

Risk Assessment

Title	Work Stress	Date Of Assessment	Mon 11 July 2022
Site	Academic Families	Location	111 Swanston Rd
Risk Assessor	Lorna Clayton	Assisted By	Sophie Clayton
Non-Employees Involved	-	People At Risk	Employees
Review Date	Mon 10 July 2023	Reviewer	Lorna Clayton

Hazards

Hazard	Stress from working conditions
Risk Of Harm	Range from mild negative effects on general mental wellbeing to more serious issues such as anxiety, depression and effects on physical wellbeing.
Existing Control Measures	Managers are trained in Mental Health First Aid, trained to recognise symptoms of stress, apply ALGEE and refer to relevant service. Supervision and appraisal are tools used to address and document stress and stressful tasks. All staff have access to the Employee Assistance programme through Health Assured. Staff are encouraged to report any incidents of workplace stress caused by the work environment. Management are considerate of any situations that may cause stress to particular members of staff and treat each situation on a case by case basis with care.

Hazard	Stress from other staff
Risk Of Harm	Mild negative effects on general mental wellbeing to more serious issues such as anxiety, depression and effects on physical wellbeing.
Existing Control Measures	Managers are trained in Mental Health First Aid, trained to recognise symptoms of stress, apply ALGEE and refer to relevant service. Bullying will not be tolerated and is gross misconduct leading to termination of employment. Supervision and appraisal are tools used to address and document stress and stressful tasks.

All staff have access to the Employee Assistance programme through Health Assured.
Staff are encouraged to report any incidents of workplace stress caused by staff.

Hazard

Stress from service users

Risk Of Harm

Mild negative effects on general mental wellbeing to more serious issues such as anxiety, depression and effects on physical wellbeing.

Existing Control Measures

Managers / all staff are trained in Mental Health First Aid, trained to recognise signs of stress, apply ALGEE and refer to relevant service.

Management ensure that annual leave and rest days are used.

Management ensure that contracted hours are not regularly exceeded and rest days are used beneficially to the employee.

Supervision and appraisal are tools used to address and document stress and stressful tasks.

All staff have access to the Employee Assistance programme through Health Assured.

Staff are encouraged to report any incidents of workplace stress caused by service users.

Hazard

Stress from personal problems

Risk Of Harm

Mild negative effects on general mental wellbeing to more serious issues such as anxiety, depression and effects on physical wellbeing.

Existing Control Measures

Managers / all staff are trained in Mental Health First Aid, trained to recognise symptoms of stress, apply ALGEE and refer to relevant service.

Time off can be given for compassionate grounds.

Supervision and appraisal have areas to document any stress or problems an employee may be facing.

All staff have access to the Employee Assistance programme through Health Assured.

Staff are encouraged to report any incidents of workplace stress.

Past Reviews

Review Date

Thu 15 Oct 2020

Mon 12 July 2021

Reviewer

Lorna Clayton

Lorna Clayton

Comments

Initial assessment

No change since initial assessment