



Guidance

Stress Risk Assessment and Action Plan

This template has been developed by the University Stress Risk Management Working Group (SRMWG). The SRMWG is a sub group of the University Health & Safety Committee and comprises members from Human Resources, Health & Safety and campus Trade Unions. The SRMWG is tasked with proactively embedding stress risk management across the University and ensuring its mitigation is considered at the earliest opportunity.

How can this template be used?

This template was originally designed to help capture the (potential) stressors and themes emerging from the University and Department Workplace Stress Reports produced from the 2018 Staff Survey, however, it can be used more generally to support stress risk management within departments, sub departments and teams.

This template acts as a diagnostic tool that can be used to both introduce and structure discussions around stress within departments, sub departments and teams. Its structure enables it to be integrated with other processes such as departmental risk registers or planning rounds and contribute towards action planning, enabling stress risk management to become a collective effort. The template can be used at the outset to initiate and then monitor activity in this area, however can just as easily be used to retrospectively capture activity already undertaken and identify any gaps.

Key Content

Within column one, the stressors have been grouped into types as defined in the HSE Management Standards. These will help in identifying themes; which will in turn support the identification of priority areas within the department or team where change is needed.

Within the remaining columns, space has been provided to capture how each identified stressor may potentially cause harm and to whom, in addition to any current workplace precautions you already have in place as it is important that any proposed actions fit in with department plans and priorities.

Agreed actions can also be captured on the template and should include the name of the individual responsible for the action and the expected deadline for completion. As part of the process of developing proposed actions you may wish to use a scheduled departmental or team discussion to seek staff suggestions on how to address the identified (potential) stressors, being mindful of and managing any sensitive issues.

It is recommended that the completed Stress Risk Assessment and Action Plan is added as a standing item in team meetings or on department board and committee agendas to enable regular review of progress and/or updates to be captured.

Additional support

Your HR Manager and nominated Health & Safety Manager can provide additional support in considering the overall results for your department or team, assessing the risk of stress in more depth and action planning.

Additional tools to help staff to work safely and healthily are available in the [Managers Wellbeing Toolkit](#) and on the [Manager Guidance - Stress](#) webpages.