**Oxford Brookes University**

**GROUP RISK ASSESSMENT FOR OCCUPATIONAL STRESS**

Oxford Brookes University is committed to achieving a positive and supportive working environment which protects and promotes the health and wellbeing of its employees, and enhances the staff experience.

The University aims to:

* Reduce the risk of occupational stress through development of good working practices, based on the HSE Management Standards
* Identify and address occupational factors that can contribute to employee stress through a process of risk assessment.

The University will use the Risk Assessment for Occupational Stress process to identify and address work-related stressors.

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| **Team/Employee name:**  **(as appropriate)** |  | **Department:** |
| **Name of Assessor:**  **(please print)** |  | **Date of Assessment:** |

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| **Reason for stress risk assessment** |  |

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| **Key to stress rating:** | |
| **1. Low** | Unlikely to cause injury / illness |
| **2. Medium** | Risk of minor injury / illness |
| **3. High** | Risk of serious injury / illness |

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| **DEMANDS -** Issues to consider:  Difficulty in achieving work life balance, working over contracted hours, work overload/under-load, peaks and troughs in demands employee’s working beyond their capabilities, conflicting priorities, physical environment (noise, ventilation, lighting etc.), exposure to potential violence/aggression, lone working/night work, shift systems  **Risk rating :** High / Moderate / Low (indicate as appropriate) | | | |
| **Stressor**  What are the pressures/stressors the team reporting? | **Control measures**  What existing systems are in place to keep the pressure manageable? | **Action plan**  What further action is being taken to reduce the pressure/manage the situation? | **Action by (name & date)** |
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| **Review notes on above** | | | |

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| **CONTROL -** Issues to consider:  Employee opportunities to participate in decision-making, influence over how work is done, control over workload deadlines and breaks, underutilisation of skills, lack of development opportunities, impact of external change.  **Risk rating :** High / Moderate / Low (indicate as appropriate) | | | |
| **Stressor**  What are the stressors that the team reporting? | **Control measures**  What existing systems are in place to keep the pressure manageable? | **Action plan**  What further action is being taken to reduce the pressure/manage the situation? | **Action by (name & date)** |
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| **Review notes on above** | | | |

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| **RELATIONSHIPS -** Issues to consider:  Team dynamics, interpersonal difficulties, bullying and harassment, verbal abuse, threat of violence, victimisation, humiliation, ridicule, malicious gossip, dealing with individuals with complex issues**,** discrimination (e.g. gender, race, religion etc.)  **Risk rating :** High / Moderate / Low (delete as appropriate) | | | |
| **Stressor**  What are the stressors that the team reporting? | **Control measures**  What existing systems are in place to keep the pressure manageable? | **Action plan**  What further action is being taken to reduce the pressure/manage the situation? | **Action by (name & date)** |
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| **CHANGE -** Issues to consider:  Restructuring, constant change, change management, communication of change, employee consultation, new technology, anxieties about job security.  **Risk rating :** High / Moderate / Low (delete as appropriate) | | | |
| **Stressor**  What are the stressors that the team reporting? | **Control measures**  What existing systems are in place to keep the pressure manageable? | **Action plan**  What further action is being taken to reduce the pressure/manage the situation? | **Action by (name & date)** |
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| **Review notes on above** | | | |

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| **ROLE -** Issues to consider:  Role ambiguity – employees not having a clear picture of their objectives, the scope and responsibilities of their job and their co-workers expectations of them, role conflict e.g. conflicting demands.  **Risk rating :** High / Moderate / Low (delete as appropriate) | | | |
| **Stressor**  What are the stressors that the team reporting? | **Control measures**  What existing systems are in place to keep the pressure manageable? | **Action plan**  What further action is being taken to reduce the pressure/manage the situation? | **Action by (name & date)** |
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| **SUPPORT/INDIVIDUAL FACTORS -** Issues to consider:  Staff support – colleagues & managers, supervision – management or other, appraisal, constructive feedback & advice when things go wrong, team make up, adequate induction, individual differencee.g., staff who thrive on tight deadlines, others may need time to plan, personal issues e.g. family or domestic problems, bereavement  **Risk rating :** High / Moderate / Low (delete as appropriate) | | | |
| **Stressor**  What are the stressors that the team reporting? | **Control measures**  What existing systems are in place to keep the pressure manageable? | **Action plan**  What further action is being taken to reduce the pressure/manage the situation? | **Action by (name & date)** |
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| **Review notes on above** | | | |

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| **TRAINING -** Issues to consider:  Training opportunities, encouragement to enhance skills through training for existing/new work  **Risk rating :** High / Moderate / Low (delete as appropriate) | | | |
| **Stressor**  What are the stressors that the team reporting? | **Control measures**  What existing systems are in place to keep the pressure manageable? | **Action plan**  What further action is being taken to reduce the pressure/manage the situation? | **Action by (name & date)** |
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| **COMMENTS** |
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| Signature of Assessor: | Date: |
| Signature of Employee or Department Representative: | Date: |
| **Review Date:** | |