

## Procedure for completion of a Work-Related Stress (WRS) Risk Assessment

### Preparation

- School / Department managers attend the Occupational Health & Environmental Safety (OHES) work-related stress briefing
- The WRS risk assessment is to be carried out by a small team led by the Head of School or Department (or equivalent), following adequate consultation with staff
- Team members may include a line manager/supervisor, experienced employee/technician, H & S Co-ordinator, safety rep, or OHES specialist

### Identify hazards and assess risk

- Consider the School's sick absence, staff turnover, accident rate, performance, productivity and have there been recent changes?
- Do employees say their physical or mental health, morale or loyalty is affected by work at RGU?
- Using the **Management Standards** to guide the team discussion, identify hazards relevant to your School/department.
- Assess the risk (severity x likelihood) of the identified hazards

### Identify controls

- Using the stress management framework identify which control measures are currently in place
- Are the controls adequate?
- Agree actions which are required to adequately control WRS hazards
- Agree who will be responsible for implementation; which resources will be needed; and the date by which the actions will be completed
- Resources may include additional people, skills, training or finance
- Further actions can be given high, medium or low priority; some may be achievable locally, others may need resources from senior management

### Document findings

- Complete the WRS risk assessment form
- Head of School / Department to sign the completed assessment
- Scan and save to the School / Department H & S management folder; send a copy to OHES
- Keep the document under review until all local actions are implemented
- Send each amended document to OHES – [HealthandSafety@rgu.ac.uk](mailto:HealthandSafety@rgu.ac.uk)

## Further information

[RGU Stress Management Policy Statement](#)

[RGU employee assistance: free, confidential service](#)

[HSE: how to tackle stress](#)

[HSE: stress management competency indicator](#)

[CIPD: guidance for managers](#)

## Management Standards

<b>Demands</b>	<b>Relationships</b>
Employees indicate they are able to cope with the demands of their job	Employees indicate that they are not subjected to unacceptable behaviours at work
<b>Control</b>	<b>Role</b>
Employees indicate that they are able to have a say about the way they do their work	Employees indicate that they understand their role and responsibilities
<b>Support</b>	<b>Change</b>
Employees indicate that they receive adequate information and support from their colleagues and managers	Employees indicate that the organisation engages them frequently when undergoing an organisational change

## Factors to consider

<b>Demands</b>	<b>Relationships</b>
Workload; work patterns; adequate training & resources available; safe & comfortable physical environment	Good teamwork between managers & employees; zero tolerance of bullying; communication, trust & individual recognition
<b>Control</b>	<b>Role</b>
How much say people have in the way they work; aim to empower; ensure good communication; acknowledge input & support	Clear job specifications, objectives & recognition; responsibilities defined
<b>Support</b>	<b>Change</b>
Managers are supportive, open & honest; good team communication; employees involved in decision-making; all employees valued	Open, honest & timely communication & support during organisational change; awareness that too little or too late can increase stress