

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** | **SPAA** |
| **Date** | **04.01.2019** |
| **Assessor** | **Dean Fenton** |
| **Approved By** |  |
| **Review Date** | **January 2020** |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Stress at Work Risk Assessment**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| **Demands**  Are sufficient employees and resources provided to deal with workloads, including foreseeable variables?  Are realistic deadlines set, properly planned for and are employees involved?  Where shift working is required are employees involved in shift design and are shifts allocated fairly?  Where there are specific concerns that a job may place particular individuals at risk of Work Related Stress is further advice sought?  Are employees able to take their meal breaks and holidays?  Is the physical environment appropriate for the tasks undertaken?  Is the risk of violence to staff assessed and measures put in place to adequately control the risks? | E  E  E  E  E  E  E | Service Planning  Service transformation  Service Planning  Performance & Development Reviews  Supervision meetings half termly  N/A – late / early cover rota fairly allocated  Specific risk assessments re role where additional stress levels incurred eg EHE home visits and ‘buddy systems’ to alleviate stress factors.  YES - Leave calendar management and lunch time rota type allocation to ensure office cover. Time sheets, leave records    YES  Health and Safety Policy & Procedures  Risk Assessment  Violence to staff policy and procedures  EHE home visits Risk Assessment |  |  |  |  |  |  |
| **Control**  Is there regular communication with employees about work challenges and workloads and their ability to cope?  Do employees have some flexibility and control over their work and the way they do it?  Are tasks varied to enable employees to use different skills and attributes?  Is team working encouraged to develop work sharing and support within the team? | E  E  E  E | Communications both corporate and Education and Skills and within SPAA  Supervision  Performance & Development Reviews  Team meetings  Work-Life Balance policies  Home working rota  Flexi-time scheme, compressed hours, part-time working etc.  Performance and Development Reviews, supervision to address issues  Team meetings, working wider service both within Education and Skills and CYPS e.g. Early Help/ Safeguarding |  |  |  |  |  |  |
| **Relationships**  Do managers foster an environment in which dialogue is encouraged and employees feel confident to discuss work-related health issues including Work Related Stress?  Is there a range of communication methods used at strategic and operational level, both to communicate messages downwards but also to enable effective feedback from all employees?  Is the effectiveness of communication methods evaluated and reviewed?  Is a teamwork approach in place that recognises the contributions of individual team members and the importance of effective communications and team relations?  Are there regular discussions with employees about what is going well and are problems identified and attempts made to resolve them?  Are employees provided with training and support on customer relations and customer care?  Is the value of diversity accepted and promoted and bullying, harassment, inequality of opportunity and discrimination seen as unacceptable?  Are managers and employees clear about their roles and responsibilities in terms of fostering effective relationships at all levels? | E  E  E  E  E  E  E  E | Team meetings  Supervision 1:1s, open door approach, PDRs  Service meetings  Briefings  Communications  Manager Briefings, Team Briefings  Team Meetings  Employee Suggestion Scheme, 1:1S  Feedback from Team meetings and customers  Employee Opinion Survey  Team meetings  Hall of fame awards  Mentions  Team meetings  One-to-one meetings  Performance & Development Reviews  Supervision meetings  Performance & Development Reviews  Training plans  Customer and Service 1st Guidance  Equal Opportunities Policy  Bullying and Harassment/Dignity at Work Policy  Religious and Cultural Observance Policy  Equalities and Diversity e-learning – <http://rotherham.marshallacmtraining.co.uk/>  Directorate Equalities training (contact Directorate Learning & Development Co-ordinators for details) [http://intranet.rotherhamconnect.com/C2/C7/Directions/lD coordinators/Learning and Development Co.doc](http://intranet.rotherhamconnect.com/C2/C7/Directions/lD%20coordinators/Learning%20and%20Development%20Co.doc)  Code of Official conduct - <http://rmbcintranet/Directorates/ACE/HRandPayroll/A-ZofHRInformation/CodeofConduct/default.aspx> |  |  |  |  |  |  |
| **Job roles**  Are job roles and requirements clearly defined, both for existing employees and proposed changes?    Do selection criteria and selection methods take into account any specific requirements of the job that could potentially place individuals at risk of Work Related Stress?  Do employees understand where their work fits in with the aims of the team and Department and are they encouraged to discuss any confusion or misunderstanding regarding their role?  Do employees understand their jobs and which tasks are important to enable work to be prioritised?  Is there a clear plan of work agreed between managers and employees and regular discussions about performance?  Are individual roles and relationships with co-workers regularly discussed? Do employees understand their new roles following restructures or other changes? | E  E  E  E  E  E | Job descriptions  Performance and Development Reviews  Person specifications  Service and Team Action Plans  Performance and Development Reviews  Team meetings  Risk Register  Service and Team Action Plans  Performance and Development Reviews  Supervision meetings  Performance and Development Reviews  Supervision  Team plans  Statutory frameworks  Performance and Development Reviews  Supervision meetings  Team meetings |  |  |  |  |  |  |
| **Change management**  Are changes planned and is the process of and timetable for change transparent?  Are the purposes of the change and the effects fully and clearly explained at the earliest opportunity?  Are employees and their representatives consulted before, during and after change?  If jobs are changing are employee involved in deciding upon the new functions and job designs?  Are employees informed of vacancies? | E  E  E  E  E | Service Plans  Change Management Guide – <http://rmbcintranet/Directorates/ACE/HRandPayroll/A-ZofHRInformation/ChangeManagement/default.aspx>  Employee Consultation  Employee consultation  Employee Consultation  Vacancy Bulletin |  |  |  |  |  |  |
| **Support, training and other factors**  Is a healthy work-life balance encouraged?  Are employees provided with sufficient training to do their job and to work safely?  Are new employees properly inducted into the team, Department and Council as a whole?  Is additional training provided when jobs change?  Do induction programmes provide information about flexible working options or the social support networks available?  Are employees provided with training to help them identify and manage stress?  Are employees provided with support through any change?  Is support for employees provided to help them overcome their problems at team and individual levels?  Are employees supported with personal crises, where they may impact upon work? | E  E  E  E  E  E  E  E  E | Work-Life Balance Policies  Flexi-time scheme, annual leave  Performance & Development Reviews,  Health & Safety Policy and Procedures  Job Risk Assessments  Corporate Electronic Induction training/Departmental Induction  Performance & Development Reviews  Corporate Electronic Induction training/Departmental Induction  Training programmes  Employee Guide to Good Health  Consultation meetings, newsletters, team meetings, 1:1s  Team meetings  One-to-one meetings  Trade Unions  One-to-one meetings  Temporary changes to working  Leave arrangements  HR Consultant (Welfare)  Face to Face Counselling Service  Domestic Violence Policy  Drugs and Alcohol Policy  Westfield 24 hr Helpline |  |  |  |  |  |  |
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| **Forename** | **Surname** | **Employee Signature** | **Date** | **Manager’s Signature** |
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**Risk Assessment Training Log Version:**