

**Stress Risk Assessment**

Name:.....

Date.....

Cause of Stress	Question	Was it a problem for you?  Use this space to detail what the problem was. If it was not a problem leave it blank	What can be done about it?  Can we make any adjustments?	Identify who will be taking what action, by when?
Demands	Did different people at work demand things from you that were hard to combine?			
	Did you have unachievable deadlines?			
	Did you have to work very intensively?			
	Did you have to neglect some tasks because you had too much to do?			
	Were you unable to take sufficient breaks?			
	Did you feel pressured to work long hours?			
	Did you feel you had to work very fast?			

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	Did you have unrealistic time pressures?			
Control	Could you decide when to take a break?			
	Did you feel you had a say in your work speed?			
	Did you feel you had a choice in deciding what you did at work?			
	Did you feel you had some say over the way you did your work?			
	Did you feel your time could be flexible?			
Support* (Manager)	Did your manager give you enough supportive feedback on the work you did?			
	Did you feel you could rely on your manager to help you with a work problem?			
	Did you feel you could talk to your manager about something that upset or annoyed you at work?			

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	Did you feel your manager supported you through any emotionally demanding work?			
(Peers)	Did you feel your colleagues would help you if work became difficult?			
	Did you get the help and support you needed from your colleagues?			
	Did you get the respect at work you deserved from your colleagues?			
	Were your colleagues willing to listen to your work-related problems?			
Relationships*	Were you personally harassed, in the form of unkind words or behaviour?			
	Did you feel there was friction or anger between colleagues?			
	Were you bullied at work?			

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	Were relationships strained at work?			
Role	Were you clear about what was expected of you at work?			
	Did you know how to go about getting your job done?			
	Were you clear about what your duties and responsibilities were?			
	Were you clear about the goals and objectives for this department?			
	Did you understand how your work fits into the overall aim of the organisation?			
Change	Did you have enough opportunities to question managers about change at work?			
	Did you feel consulted about change at work?			
	When changes were made at work, were you clear about how they would work out in practice?			

## Stress Risk Assessment

Other issues	Is there anything else that was a source of stress for you, at work or at home?			
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### Factors outside work

This list of questions on return to work has mainly focused on factors at work. However, there may be factors outside work, for example in your family life, which may have contributed to or added to the pressures at work. These may have made it harder to cope with demands at work that you would normally be able to cope with.

You may want to share these issues with your manager – they may be able to help at work and make adjustments, for example, being more flexible with working hours or just being sympathetic to the pressures you are under.

If you do not feel happy telling your manager about these things, Time for Talking, which is Moray Council's Employee Assistance Programme providing 24 hour, 7 days a week support is available to you. This service is confidential and provides employees with counselling and support. Telephone 0800 970 3980.