Appendix 2
WATFORD BOROUGH COUNCIL STRESS RISK ASSESSMENT FORM

This risk assessment form should be undertaken between the line manager and the employee. It will help to detect areas of potential stress that need to be tackled by the employee and the line manager, but does not give an absolute measure of risk. It asks questions about:

- Role
- Demands
- Control
- Support
- Relationships
- Change

in accordance with the UK Health & Safety Executive (HSE) Management Standards for Stress.

The line manager should complete the white boxes and the employee should complete the shaded boxes. Both parties should read the completed document, and then jointly write and agree the action plan.

Date:

Name of line manager:
Job Title:
Department

Name of employee:
Job Title
Department

ROLE

Describe the employee's roles and responsibilities

Are your roles and responsibilities fully understood? If not, please elaborate	Yes / No
Is there any role ambiguity (conflicting responsibilities)? If yes, please elaborate	Yes / No

DEMANDS

Have the demands on the employee been assessed as to whether they are achievable within the agreed hours of work?	Yes / No

Are the demands achievable within the agreed hours of work?	Yes / No
Are the demands challenging enough?	Yes / No

Do the employee's skills match the demands? If not, please elaborate	

Do your skills match the demands of the job? If not, please elaborate	

CONTROL

Are you consulted about work patterns?	Yes / No
Do you have control over pace of work and when breaks are taken?	Yes / No
Are you encouraged to use your skills and initiatives?	Yes / No
Are you encouraged to develop new skills in order to take on new and challenging work?	Yes / No
If no, are you satisfied with your current level of challenge?	Yes / No

If any of the above answers are "no", please set out line manager's view and possible solutions:

SUPPORT

What systems are in place to formally support and appraise the employee? (such as formal appraisals, Employee Assistance programmes, mentoring, coaching, team meetings, training needs assessments)

Do you know what support is available to you, and how to access it?	Yes / No
Is there adequate support in place for you in your role: From managers? From colleagues? If not, what would you propose to improve this?	Yes / No Yes / No
Do you have adequate resources to do your job?	Yes / No
Do you receive adequate feedback and appraisal of performance?	Yes / No

RELATIONSHIPS

Are you aware of policies and procedures that help to prevent or resolve unacceptable behaviours in the workplace, and do you know the content?	Yes / No
Are you aware of policies and procedures that help to prevent or resolve unacceptable behaviours in the workplace, and do you know the content?	Yes / No
What systems are in place that encourages employees to share information?	
Are there adequate systems in place that encourage employees to share information?	Yes / No
Would you know how to report behaviour you considered to be unacceptable?	Yes / No

CHANGE

Are you provided with information that enables you to understand the reasons for proposed changes in the Council, and the probable impact on you?	Yes / No
Are you consulted about changes and given an opportunity to influence proposals?	Yes / No
How would employees be supported or re-trained if this were needed as a result of organisational change?	