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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](mailto: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](mailto:OHUQueries@rhondda-cynon-taff.gov.uk)