

## **Supporting you if you are affected by work related stress**

If you are affected by work related stress we may ask you to complete a stress risk assessment with your manager. This is so we can understand more about what is causing you stress and identify how we can help you manage this more effectively.

Your manager will help you through each stage of the process. The first is to identify the sources of stress that affect you and we use a template to help with this, based on one provided by the Health & Safety Executive [HSE].

### **Potential stressors for individuals**

The HSE outlines six Management Standards that cover the primary sources of stress at work:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say you have in the way you do your work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

### **Template to help identify the stress hazards for you**

The six standards are covered in the stress risk assessment template below.

The template can be used to identify any current stressors that you may be experiencing. Think about the prompt questions in the first column and make notes in the right hand column of anything that you think is causing you stress at work.

There are no right or working answers, this process is to help you think through what is causing you stress so that we can work with you to manage this better.

### **Other help**

Remember that you can call the Confidential Care Helpline at any time. The service is free for you to use and entirely confidential.

The number is 0800 085 1376 or +44 (0)20 7938 0963.

You can also access the service at their website [www.well-online.co.uk](http://www.well-online.co.uk)

## STEP 1 – IDENTIFY THE HAZARDS

<b>Concerns/Worries?</b> Work through these categories to identify any that affect you	Currently an issue for you? Yes/No	Describe any concerns and how these are affecting you
<b>Demands</b> – Are the job demands within your capability? <ul style="list-style-type: none"> <li>• Are the job demands achievable in your hours of work?</li> <li>• Are your skills and abilities matched to the job demands?</li> <li>• Do you have any concerns about your work environment?</li> </ul>		
<b>Control</b> – Do you have sufficient control over your work? <ul style="list-style-type: none"> <li>• Are you able to control the pace of your work?</li> <li>• Do you have a say over when breaks can be taken?</li> <li>• Are you consulted about your work pattern?</li> </ul>		
<b>Support</b> – Is appropriate organisational support available? <ul style="list-style-type: none"> <li>• Do you know what support is available &amp; how to access it?</li> <li>• Do you know how to access the required resources to do your job?</li> <li>• Do you receive regular and constructive feedback?</li> </ul>		
<b>Relationships</b> – Are relationships adequately managed at work? <ul style="list-style-type: none"> <li>• Does your manager promote positive behaviours at work?</li> <li>• Do colleagues share information relevant to their work?</li> <li>• Do you feel able you are encouraged to report unacceptable behaviour?</li> </ul>		
<b>Role</b> – Are job roles clear and understood and can you raise concerns if not? <ul style="list-style-type: none"> <li>• Do you feel that the different requirements of your job are compatible?</li> <li>• Do you think you are clear about your role and responsibilities?</li> <li>• Can you raise concerns about any uncertainties/conflicts about your role?</li> </ul>		
<b>Change</b> – Do you feel involved and have sufficient information about change at work? <ul style="list-style-type: none"> <li>• Do you receive information to help you understand the reasons for changes?</li> <li>• Is there is adequate consultation on changes and can you influence proposals?</li> <li>• Are you given training and support with any changes to your job role?</li> </ul>		
Please describe any other relevant concerns or worries that are not specifically work related [such as home life or health issues]		

Name:	Job title:	Date:
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