

Individual stress assessment checklist



This risk assessment checklist includes questions that relate to the factors identified as causes of stress at work in the Health and Safety Executive's Management Standards approach. These are job demands, control, support and relationships, role and change.

When completing the checklist, you do not need to answer every question, only those that are relevant to you. You can get support to complete this from your line manager, another manager (when your concern is about your line manager), trade union representative, HR or staff support services.

Where the answer to any of the questions below is 'no', you should review these points with your line manager. **Annex A** should then be completed with your line manager or appropriate alternative manager to outline the risks and, where applicable, the measures already in place to control the risk, and what further actions should be taken to reduce the risk of stress.

Section 1: Personal details

Name	Date
Job title	Directorate
Line Manager	Location

Section 2: Demands

Is the workload reasonable (not too much / too little) and achievable?	yes	no
Do you have a clear plan of work agreed by you and your line manager?	yes	no
Is the job within your capability?	yes	no
Do you have performance targets and deadlines?	yes	no
If yes, are they stretching but reasonable?	yes	no
Have any concerns about your work environment been addressed?	yes	no
Are there conflicting demands between your home and work life?	yes	no
Are you able to take your full annual leave entitlement?	yes	no

Section 3: Control

Do you have a reasonable amount of control over how you do your work?	yes	no
Do you have a reasonable control over the amount and pace of work?	yes	no
Does your work provide you with variety?	yes	no
Are there opportunities to carry out different and challenging tasks, and develop new skills?	yes	no
Is there reasonable flexibility over work breaks?	yes	no

Section 4: Support and relationships

Do you receive adequate support from your line manager?	yes	no
Is there a supportive working environment in your team?	yes	no
Are adequate arrangements in place to deal with any concerns?	yes	no
Do you receive regular and helpful feedback from your manager?	yes	no
Does your line manager promote positive working in your team?	yes	no
Are you and your team always treated fairly?	yes	no
Does your line manager encourage effective team working?	yes	no
Are you given the opportunity to discuss work issues with your manager and colleagues?	yes	no
Do you feel you are valued and respected by your team?	yes	no
Has any bullying or harassment been reported and adequately controlled?	yes	no
Have any absences due to stress been taken seriously by your manager?	yes	no

Section 5: Role

Do you clearly understand your role and responsibilities?	yes	no
Have you been given the training you need to carry out your role effectively?	yes	no
Has role conflict been avoided where possible?	yes	no
Can you raise any concerns regarding your role with your manager?	yes	no

Actions agreed

Agreed by when (dd/mm/yyyy)

Review date (dd/mm/yyyy)

Section 7

To be completed by you and your manager

Please sign below to confirm that you have read and understood the **NHSScotland Individual stress assessment checklist**.

Employee signature

Date (dd/mm/yyyy)

Manager signature

Date (dd/mm/yyyy)

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