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| **Business Unit:** | | **Risk Assessment Ref:** | |  |
| Name of Individual: |  | Role: | Date: | |
| Name of Line Manager completing form (or another manager): | | | Date: |  |
| This Individual Stress Risk Assessment is designed to be used alongside the Business Unit Stress Risk Assessment. A Business Unit Stress Risk Assessment is important as it aims to identify and reduce potential causes of work-related stress before they have an impact on performance and health, taking a strategic and proactive approach.  However, what is a source of stress for one individual may not be a source of stress for another and at different times individual employees may feel they are not able to cope with the stressors because of work. This is sometimes, but not always, exacerbated by demands an individual may be experiencing outside work. It is important that individuals raise any concerns about stressors at or outside of work early so that the university can look to see if they can take steps to reduce excessive stressors where possible and / or support the individual.  This risk assessment can be used to support discussions with individuals to systematically work through the stressors and, if so, consider if any action can be taken to reduce the risks to performance and health.  **Individual stress risk assessments** are facilitated by the Line Manager( or other nominated manager). It is expected that the individual has had an opportunity to look through and complete their comments on the risk assessment in advance of the one-on-one meeting. | | | | |
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| **Agreement of Risk Assessment and Action Plan** | | | | |
| Individual’s Signature: | | Date: | |  |
| Manager’s Signature: | | Date: | |  |
| Review Period: |  | Related procedure references or links:  <https://www.hse.gov.uk/stress/assets/docs/stress-talking-toolkit.pdf> | | |

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| **Consider each stress risk factor question** | **Individual’s comments**  Where relevant Identify issues with examples and what action/support might help in response to areas identified | | **Manager’s comments**  What improvements or support could be put in place to help in response to areas identified? | |
| **Demands – Positive indicators – Employee feels:** | | | | |
| * They are able to cope with the demands of their job | | * They are provided with achievable demands in relation to the hours they work | | |
| * Their skills and abilities are matched to the demands of their job | | * Concerns about their work environment are addressed | | |
| **Does your workload feel achievable?**  Think about which tasks take up the most time and how your Business Unit copes at busy times |  | |  |  |
| **Do you feel the deadlines you are given are realistic?** |  | |  |  |
| **Do you often have conflicting deadlines?** |  | |  |  |
| **Have you had the right training to carry out the core functions of your job?** |  | |  |  |

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| **Control – Positive indicators – Employee feels:** | | | | |
| * They are consulted over the way their work is organised and undertaken, eg through regular meetings, one-to-ones, performance reviews | | * They have regular opportunities for discussion and input at the start of projects or new pieces of work | | |
| * They are encouraged to use their skills and initiative to do their work * They are encouraged to develop new skills and undertake new and challenging pieces of work | | * They are consulted over things affecting their work | | |
| **Do you feel involved in how decisions about your job are made?**  Think about whether you feel listened to and trusted, how you are consulted and any opportunities for input |  | |  |  |
| **Do you feel your skills are used to good effect?** |  | |  |  |
| **How could your existing skills be used more effectively?** |  | |  |  |
| **Do you feel you have a say in how your work is organised and undertaken?** |  | |  |  |

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| **Support – Positive indicators – Employee feels:** | | | | |
| * They receive information and support from other employees and their managers | | * They know how to access the resources they need | | |
| * They know what support is available and how to access it * The Business Unit has systems in place to enable and encourage managers to support their employees and for employees to support one another | | * They receive regular and constructive feedback | | |
| **Do you feel that your Business Unit is a positive place to work and that you are valued?**  Think about the working environment, the support available and the opportunities to talk about support you may need |  | |  |  |
| **Do you know who to talk to and where to go when you need support?**  Think about where you would go for help if you were experiencing an issue and whether you would feel comfortable doing so |  | |  |  |
| **Do you feel there are enough opportunities to discuss any emerging issues or pressures?** |  | |  |  |

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| **Relationships – Positive indicators – Employee feels:** | | | | |
| * They are not subject to unacceptable behaviours such as bullying or harassment at work * The Business Unit has systems in place to enable and encourage managers to deal with unacceptable behaviour | | * The Business Unit promotes positive behaviours at work * The Business Unit has agreed arrangements to prevent or resolve unacceptable behaviour * The Business Unit has systems in place to enable and encourage employees to report unacceptable behaviour | | |
| **Have you experienced or witnessed unacceptable behaviour at work?** |  | |  |  |
| **If so, do you feel satisfied with how this was dealt with?** |  | |  |  |
| **Do you feel that honest, open communication is encouraged in your Business Unit?** |  | |  |  |
| **Do you feel that you know where to go and what to do if you experience or witness unacceptable behaviour?** |  | |  |  |
| **Do you feel confident that steps will be taken to stop this behaviour?** |  | |  |  |

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| **Role – Positive indicators – Employee feels:** | | | | |
| * They understand their role and responsibilities * The requirements the Business Unit places on them are clear | | * The Business Unit provides information to enable them to understand their role and responsibilities | | |
| * They are able to raise concerns about any uncertainties or conflicts they have in their role and responsibilities through the systems that the Business Unit has in place | |  | | |
| **Do you feel clear on what your responsibilities are?** |  | |  |  |
| **Are you clear on what your performance objectives are and what success looks like for you and your Business Unit? Do you feel that they are achievable?** |  | |  |  |
| **Do you feel you understand how work is structured in your Business Unit and the wider university?** |  | |  |  |
| **Do you know who is doing what and why and how your role fits in?** |  | |  |  |

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| **Change – Positive indicators – Employee feels:** | | | | |
| * The Business Unit engages with them frequently when undergoing change * They are consulted on changes and provided with opportunities for them to influence proposals | | * They are provided with timely information, enabling them to understand the reasons for proposed changes * They are aware of the probable impact of any changes to their job and, if necessary, they are given training to support any changes in their job | | |
| **Do you feel that your Business Unit handles change well?** |  | |  |  |
| **Do you feel you are properly consulted when changes are made which affect you and your role?** |  | |  |  |
| **Do you feel the reasons for the change are explained well?** |  | |  |  |
| **Do you feel that you are involved in the planning process when changes are made?** |  | |  |  |

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| **Other Issues**  The list of questions above mainly focuses on risk factors at work. However, there may be factors outside work, for example your family life or personal circumstances, which may contribute to or add to the pressure at work. These may make it harder to cope with demands at work that you would normally be able to cope with. | | | |
| **Is there anything else that is a source of stress for you at work?**  Eg. Part-time working |  |  |  |
| **Is there anything outside of work that may be an additional source of stress?**  Eg relationships, caring responsibilities, socio-economic factors, health issues, neurodiversity, pregnancy, menopause etc. |  |  |  |

**Individual Action Plan**

Where actions/practical solutions have been identified above list these per stress risk factor to complete table below.

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| **Stress Risk Factor (eg. Demands)** | **Improvements/Practical Solutions details** | **Action Owner** | **Action Completed (Date)** |
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