



Stress Management Health & Safety Management Standard Issue 2 (June, 2009)

Part B: Team-Based Preventative Stress Risk Assessments

This document should be read in conjunction with Parts A, C, and D of the Stress Management Health & Safety Management Standard.

Responsibilities

It is the responsibility of managers to ensure that risk assessments are carried out within their area of control. Managers can either carry out risk assessments themselves, or delegate this task to individuals within their area of responsibility. If a manager delegates the task of carrying out a risk assessment, they must ensure that the person(s) is competent to carry out the assessment and takes all reasonable care when doing so.

'Good Management Practice' Risk Assessment

The LCC 'Stress at Work - Assessment of Good Management Practice' form should be used to carry out group/team based, preventative stress risk assessments. The risk assessment covers the seven sources of work-related stress identified by the HSE.

The 'Management Practice' stress risk assessment can be completed via a number of routes. For example; at team meetings, on away-days, using individuals' views collated from appraisals, 1-2-1s, etc. By whatever route the risk assessment is carried out, managers should communicate any remedial actions arising from the stress risk assessments to the group/team. Managers should also discuss the findings of the risk assessment with their immediate line manager.

It must be recognised that individuals may have difficulty raising their personal concerns in a group setting. If the risk assessment is completed in a team or group setting, managers should ensure that individual employees are aware that they can raise personal issues with their manager on a 1-2-1 basis.

Please note. The 'Stress at Work - Assessment of Good Management Practice' form is not designed to be used to carry out reactive and/or personal stress risk assessments. If a personal stress risk assessment is necessary, a ['Stress Action Plan'](#) should be developed.

HSE Management Standards Indicator Tool

An alternative approach to team-based stress risk assessment is to use the HSE's Stress Indicator Tool. The Tool is an on-line questionnaire for confidential completion by individuals. The questionnaire phase is then followed up by focus groups of employees to discuss the findings of the survey and identify practical improvements.

Background information is available from the [HSE's website](#). Managers considering using the Tool should contact their H&S team for further advice and support.

Reviewing Stress Risk Assessments

Team based stress risk assessments must always be reviewed:

- As soon as there are developments to suggest that they are no longer valid (e.g. an individual reports absence due to stress).
- Where there has been a significant change to the work environment (e.g. at the early stages of a new organisational review involving the team).

It is advised that stress risk assessments are formally reviewed at least once every eighteen months, unless they are reviewed sooner. Review does not necessarily mean carrying out a new risk assessment, but checking the existing one to ensure it is still valid and that any changes are reflected in the risk assessment.