

## Appendix A Severity Measure

<b>INSIGNIFICANT 1</b>	<b>MINOR 2</b>	<b>MODERATE 3</b>	<b>SEVERE 4</b>	<b>EXTREME 5</b>
Perceived scale of potential mental distress posed to the team/employee as a result of work based stress is insignificant. This is based on existing evidence. This can include one off situations and short term stress not requiring medical intervention.	There are some concerns displayed over a period of time, but they are minor. Support is given by line manager and work colleagues and does not require time off work.	Stress displayed is quite significant. It could follow a traumatic work situation or occur over a longer period of time. It can potentially, cause ill health and might require intervention such as GP.	Result of a stress related illness causing incapacity to work and requiring medical intervention.	Stress related ill health that is extreme and leads to long term or permanent incapacity to work.

## Appendix B Likelihood Measure

<b>REMOTE 1</b>	<b>UNLIKELY 2</b>	<b>POSSIBLE 3</b>	<b>LIKELY 4</b>	<b>ALMOST CERTAIN 5</b>
There is very little or no risk of the stressor causing an accident or causing further mental distress. All reasonable precautions have been taken.	The stressor could cause further distress or an accident, but the risk is minimal and the probability is still low.	The stressor could cause an accident or further mental distress if additional factors contribute to it, but it is unlikely to happen without them.	The stressor will, more often than not, cause further mental distress or an accident. Additional factors could contribute further, but it is still likely to happen without any additional factors.	The stressor will almost certainly cause further mental distress and employees/team could be injured or cause injury due to work related stress.

## Appendix C Potential Risk Table

LIKELIHOOD; WILL IT HAPPEN OR NOT?	POTENTIAL SEVERITY OF STRESS OR HARM				
	INSIGNIFICANT 1	MINOR 2	MODERATE 3	SEVERE 4	EXTREME 5
ALMOST CERTAIN 5	5	10	15	20	25
LIKELY 4	4	8	12	16	20
POSSIBLE 3	3	6	9	12	15
UNLIKELY 2	2	4	6	8	10
REMOTE 1	1	2	3	4	5

## Appendix D Overall Risk Table

RISK SCORE	RISK	ACTION
LOW 1 – 3	ACCEPTABLE	<ul style="list-style-type: none"> <li>• No further action required.</li> <li>• Review and monitor to ensure any controls in place are maintained and the situation does not change.</li> </ul>
MODERATE 4-6	REQUIRES SOME ACTION	<ul style="list-style-type: none"> <li>• Make effort to work together to find solutions to reduce the risk.</li> <li>• Complete Health Management Action Plan.</li> <li>• Ensure any changes are carefully measured and are kept to a low or moderate level.</li> </ul>
HIGH 8-12	REQUIRES IMMEDIATE ACTION	<ul style="list-style-type: none"> <li>• Methods to reduce risks should be implemented immediately.</li> <li>• Consider restricting activity until control measures are implemented.</li> <li>• Complete Health Management Action Plan.</li> <li>• Ensure control measures are maintained and reviewed regularly.</li> <li>• Refer employees to the occupational health provider within two working weeks to avoid unnecessary prolonging or worsening of their condition.</li> </ul>
VERY HIGH 15 or above	INTOLERABLE, REQUIRING IMMEDIATE ACTION	<ul style="list-style-type: none"> <li>• Substantial improvements of risk control measures are necessary to ensure risk is reduced to a low or moderate level.</li> <li>• Activities should be stopped until controls are in place and carefully monitored once implemented.</li> <li>• Refer employees to the occupational health provider within two working weeks to avoid unnecessary prolonging or worsening of their condition.</li> </ul>

# EXAMPLE - Stress Risk Assessment Form

**Subject of Risk Assessment; Team / Individual**

**Number of Employees**

FRED BLOGS

1

**Reason or Trigger for Risk Assessment**

Fred has become rather uncommunicative, which is out of character for him. He has been absent from work twice this week and on his return, he informed me that he was feeling stressed about his new role.

**Current Control Measures**

Since Fred's job role changed we have been meeting on an ad hoc basis to discuss his progress.

Stressor	Problem Identified	Severity (S) x Likelihood (L)			Additional Control Measures	By Who	By When
		S	L	Total			
CONTROL							
<ul style="list-style-type: none"> <li>• <b>Are you troubled by;</b></li> <li>• Who does what in the team?</li> <li>• Having enough line manager support?</li> <li>• Having sufficient control over your work.</li> <li>• Having your opinions listened to?</li> <li>• The balance between work and outside life?</li> <li>• Any other concerns?</li> </ul>	<ul style="list-style-type: none"> <li>• Fred has felt he has a lack of control over his role since joining a new team.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Discussed learning opportunities with Fred and will establish any suitable training for him.</li> <li>• Have agreed to meet with Fred on a monthly basis to offer support.</li> </ul>	LM  LM and FB	Immediate

JOB SECURITY & CHANGE		S	L	T			
<ul style="list-style-type: none"> <li>• <b>Are you troubled by ;</b></li> <li>• Feeling supported through change?</li> <li>• Opportunities to comment on change?</li> <li>• Your future role?</li> <li>• Where to access support?</li> <li>• Having enough time/resources to implement change?</li> <li>• Feeling skilled enough to do new tasks?</li> <li>• Any other concerns?</li> </ul>	<ul style="list-style-type: none"> <li>• Fred feels he needs more time to complete a task than other members of his team, which is making him feel pressurised to complete his job.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Gave Fred web link for the Health and Wellbeing Portal to look at resources on work pressure. He will access this before our next meeting.</li> <li>• Fred was happy to discuss this with his team members and will ask for help if required.</li> </ul>	FB	07/07/2015
						FB	immediate
BALANCED WORKLOAD		S	L	T			
<ul style="list-style-type: none"> <li>• <b>Are you troubled by:</b></li> <li>• Clear priorities?</li> <li>• Having realistic deadlines?</li> <li>• Having resources sufficient to do your job?</li> <li>• Your skills, training and knowledge being sufficient to do your job?</li> <li>• The length of your daily commute?</li> <li>• Having a dull or repetitive work?</li> <li>• Your work/life balance?</li> <li>• Any other concerns?</li> </ul>	<ul style="list-style-type: none"> <li>• Fred has been feeling under pressurise to do his job. He has attributed this to a lack of knowledge about his role.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>• Discussed training needs and will provide training options for Fred.</li> <li>• Will discuss workload at monthly meetings.</li> <li>• Discussed tasks and clearly defined what is expected.</li> </ul>	LM	Immediate
						LM & FB	Monthly
						LM & FB	Immediate
JOB CONDITIONS							

<ul style="list-style-type: none"> <li>• <b>Are you troubled by ;</b></li> <li>• Feeling sufficiently inducted into the role?</li> <li>• Understand your role?</li> <li>• Your reporting structure?</li> <li>• Your working environment?</li> <li>• Other demands in you outside your role?</li> <li>• Any other concerns?</li> </ul>							
RESOURCES & COMMUNICATION							
<ul style="list-style-type: none"> <li>• <b>Are you troubled by ;</b></li> <li>• Feeling supported by your team?</li> <li>• Feelings of isolation?</li> <li>• Being informed of workplace issues?</li> <li>• Issues around communication?</li> <li>• Further training needs?</li> <li>• Any other concerns?</li> </ul>	<ul style="list-style-type: none"> <li>• More recently, Fred has felt that he has needed more support.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Fred has agreed to bring all issues of concern to our monthly meetings.</li> <li>• Discussed all elements of new role to establish areas of competence and areas needing more upskilling.</li> </ul>	FB  LM & FB	monthly  Immediate
WORK RELATIONSHIPS							
<ul style="list-style-type: none"> <li>• <b>Are you troubled by ;</b></li> <li>• Bullying or harassment issues in the team?</li> <li>• The supportive atmosphere of the team?</li> <li>• How to raise a concern or find support?</li> <li>• A lack of recognition for diversity in the team?</li> <li>• Are there any other concerns?</li> </ul>							

**MULTIPLY THE TWO SCORES : LIKELIHOOD X SEVERITY**

**RISK SCORE IS;**

**1 TO 3 = LOW**

**4 TO 6 = MODERATE**

**18 - 12 = HIGH**

**15 OR ABOVE = VERY HIGH**

**RISK MANAGEMENT DECISION**

- RISK IS LOW - NO FURTHER ACTION NECESSARY – MONITOR**
- RISK IS MODERATE - CONTROL MEASURES IN PLACE - ACCEPTABLE**
- RISK IS HIGH – IMMEDIATE CONTROL MEASURES IN PLACE - ACCEPTABLE**
- RISK IS VERY HIGH - DO NOT PROCEED FURTHER**

**Comments to justify decision**

- **Fred and I have found workable solutions for each of the areas he struggled with. A Health Management Action Plan will be drawn up to reflect the actions. We have planned discussion points for monthly meetings and will minute these to ensure each area is addressed and any control measures are actioned. I will check out training/upskilling opportunities for Fred and ensure he is upskilled on anything relevant.**

**Assessors name: Jim Brown**

**Date assessment carried out: 20 June, 2015**

**Review date: 1 September, 2015**