**Evaulation of workrelated Stress & action plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation date** |  | **Area evaluated:** |  |
| **Person completing Evaluation** |  |

|  |
| --- |
| Brief description of team and current work issues *(Use this space to note particular work issues that may cause stress i.e. peaks in work load, staff absences or vacancies, resources and funding issues.)* |
| * *High Peaks in work load* * *Absences are not covered or there are vacancies out standing* * *There are resources and funding issues* * *There are difficult working conditions* |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Standards to be achieved*** | ***Y/N*** | ***If no what further action needed to reduce risks*** | ***Target date for implementation and person responsible*** |
| 1. ***DEMANDS (includes* issues *like workload, work patterns***   ***and work environment)*** | | | |
| ***Management Standards***   * ***Employee indicates that they are able to cope with the demands of their jobs: and*** * ***Systems are in place locally to respond to any individual concerns*** | | | |
| Do you provide employees with adequate and achievable demands in relation to their agreed hours of work? |  |  |  |
| Where there are not agreed hours of work how do you ensure staff are working within their capacity? |  |  |  |
| Are people’s skills and abilities matched to their job demands? |  |  |  |
| Are jobs designed to be within capabilities of employees?  If yes, how? |  |  |  |
| Are employees’ concerns about their work environment addressed? |  |  |  |
| Do you have regular 1-2-1 meetings with your staff? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Standards to be***  ***achieved*** | ***Y/N*** | | ***Further action needed to reduce risks*** | ***Target date for implementation and person responsible*** |
| 1. **CONTROL (how much say employees have in the way they do their work)** | | | | |
| **Management Standards**   * **employees indicate that they are able to have a say about the way they do their work; and** * **systems are in place locally to respond to any individual concerns** | | | | |
| Do you discuss the pace of work regularly with staff in 1-2-1 meetings? | |  |  |  |
| Do your staff have a regular SDR? | |  |  |  |
| Is there a training plan in place for each member of your staff? | |  |  |  |
| Do you discuss and encourage your staff to attend internal and external training courses to help them develop? | |  |  |  |
| Do your staff discuss work patterns and breaks with you? | |  |  |  |
| Do you allow flexibility in the way that staff complete their work? | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Standards to be achieved*** | ***Y/N*** | ***If no what further action needed to reduce risks*** | ***Target date for implementation and person responsible*** |
| 1. **SUPPORT (*includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues)*** | | | |
| **Management standards**   * **employees indicate that they are able to have a say about the way they do their work; and**   **systems are in place locally to respond to any individual concerns** | | | |
| Are you kept well informed about University issues that could cause stress to you or your team? |  |  |  |
| Do you have an “open-door” policy/ make yourself available for staff to discuss issues with you? |  |  |  |
| Do you pass on information to your team from senior management? If so how? Do you run regular team meetings? |  |  |  |
| Do staff come to you with concerns? Do you ensure you react to these concerns? |  |  |  |
| Have you ensured that your staff are working in a safe and comfortable environment? |  |  |  |
| Do you know where to find HR and HSE policies to support employees? Eg: Code of Good Practice, Health and Well-Being Policy |  |  |  |
| Have you and managers within your team had management and development training? |  |  |  |
| Do you discuss possible causes of stress? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Standards to be***  ***achieved*** | ***Y/N*** | ***Further action needed to reduce risks*** | ***Target date for implementation and person responsible*** |
| 1. **RELATIONSHIPS (includes promoting positive working to avoid conflict and dealing with unacceptable behaviour)** | | | |
| **Management standards**   * **employees indicate that they are not subjected to unacceptable behaviours, eg bullying at work; and**   **systems are in place locally to respond to any individual concerns** | | | |
| Are you aware of HR policies and guidance on discipline, grievance, mediation and the Code of Good Conduct?  Have these policies been implemented? |  |  |  |
| Have you made your staff aware of HR equal opportunities policies on bullying and harassment and the Code of Good Conduct? |  |  |  |
| Do you explore concerns raised by employees? |  |  |  |
| Do you encourage an open working environment in your teams? |  |  |  |
| Do you have an “open-door” policy? |  |  |  |
| Do you discuss issues with your line manager and seek advice from HR where necessary? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Standards to be***  ***achieved*** | ***Y/N*** | ***If no what further action needed to reduce risks*** | ***Target date for implementation and person responsible*** |
| 1. **ROLE *(whether people understand their role within the organisation and whether the organisation ensures that the person*** | | | |
| **Management standards**   * **employees indicate that they understand their role and responsibilities; and** * **systems are in place locally to respond to any individual concerns** | | | |
| Do you have a team structure and do your employees know what this is? |  |  |  |
| Do your staff know and understand their roles and how they fit with others? |  |  |  |
| Are job descriptions clear, accurate and kept up-to-date? |  |  |  |
| Do you hold regular meetings with your staff (1-2-1 and SDR’s) |  |  |  |
| Do you hold regular team meetings?  (If yes how often?) |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Standards to be***  ***achieved*** | ***Y/N*** | ***If no what further action needed to reduce risks*** | ***Target date for implementation***  ***and person responsible*** | |
| 1. **Change (How organisational change (large or small) is managed and communicated in the organisation)** | | | | |
| **Management standards**   * **employees indicate that they understand their role and responsibilities; and** * **systems are in place locally to respond to any individual concerns** | | | | |
| Are you informed about changes that might affect you or your team? |  |  | |  |
| Do you inform staff of any proposed changes to their area of work? |  |  | |  |
| Do you consult with your staff on any changes? |  |  | |  |
| Do you feed back decisions and information about change to your staff? |  |  | |  |
| Do you know what support is available for staff who are going through change? |  |  | |  |
| Do you ensure that employees have access to relevant support during times of change? |  |  | |  |
| Are employees given training to support any changes to their jobs? |  |  | |  |

**Action Plan**

(Include general improvements i.e. Management training, regular one to ones with employees, awareness of all University policies)

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Area Evaluated: |  |
| Person Completing Evaluation |  |

|  |  |  |
| --- | --- | --- |
| Number | Action required | Date and who to complete the action |
|  |  |  |