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| **RA Ref:** *if applicable* | **Employee Stress Risk Assessment** (December 2020) | **Form RA/03S** |
| **Assessment Date:** |  | **Employee Name:**  | **Assessor(s):** |
| **Review Date:** |  |
| **Stress Factors:** | **Potential Effects** | **Current Control Measures** | **Additional Controls/Support Required** | **Manager/****Agreed Date or Timescale** |
| ***Demands***Includes workload, work patterns and the work environment. | Employees may feel unable to cope with the demands of their work. | * Reasonable and achievable demands are agreed in relation to work.
* Performance Review process used to identify strengths and development needs and action plan developed to reflect individual requirements.
* Agile/flexible working arrangements to support the employee.
* Work is designed to be within employees’ capabilities.
 | * Monitor and review
* Ensure systems are in place locally to respond to any individual concerns
* Encourage individuals to raise and discuss any concerns at an early stage
 | Line Manager |
| ***Control***How much say a person has in the way they do their work.  | Employees who have no control over the way they do their work may feel more pressured than those who do. | * Where possible, employees have control over their pace of work.
* Employees are encouraged to use their skills and initiative to do their work.
* Employees have agile/flexible working arrangements (where possible)
* Employees are consulted on work patterns/rotas etc.
* Employees are encouraged to develop new skills (Performance Review).
 | * Monitor and review
* Ensure systems are in place locally to respond to any individual concerns
* Encourage individuals to raise and discuss any concerns at an early stage
 | Line Manager |
| ***Support***Includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.  | Employees may feel isolated and alone with little or inadequate information.  | * Employees receive adequate information and support from the Council, their Manager and Colleagues:
	+ Regular Team Meetings
	+ Supervision/one to one sessions
	+ Personal Development Plan
	+ Business Plan
	+ Team Plan
	+ Work Plan
	+ Suitable Management structure in place
 | * Monitor and review
* Ensure systems are in place locally to respond to any individual concerns
* Encourage individuals to raise and discuss any concerns at an early stage
 | Line Manager |
| ***Role***Whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.  | Employees may be unclear about their role and how they fit into the ‘bigger picture’ | * Information is provided to enable employees to understand their role e.g.:
	+ Induction
	+ Corporate Welcome
	+ Community Plan
	+ Business Plan
	+ Team Plan
	+ Work Plan
	+ Personal Development Plan
 | * Monitor and review
* Ensure systems are in place locally to respond to any individual concerns
* Encourage individuals to raise and discuss any concerns at an early stage
 | Line Manager |
| ***Change***How organisational change (large or small) is managed and communicated in the organisation.  | Employees feel ‘kept in the dark’ about change and are unsure about the implications | * Employees and their Reps are consulted as early as possible in the change process and regularly throughout
* Employees are provided with timely, accurate and authoritative information throughout change process
* Employees are made aware of likely impacts from proposed change and have opportunity to discuss
* Policies in place to help manage change and the effects of, e.g.: Redeployment etc.
 | * Monitor and review
* Ensure systems are in place locally to respond to any individual concerns
* Encourage individuals to raise and discuss any concerns at an early stage
 | Line Manager |
| ***Relationships***Promoting positive working to avoid conflict and dealing with unacceptable behaviour.  | Employees may be subject to unacceptable behaviour, for example, bullying and harassment | * Bullying and harassment policies in place
* Employees encouraged to report any unacceptable behaviour
* Systems in place for managers to be able to deal with instances of unacceptable behaviour
* Better Work Life Review
 | * Monitor and review
* Ensure systems are in place locally to respond to any individual concerns
* Encourage individuals to raise and discuss any concerns at an early stage
 | Line Manager |

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| **Additional Information/Comments**  |
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| **Line Manager:** | **Employee:** |

**The following resources may be useful when developing your stress risk assessment or for further guidance on workplace stress:**

1. HS 19 – Rhondda Cynon Taf Council Workplace Stress Policy - [RCT Source - Policies](https://rct.learningpool.com/mod/folder/view.php?id=190)
2. [RCT Source](https://rct.learningpool.com/totara/dashboard/index.php) – (Your Health and Wellbeing Section/Your Health and Safety/Stress).
3. Health and Safety Executive (HSE) – Work Related Stress <https://www.hse.gov.uk/stress/>

For any further support on the risk assessment process, you can contact the Corporate Health and Safety Team: healthandsafetyteam@rctcbc.gov.uk

If you require any specialist advice on stress and support in implementing the risk assessment you can contact the Occupational Health and wellbeing Team: OHUQueries@rhondda-cynon-taff.gov.uk