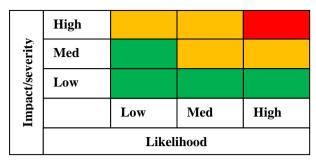# Stress at Work Risk Assessment FOR SCHOOL EMPLOYEES

The Health and Safety Executive (HSE) defines stress as, 'An adverse reaction a person has to excessive pressures or other types of demands placed upon them.'

Under UK law, employers have a legal duty of care to ensure their employees are not harmed by work-related stress. They also have a duty to assess the risk arising from hazards at work, including stress.
<u>NOTE: This risk assessment applies to all schools employees.</u>

Impact/severity				
High	🟧	🟧	🟥
Med	🟩	🟧	🟧
Low	🟩	🟩	🟩
	Low	**Med**	**High**
	Likelihood		

Section 1	Demands of the job - Includes issues like workload, work patterns, the work environment and exposure to physical hazards.								
		Initial risk			Control Measures; **(existing controls / precautions) should be considered.**	**Net Risk**			
Risk Description / Hazardous Event	**Persons at Risk**	**Likelihood**	**Impact / Severity**	**Risk Level**	Preventative & Protective Measures; **(IP)** = measures in place; **(TP)** = measures to be put in place.	**Likelihood**	**Impact / Severity**	**Risk Level**	**Owner**
Employees are unable to achieve what is expected of them within their agreed working hours. Insufficient authority, staff or financial resource to undertake work activities effectively. Lack of control over work load Employees have insufficient skills and abilities to meet the job demands. Poor working environment.	All staff	H	M	🟧	• All potential recruits receive a copy of the job description and person specification and the recruitment process confirms individual skills and abilities. • Individual workloads are subject to regular review by management and if appropriate, staff are supported to plan / re-prioritise their work. • Staff have sufficient authority and resources to undertake work activities effectively. • Arrangements are in place to help/support staff to manage any aspects of the role that could be emotionally demanding. • Time management training is available/provided • There are local protocols for office working (including having agreed start and finish times, office cover, working at home, flexi balances and annual leave arrangements). • Working hours are monitored by management. • Staff are able to work to meet home/work life balance. • Health and safety risk assessments exist to cover the activities staff undertake. • Regular work place inspections are carried out to identify potential hazards, faults or repairs.				

					• There are management arrangements in place for dealing with problems identified.				

Section 2					**Control of work -** How much say the person has in the way they do their work.				
		Initial risk			**Control Measures; (existing controls / precautions) should be considered.**	**Net Risk**			
Risk Description / Hazardous Event	**Persons at Risk**	**Likelihood**	**Impact / Severity**	**Risk Level**	**Preventative & Protective Measures;** **(IP)** = measures in place; **(TP)** = measures to be put in place.	**Likelihood**	**Impact / Severity**	**Risk Level**	**Owner**
Failure to maximise opportunity for staff to use their skills and initiative effectively. Staff are unable to take sufficient breaks Inability to balance the demands of work and life outside work	All staff	M	M	🟧	• Individuals' skills and competencies have been assessed. • Individuals have had the opportunity to take part in a 360 degree or Insights profiling exercise to help them identify their personal strengths and how best to utilise them. • Individuals have an agreed training and/or development plan to support their professional and personal learning and development. • Individual development plans are reviewed as part of annual and six monthly reviews. • Working hours are monitored by management. • Team members have completed an e-learning module and display screen equipment (DSE) assessments. (See separate training records). Part of the assessment reviews whether regular breaks are taken from computer work. Such assessments are reviewed annually. • Staff are able to work to meet home/work life balance. • Management arrangements are in place for dealing with problems identified.				

Stress at Work Risk Assessment FOR SCHOOL EMPLOYEES

Section 3		Support & Organisational Culture - Includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.							
		Initial risk			Control Measures; **(existing controls / precautions) should be considered.**	Net Risk			
Risk Description / Hazardous Event	Persons at Risk	Likelihood	Impact / Severity	Risk Level	Preventative & Protective Measures; **(IP)** = measures in place; **(TP)** = measures to be put in place.	Likelihood	Impact / Severity	Risk Level	Owner
Lack of support from line managers and co-workers. Poor communication and perceived lack of consultation. Lack of/ineffective constructive feedback.	All staff	H	M	🟧	• Regular staff meetings and 1:1's provide an opportunity for constructive discussion regarding any identified issues. • Workload is a regular feature of 1:1 discussions and should identify any potential problems. • If required, support is available to re-prioritise, re-plan or delegate work so that individuals are not overloaded. • Introduction to Stress Management Training is available for appropriate managers within the school and has been attended by all Senior Managers, including Head Teachers. • Managing Individual Stress Awareness courses are available • Employees have been consulted in the development of this Stress Risk Assessment. • Access to the Counselling Services in Occupational Health is available via HR. • In some circumstances, a more robust form of counselling maybe required. This should be reviewed by the Head Teacher / Critical Review team. • The Council has an Employee Assistance Programme that provides 24/7 support and advice. • The Council has a corporate approach to managing absence that ensures that absence is recorded and appropriately investigated. "Back to work" meetings take place when an employee returns from sickness to ensure that the employee is fit to return and provides an opportunity to highlight any concerns, underlying causes or possible help and support. • There are management arrangements in place for dealing with problems identified.				

Stress at Work Risk Assessment FOR SCHOOL EMPLOYEES

Section 4	**Relationships within the workplace -** Includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.								
		Initial risk			Control Measures; **(existing controls / precautions) should be considered.**	**Net Risk**			
Risk Description / Hazardous Event	**Persons at Risk**	Likelihood	Impact / Severity	Risk Level	Preventative & Protective Measures; **(IP)** = measures in place; **(TP)** = measures to be put in place.	Likelihood	Impact / Severity	Risk Level	**Owner**
Risk of: - Poor working relationships - Personal harassment - Bullying, victimisation - Violence or threatening behaviour	All staff	H	M	🟧	• Policies and procedures exist to prevent or resolve unacceptable behaviour. Staff can refer to the Dignity at work policy for further guidance. • The risk of physical violence or verbal abuse has been assessed in the schools curriculum / non curriculum risk assessment. • Training is available/provided to staff dealing with abusive/disruptive situations. • Equality and Diversity training is available/provided. • Management arrangements are in place for dealing with problems identified. • Regular monthly 1:1 supervision meetings give an opportunity for any issues to be discussed. • Management arrangements are in place for dealing with problems identified.				

Section 5	**Job Role -** Whether people understand their role within the organisation and whether the organisation ensures that the person does not have conflicting roles								
		Initial risk			Control Measures; **(existing controls / precautions) should be considered.**	**Net Risk**			
Risk Description / Hazardous Event	**Persons at Risk**	Likelihood	Impact / Severity	Risk Level	Preventative & Protective Measures; **(IP)** = measures in place; **(TP)** = measures to be put in place.	Likelihood	Impact / Severity	Risk Level	**Owner**
Failure to clearly define job role and personal responsibilities.	All staff	H	M	🟧	• Induction programme ensures new staff understand their role and responsibilities, and the team understands the role of the new recruit.				

Failure to raise concerns about uncertainties or conflicts within job role and responsibilities. Lack of clarity in expected standards and performance.					• Staff have job descriptions that accurately describe their job role and each role has a Person Specification that sets out the "essential" requirements of the job. • Staff meetings and appraisals provide an opportunity to discuss roles and duties and any changes. • School Plans exist and describe what the school is trying to achieve. • Personal standards and targets are realistically set, annually agreed and reviewed half yearly. • Management arrangements are in place for dealing with problems identified.			

Section 6		Change - How organisational change (large or small) is managed and communicated in the organisation.							
			Initial risk			Control Measures; **(existing controls / precautions) should be considered.**	Net Risk		
Risk Description / Hazardous Event	**Persons at Risk**	**Likelihood**	**Impact / Severity**	**Risk Level**		Preventative & Protective Measures; **(IP)** = measures in place; **(TP)** = measures to be put in place	**Likelihood**	**Impact / Severity**	**Risk Level**	**Owner**
Poor management of change Lack of effective support for staff experiencing change.	All staff	H	M			• Where possible staff are involved in 'change-decisions' • Regular meetings (staff & 1:1) and appraisals provide an opportunity to discuss changes to job role. • Introduction to Stress Management Training is an available course for appropriate managers within the school. • The Council has an Employee Assistance Programme that provides 24/7 support and advice. • Management arrangements are in place for dealing with problems identified.				

ASSESSED BY (PRINT)	SIGNED	DATE ASSESSED
HEADTEACHER (PRINT)	**SIGNED**	**DATE**

Stress at Work Risk Assessment FOR SCHOOL EMPLOYEES

	RISK ASSESSMENT ACTION PLAN					
Risk Section number	Further actions / Control measures (as identified from the risk assessment)	Responsible Person/s	Target Completion Date	Managers Comments	Completion Date	Managers Signature
ASSESSED BY (PRINT)		**SIGNED**			**DATE**	
HEAD TEACHER (PRINT)		**SIGNED**			**DATE**	