

Intructions for Use of the Excel Spreadsheet

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

Health & Safety Employee Stress Risk Assessment

Date	
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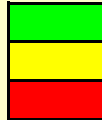
Company Name	
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Assessor	
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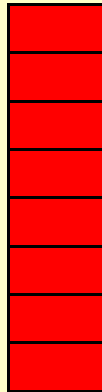
Performance Acceptable - no action required

Performance marginal - ongoing action required

Performance not acceptable - urgent action required



Culture
Demands
Control
Relationships
Change
Role
Support
Training



Stress Risk Assessment

<p>Make a judgement about your level of compliance against each question option. Score 3 for compliance similar to the response in the left column, Score 2 or 1 for somewhere in the middle, Score 0 for compliance similar to the right hand column</p>				Potential Score	Score	% Performance	Comments
<p>Culture</p>							
Topic	3	→	0				
Organisational priority	Stress and health are treated as real organisational priorities		No-one takes an interest in the health and stress of employees	3		0	
Open Communication	There is good, open communication and everyone knows what is going on		Employees are not told about changes and developments that will affect them	3		0	
Employee Support	When employees are stressed they are always given full emotional and practical support		Little interest is taken in supporting employees who are suffering from stress	3		0	
Employee Commitment	Employees are committed to their work and fully buy-in to the employer's objectives		Employees work without any real commitment to the organisation or its objectives	3		0	
Help With Problems	When employees have problems the organisation recognises this and helps wherever possible		The organisation does not get involved with employees' problems unless they are directly related to work	3		0	
Long Hours Discouraged	Employees are actively discouraged from working excessive hours or from taking work home		Long hours and home working are common place and the employer does not seem to mind	3		0	
Shared Vision	Employees share a clear vision of the organisation's purpose and values and could explain this if asked		Employees tend to work in silos without sharing a common sense of purpose and direction	3		0	
				21	0	0	

Stress Risk Assessment

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Demands									
Topic	3	→	0						
Reasonable Resource	There is a reasonable balance between the amount of work and the available resources		There never seems to be sufficient resource to do all the work that is demanded of employees	3		0			
Challenging And Stimulating	The work is always challenging and stimulating and produces a good level of sustained interest		The work is boring and routine and employees rarely feel stretched or challenged	3		0			
Physical Comfort	The physical environment is comfortable and attractive and is conducive to effective working		The environment is unpleasant and makes it difficult to do the job effectively	3		0			
Free From Violence	Employees feel safe and free from risk of violence or other psychosocial stress such as bullying		Employees often feel threatened and at risk of violence or abuse	3		0			
Fair Demands	Employees always see that the demands on them are fair and reasonable, even at times of high activity		Employees often feel put upon and don't believe that any effort is made to ensure work is fairly allocated	3		0			
Adequate Remuneration	In general employees are adequately remunerated for the job they do		Employees are underpaid and undervalued	3	1	33.3			
Suitable Technology	The technology keeps pace with developments and is well suited to the demands on employees		Technology is out of date and unreliable and unsuited to the work	3		0			

Stress Risk Assessment

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					21	1	4.76	
Control								
Topic	3 → 0							
Influence Over Work	Employees have a real say in the work they do and the way it is carried out		Employees do what they are told with little ability to influence the task or the way it is implemented	3		0		
Trusted And Empowered	Employees feel trusted and empowered by the employer to develop their roles in ways that suit them		Employees have no scope for developing their jobs or for introducing variety	3		0		
Sense Of Purpose	Employees understand the broad aims of the organisation and can consequently establish their priorities when there are pressures		There is no overall sense of purpose so employees are unable to structure their work to meet the organisation's aims	3		0		
Involvement In Decisions	There are ample opportunities for employees to participate in decision-making and involvement is encouraged		Employees are not involved in decision making and feel that the organisation has no regard for their views	3		0		
Can Innovate	Employees can experiment and take risks knowing that they will be supported if things go wrong		There is a 'blame culture' that discourages experimentation and innovation	3		0		
Job Enrichment	There is a conscious effort to enrich employees' jobs so they can use a variety of skills and develop personally		There is no real interest in the enrichment of employees who are expected to simply get on with boring and repetitive tasks	3		0		

Stress Risk Assessment

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Suggestions Encouraged	When employees suggest changes, the organisation is receptive and genuinely considers their implementation		Employees are not encouraged to suggest job changes and, if they did, would be unlikely to be taken seriously	3		0	
				21	0	0	
<p>Relationships</p>							
Topic		3	→	0			
No Bullying	No-one is ever bullied in the workplace and relationships are based on trust and respect			Bullying is a tolerated aspect of the culture and there is often a degree of hostility or 'politics'	3		0
No Harassment	No-one ever feels harassed or victimised because of their sex, race, beliefs or disability			Employees who do not fit are subject to unfair discrimination	3		0
Fair Procedures	Discipline and grievance procedures are fair and well understood			Employees do not have recourse to procedures that will resolve injustice	3		0
Team Spirit	Team members get on together and trust each other			Teams of employees typically experience back-biting and manipulative, political behaviour	3		0
Team Effectiveness	Employees recognise, support and respect the contributions of other team members			Employees feel that their own interests are paramount in a team and disregard the contribution of others	3		0

Stress Risk Assessment

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Regular Training Reviews	There are regular training needs reviews to identify the training required for each employee		Employees are never assessed for the training they need for personal and professional development	3		0	
Adequate Training Resource	There is adequate training resource for the organisation's needs		There is not enough training resource to go around so some employees are always waiting for training	3		0	
Knowledge About Training Options	All employees know the full range of training options available to them		Employees are generally not aware of the training provided by the employer	3		0	
				21	0	0	