Guidance
Stress Risk Assessment and Action Plan

This SRA&AP 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 has been designed to help capture the (potential) stressors and themes emerging from the recent University and Department Workplace Stress Reports, however, it can be used more generally to support this work within departments and teams.

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 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 discussion to seek staff suggestions in how to address the identified (potential) stressors.

It is recommended that the completed Stress Risk Assessment and Action Plan is added as a standing item on department board and committee agendas to enable regular review of progress and/or updates to be captured. Progress and outcomes of this work will be reported via SRMWG to the University Health & Safety Committee.

Additional support

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