Intructions for Use of the Excel Spreadsheet

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated Print the front cover once you have completed your Audit Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions Enter Data ONLY in the white coloured boxes for each question Enter a score for each question as indicated

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages Note you may need to change your printer settings You have now completed your Health & Safety Risk Assessment

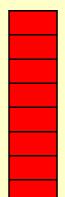
Health & Safety Employee Stress Risk Assessment

Date	
Company Name	
Assessor	

Performance Acceptable - no action required Performance marginal - ongoing action required Performance not acceptable - urgent action required



Culture Demands Control Relationships Change Role Support Training



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Make a judgement about your level of compliance against each question option. Score 3 for compliance similar to the response in the left column, Score 2 or 1 for somewhere in the middle, Score 0 for compliance similar to the right hand column



Topic	3	->	0				
Organisational priority	Stress and health are treated as real organisational priorities		No-one takes an interest in the health and stress of employees	3		0	
Open Communication	There is good, open communication and everyone knows what is going on		Employees are not told about changes and developments that will affect them	3		0	
Employee Support	When employees are stressed they are always given full emotional and practical support		Little interest is taken in supporting employees who are suffering from stress	3		0	
Employee Commitment	Employees are committed to their work and fully buy-in to the employer's objectives		Employees work without any real commitment to the organisation or its objectives	3		0	
Help With Problems	When employees have problems the organisation recognises this and helps wherever possible		The organisation does not get involved with employees' problems unless they are directly related to work	3		0	
Long Hours Discouraged	Employees are actively discouraged from working excessive hours or from taking work home		Long hours and home working are common place and the employer does not seem to mind	3		0	
Shared Vision	Employees share a clear vision of the organisation's purpose and values and could explain this if asked		Employees tend to work in silos without sharing a common sense of purpose and direction	3		0	
				21	0	0	

Culture

Make a judgement about your level of compliance against each question option. Score 3 for compliance similar to the response in the left column, Score 2 or 1 for somewhere in the middle, Score 0 for compliance similar to the right hand column



Торіс	3	->	0				
Reasonable Resource	There is a reasonable balance between the amount of work and the available resources		There never seems to be sufficient resource to do all the work that is demanded of employees	3		0	
Challenging And Stimulating	The work is always challenging and stimulating and produces a good level of sustained interest		The work is boring and routine and employees rarely feel stretched or challenged	3		0	
Physical Comfort	The physical environment is comfortable and attractive and is conducive to effective working		The environment is unpleasant and makes it difficult to do the job effectively	3		0	
Free From Violence	Employees feel safe and free from risk of violence or other psychosocial stress such as bullying		Employees often feel threatened and at risk of violence or abuse	3		0	
Fair Demands	Employees always see that the demands on them are fair and reasonable, even at times of high activity		Employees often feel put upon and don't believe that any effort is made to ensure work is fairly allocated	3		0	
Adequate Remuneration	In general employees are adequately remunerated for the job they do		Employees are underpaid and undervalued	3	1	33.3	
Suitable Technology	The technology keeps pace with developments and is well suited to the demands on employees		Technology is out of date and unreliable and unsuited to the work	3		0	

é Performance

Score

21

%

Comments

Polential Score Make a judgement about your level of compliance against each question option. Score 3 for compliance similar to the response in the left column, Score 2 or 1 for somewhere in the middle, Score 0 for compliance similar to the right hand column

Control						
Торіс	3	-	0			
Influence Over Work	Employees have a real say in the work they do and the way it is carried out		Employees do what they are told with little ability to influence the task or the way it is implemented	3	0	
Trusted And Empowered	Employees feel trusted and empowered by the employer to develop their roles in ways that suit them		Employees have no scope for developing their jobs or for introducing variety	3	0	
Sense Of Purpose	Employees understand the broad aims of the organisation and can consequently establish their priorities when there are pressures		There is no overall sense of purpose so employees are unable to structure their work to meet the organisation's aims	3	0	
Involvement In Decisions	There are ample opportunities for employees to participate in decision-making and involvement is encouraged		Employees are not involved in decision making and feel that the organisation has no regard for their views	3	0	
Can Innovate	Employees can experiment and take risks knowing that they will be supported if things go wrong		There is a 'blame culture' that discourages experimentation and innovation	3	0	
Job Enrichment	There is a conscious effort to enrich employees' jobs so they can use a variety of skills and develop personally		There is no real interest in the enrichment of employees who are expected to simply get on with boring and repetitive tasks	3	0	

3 for compliance	•	left	against each question option. Score column, Score 2 or 1 for somewhere lar to the right hand column	Pore	Score Score	2 / 2 2	Comments
Suggestions Encouraged	When employees suggest changes, the organisation is receptive and genuinely considers their implementation		Employees are not encouraged to suggest job changes and, if they did, would be unlikely to be taken seriously	3		0	
Deletionsh	ine			21	0	0	
Relationsh	-						
Topic	3	-	0				
No Bullying	No-one is ever bullied in the workplace and relationships are based on trust and respect		Bullying is a tolerated aspect of the culture and there is often a degree of hostility or 'politics'	3		0	
No Harassment	No-one ever feels harassed or victimised because of their sex, race, beliefs or disability		Employees who do not fit are subject to unfair discrimination	3		0	
Fair Procedures	Discipline and grievance procedures are fair and well understood		Employees do not have recourse to procedures that will resolve injustice	3		0	
Team Spirit	Team members get on together and trust each other		Teams of employees typically experience back-biting and manipulative, political behaviour	3		0	
Team Effectiveness	Employees recognise, support and respect the contributions of other team members		Employees feel that their own interests are paramount in a team and disregard the contribution of others	3		0	

3 for compliance		left	against each question option. Score column, Score 2 or 1 for somewhere lar to the right hand column	Pore.	Score Score	0. 00 0. 00	Comments
Fun At Work	Employees have fun at work and look forward to their working day		Work is miserable and any pleasure employees have will be outside the workplace	3		0	
Accessible Managers	Managers are always accessible and approachable and will take any concerns seriously		Managers keep out of the way, are hard to pin down, and try to dismiss legitimate concerns	3		0	
Change				21	0	0	
Торіс	3	->	0				
Changes Explained	When changes are introduced they are clearly explained to employees		Changes just happen with no explanation, even to those directly involved	3		0	
Change Communication Effective	Communication of change is consistent, quick and uses well-established approaches		Communication about change is sluggish, ad hoc and inconsistent	3		0	
Buy In To Change	o 1		Employees resist change and do not believe it contributes to the development of themselves or the	3		0	
	necessary part of working life		organisation				
Changes Worthwhile	Changes are always seen to contribute to the overall aims and vision of the organisation		organisation Changes seem to be pointless with no overall direction or purpose	3		0	

3 for compliance		left	against each question option. Score column, Score 2 or 1 for somewhere lar to the right hand column	Pore	Score Score	2 00	Comments
Consulted Over Change	Relevant employees are always consulted and involved in discussions about proposed changes		Employees are left out of the change process and are not consulted about change that may affect them	3		0	
Change Training And Support	Significant change is always accompanied by appropriate employee training and support		Employees are left to get on with it when changes are introduced and are not adequately supported	3		0	
	•			21	0	0	
Role Topic	3		0				
Roles Understood	All employees clearly understand their role and responsibilities		Roles are only vaguely defined and employees are not always clear about their personal responsibilities	3	0	0	
No Role Conflict	Employees can undertake their jobs without ambiguity or conflict		There are often conflicting job demands with employees uncertain about what they should do	3	0	0	
Do Things You Want To	Employees never have to do things they don't want to, or feel are not part of their job		Employees have to do things they don't want to and that make them feel 'put upon'	3	0	0	
New Responsibilities Explained	When jobs change or evolve, the new responsibilities are always clearly set out		Jobs commonly change without employees receiving clear information about the new role	3		0	
Priorities Clear Under Pressure	When work become pressurised, employees clearly understand the priorities for attention		Work is often busy resulting in confusion about what to do next	3	0	0	

3 for compliance		left	against each question option. Score column, Score 2 or 1 for somewhere ilar to the right hand column	Pore	Score Score	0. 00	Comments
Comprehensive Induction	New employees receive comprehensive induction training early in their employment		New employees are thrown in at the deep end with inadequate induction to the organisation	3		0	
Good Prospects	All employees have job prospects that meet their desires and capabilities		Employees feel they are in 'dead end' jobs with little opportunity for advancement	3		0	
Support _{Topic}	3	→	0	21	0	0	
	Support for employees is clearly demonstrated at the top of the organisation		Top management seem to be distant and inaccessible	3		0	
Support During Crisis	When employees experience a crisis in their work or domestic lives, they are well supported by the employer		Employees in a crisis are left to it, with little concern or support in evidence from the employer	3		0	
Praise For Good Work	Employees are always praised for a job well done		If employees perform well this is taken for granted and they are rarely congratulated	3		0	
Employees Listened To	Employees feel that they are listened to		Employees feel they work in isolation and that no-one really listens to their observations or concerns	3		0	

3 for compliance		left	against each question option. Score column, Score 2 or 1 for somewhere lar to the right hand column	Pore.	Score	0 00 00 00 00 00 00 00 00 00 00 00 00 0	Comments
Can Talk About Stress	Employees can talk about work-related stress freely and openly		Employees believe that talking about work stress would be regarded as inappropriate or a sign of weakness	3		0	
Work-Life Balance Encouraged	Employees are always encouraged to develop a healthy work-life balance		Only the work life of employees is of concern to the organisation, and there is no interest in out of work activities	3		0	
Support Services	Employees are supported with systems and services that can be used in times of illness or stress		There are no support services for employees who feel ill or stressed	3		0	
Training				21	0	0	
Торіс	3	->	0				
Good Induction Training	There is good, tailored induction training provided early in the jobs of new starters		There is no formal induction training for new starters, they are just left to get on with it	3	0	0	
Employees Matched To Jobs	Care is taken to match employees to the needs of the job		Employees are often ill-suited to the work they are asked to do	3	0	0	
Basic Job Training	Good training is provided in the core functions of each employee's job		Basic job training is non existent	3		0	
Advice About Work	Employees have access to constructive advice about how to do their work		Employees cannot find advice if they need help with some aspect of their work	3		0	

3 for compliance		left	against each question option. Score column, Score 2 or 1 for somewhere lar to the right hand column	Pore.	Score Score	0 00 00 00 00 00 00 00 00 00 00 00 00 0	Comments
Regular Training Reviews	There are regular training needs reviews to identify the training required for each employee		Employees are never assessed for the training they need for personal and professional development			0	
Adequate Training Resource	There is adequate training resource for the organisation's needs		There is not enough training resource to go around so some employees are always waiting for training	3		0	
Knowledge About Training Options	All employees know the full range of training options available to them		Employees are generally not aware of the training provided by the employer	3		0	
				21	0	0	