

Stress Risk Assessment Action Plan

Type	Indicator	Desired state	Current state	Practical solutions for consideration	Who will take the work forward?	When?	How will staff receive feedback	Comments	Action completed? Y/N
Demands	Employees indicate that they are able to cope with the demands of their jobs and systems are in place locally to respond to any individual concerns.	The organisation provides employees with adequate and achievable demands in relation to the agreed hours of work.							
		People's skills and abilities are matched to the job demands.							
		Jobs are designed to be within the capabilities of employees.							
		Employees' concerns about their work environment are addressed.							

Control	Employees indicate that they are able to cope with the demands of their jobs and systems are in place locally to respond to any individual concerns.	Where possible, employees have control over their pace of work.							
		Employees are encouraged to use their skills and initiative to do their work.							
		Where possible, employees are encouraged to develop new skills to help them undertake new and challenging pieces of work.							
		The organization encourages employees to develop their skills.							
		Employees have a say over when breaks can be taken.							
		Employees are consulted over their work patterns.							

Support	Employees indicate that they receive adequate information and support from their colleagues and superiors and systems are in place locally to respond to any individual concerns.	The organisation has policies and procedures to adequately support employees.							
		Systems are in place to enable and encourage managers to support their staff.							
		Systems are in place to enable and encourage employees to support their colleagues.							
		Employees know what support is available and how/when to access it.							
		Employees know how to access the required resources to do their job.							
		Employees receive regular and constructive feedback.							

Relationships	Employees indicate that they are not subjected to unacceptable behaviours, e.g. bullying at work and systems are in place locally to respond to any individual concerns.	The organisation promotes positive behaviours at work to avoid conflict and ensure fairness.							
		Employees share information relevant to their work.							
		The organisation has agreed policies and procedures to prevent or resolve unacceptable behaviour.							
		Systems are in place to enable and encourage managers to deal with unacceptable behaviour.							
		Systems are in place to enable and encourage employees to report unacceptable behaviour.							

Role	Employees indicate that they understand their role and responsibilities and systems are in place locally to respond to any individual concerns.	The organisation ensures that, as far as possible, the different requirements it places upon employees are compatible.							
		The organisation provides information to enable employees to understand their role and responsibilities.							
		The organisation ensures that, as far as possible, the requirements it places upon employees are clear.							
		Systems are in place to enable employees to raise concerns about any uncertainties or conflicts they have in their role and responsibilities.							

Change	Employees indicate that the organisation engages them frequently when undergoing an organisational change and systems are in place locally to respond to any individual concerns.	The organisation provides employees with timely information to enable them to understand the reasons for proposed changes.							
		Employees are aware of timetables for changes.							
		Employees are aware of the probable impact of any changes to their jobs. If necessary, employees are given training to support any changes in their jobs.							
		The organisation ensures adequate employee consultation on changes and							

		provides opportunities for employees to influence proposals.								
		Employees have access to relevant support during changes.								