work related issues or concerns with your line manager in order to discuss how to best manage the situation and seek a resolution.
- Discuss the possibility of obtaining training which will help with the skills requirement of your job (computing, time management, technical, professional, etc)?
- If you feel unable to voice concerns about your work directly with your line manager, you may wish to speak to other local representatives such as your local Safety Adviser, and/or raise issues at local management, or other (Health and Safety) meetings, or with your Human Resources Representative, Occupational Health Adviser, Staff Counsellor, Trade Union Representative, etc.

Support

- Raise work related support issues or concerns with your line manager in the first instance in order to discuss how to best seek and gain managerial support.
- If you feel unable to voice concerns about your work directly with your line manager, you may wish to speak to other local representatives such as your local Safety Adviser, and/or raise issues at local management, or other (Health and Safety) meetings, or with your Human Resources Representative, Occupational Health Adviser, Staff Counsellor, Trade Union Representative, etc.

Work Relationships

- Raise work relationship issues or concerns with your line manager in the first instance and discuss ways of improving both informal and formal communication.
- Information for staff on dealing with Personal Harassment is available from Human Resources - [HR SAM 55](#)
- If you feel unable to voice concerns about your work relationships directly with your line manager, you may wish to speak to other local representatives such as your local Safety Adviser, and/or raise issues at local management, or other (Health and Safety) meetings, or with your Human Resources Representative, Occupational Health Adviser, Staff Counsellor, Trade Union Representative, etc.

Role

- Discuss induction training / information with your line manager. It may be that your line manager isn't aware of this shortfall and you may be able to suggest changes which will benefit yourself and others.
- Ask for clarification on any aspect of your role and responsibilities which you are unsure about.
- Discuss any issues relating to conflicting demands with your line manager(s) in order to better manage expectations and workload.
- Ask your line for an up-to-date copy of your job description and discuss any issues / areas which are unclear to you.
- If you feel unable to voice concerns about your work directly with your line manager, you may wish to speak to other local representatives such as your local Human Resources Representative.

Change

- Raise issues or concerns relating to change with your line manager in the first instance and discuss ways of improving both informal and formal communication, and ways of coping with these changes.
- Raise issues at local management, or other (Health and Safety) meetings.
- If you feel unable to voice concerns about change directly with your line manager, you may wish to speak to other local representatives such as your local Safety Adviser, and/or raise issues at local management, or other (Health and Safety) meetings, or with your Human Resources Representative, Occupational Health Adviser, Staff Counsellor, Trade Union Representative, etc.

Health

- Further information on physical activity and details of facilities/activities within the University are available at www.ed.ac.uk/staff-students/staff/health-wellbeing/lifestyle/physical-activity/overview
- Information on diet and nutrition is available at www.ed.ac.uk/staff-students/staff/health-wellbeing/lifestyle/diet-nutrition/overview
- [Sleep Council](#)
- [BBC - Sleep](#)
- If you have ongoing disturbed sleeping patterns seek advice from your G.P

Relationships

- [Staff Counselling](#) - free confidential counselling service to all staff.
- [Citizens Advice Bureau](#)

- [Relate](#)

Finance

- [Citizens Advice Bureau](#),
- [Department for Work and Pensions](#),
- [HM Revenue and Customs \(Inland Revenue\)](#),
- [National Debtline](#)
- [Staff Counselling](#) - free confidential counselling service to all staff.

Further Assistance

If you wish to speak to someone about stress please contact:

- Mrs Janet Craig, Occupational Health Manager, 514302 or
- Staff Counsellor, 650 2513 - A confidential answer phone. Leave a message and best contact number and your call will be returned as quickly as possible.