Stress risk assessment guidance and flowchart
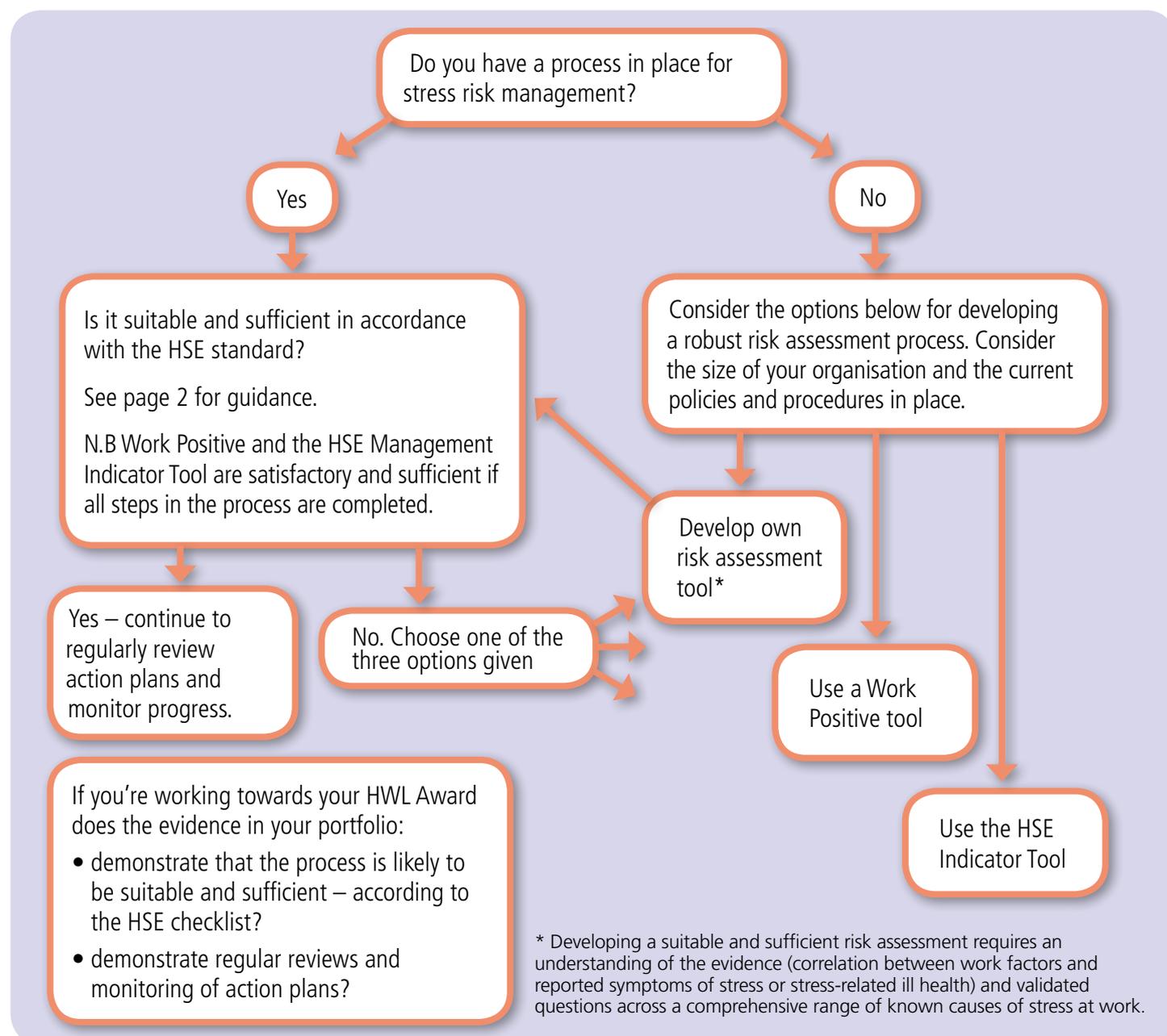
Healthy Working Lives

Work Positive
Prioritising organistional stress

This flowchart can be used to ascertain whether you have a suitable and sufficient process in place for managing the risks associated with stress in your workplace.

Do you have a process in place for stress risk management?

Yes

No

Is it suitable and sufficient in accordance with the HSE standard?

See page 2 for guidance.

N.B Work Positive and the HSE Management Indicator Tool are satisfactory and sufficient if all steps in the process are completed.

Consider the options below for developing a robust risk assessment process. Consider the size of your organisation and the current policies and procedures in place.

Develop own risk assessment tool*

Yes – continue to regularly review action plans and monitor progress.

No. Choose one of the three options given

Use a Work Positive tool

Use the HSE Indicator Tool

If you're working towards your HWL Award does the evidence in your portfolio:

• demonstrate that the process is likely to be suitable and sufficient – according to the HSE checklist?

• demonstrate regular reviews and monitoring of action plans?

* Developing a suitable and sufficient risk assessment requires an understanding of the evidence (correlation between work factors and reported symptoms of stress or stress-related ill health) and validated questions across a comprehensive range of known causes of stress at work.

NHS Health Scotland

Checklist

This checklist, produced by the Health and Safety Executive, can be used to assess whether your risk management process is likely to be suitable and sufficient for managing the risks posed by work-related stress. Remember you need to document the process to demonstrate that what you have done is suitable and sufficient.

If you answer yes to all of the questions it is likely that your risk management approach is suitable and sufficient.

Do you include all the steps in the risk assessment process?

Do you focus on prevention and organisational level solutions?

Do you include provision for dealing with other issues, e.g. individual issues?

Do you ensure commitment from all parties (senior management, employees, volunteers and their representatives)?

Do you have arrangements to identify those aspects of the work, work organisation or environment that are known to be risk factors for work-related stress?

Does your approach highlight the extent and nature of the gap, if any, between the current situation, and what is seen as good practice, e.g. 'the states to be achieved' in the Management Standards, for each of the identified stress risk areas?

Do you involve the workforce:

By asking about their views regarding good and bad features of workplace conditions?

By seeking their suggestions, advice and comments on potential solutions to problems (e.g. improvements to working conditions, changes in the way work is organised, etc.)?

By ensuring that people are empowered to contribute and feel that their views are listened to and acted on?

By communicating outcomes (e.g. action plans)?

Do you seek to develop and adopt solutions that are 'reasonably practicable'?

Can you evidence what you have done at each stage of the process and that you are implementing the recommended actions?