



Stress – Self Assessment Checklist

This core checklist is provided by the Health and Safety Department as a template. This checklist provides a basic framework to help individuals carry out a self-assessment for stress in order to identify and assess sources of stress within their own life (work and/or personal) to help seek measures to minimise the effects of these stressors. It may not address all specific circumstances, but should help to assess areas for help and support.

The checklist can either be kept confidential, or you may wish to discuss certain aspects of this checklist with your line manager, and/or the Occupational Health Unit, Staff Counsellor, and/or your own G.P.

Personal Details
NAME:
DATE:

Where you identify a "NO" answer below this may indicate an aspect which may need some attention. N/R - not relevant.

Work Factors	YES	NO	N/R
Demands	YES	NO	N/R
Do you feel that your physical working environment is satisfactory? (lighting, noise, thermal comfort, ventilation etc)			
Do you generally feel your skills and abilities meet the demands of the job?			
Do you feel you are able to effectively manager your time at work?			
Do you generally have a feeling of job satisfaction?			
Control	YES	NO	N/R
Do you feel you have adequate control over the way you do your day-to-day work activities?			
Do you feel you have adequate control over the pace at which you do your day-to-day work activities?			
Do you feel you have adequate input into the planning and prioritisation of your day-to-day work activities?			
Do you feel you are able to air concerns about your work environment?			
Do you feel you are provided with the opportunity to improve your skills and obtain adequate training to enable you to carry out your work effectively?			

Support	YES	NO	N/R
Do you know how to access managerial support?			
Do you feel you are able to access support at an early stage?			
Do you feel there is support available when undertaking new tasks / activities, etc?			
Relationships	YES	NO	N/R
Do you feel there are suitable lines of communication between yourself, colleagues, and line managers, to discuss work procedures and other work related issues?			
Are you satisfied that you have no significant work related problems or concerns within your work area, etc?			
Are you aware of how to report work related problems or concerns within your School, etc?			
Are you free from significant concerns about bullying or harassment within your own workplace?			
Role	YES	NO	N/R
Do you feel you received adequate induction training / information to help you carry out your work?			
Do you feel you can manage conflicting work demands from different managers?			
Do you have a clear and detailed job description?			
Do you generally have a clear idea of your day-to-day activities?			
Are you aware of how your job fits into the running of the wider University?			
Change	YES	NO	N/R
Do you feel suitably able to, or are supported to, cope with any significant changes which have or may occur to your work?			
Do you feel there is adequate consultation within your area / School with regard to major changes to work?			
Are you aware of support available to assist with any changes?			
WORK FACTORS - Where you have identified a 'NO' to any of the questions above, you should raise them with a line manager in order to seek a resolution. You may also wish to discuss issues with local representatives, i.e., Local Health and Safety Adviser, Trade Union Representative, and/or raise issues at local management, or other (Health and Safety) meetings, or with your Human Resources Representative, etc.			
Health Factors	YES	NO	N/R
Are you aware of the importance of keeping physically active?			

Do you generally manage to incorporate physical exercise into each day/week?			
Are you aware of the importance of a healthy balanced diet and incorporating 5 portions of fruit and vegetables into your daily diet?			
Do you generally manage to eat a healthy balanced diet?			
Are you generally in good health?			
Do you generally manage to have an adequate restful sleep pattern?			
Relationship Factors	YES	NO	N/R
Do you generally feel you are able to create adequate quality time with family / friends?			
Are you free from significant concerns regarding your close relationships (partner, relatives, friends, etc)?			
Financial Factors	YES	NO	N/R
Are you free from significant concerns regarding your financial security /wellbeing?			

Sources of Guidance and Advice

The checklist has been split into 9 key areas of stress management - Demands, Control, Support, Work Relationships, Role, Change, Health, Relationships and Financial. Guidance http://www.docs.csg.ed.ac.uk/Safety/ra/stress_notes.pdf on some of these work related areas is available.