

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** | **SPAA** |
| **Date** | **04.01.2019** |
| **Assessor** | **Dean Fenton** |
| **Approved By** |  |
| **Review Date** | **January 2020** |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Stress at Work Risk Assessment**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young PersonsP = Public C = ContractorsV = VisitorsEM = Expectant Mothers | 1. Very Low (rare/very unlikely)2. Low (unlikely)3. Medium (could occur/possible)4. High (likely to occur/probable)5. Very High (near certain to occur)  | 1. Insignificant (nuisance/discomfort)2. Minor (no lost time)3. Moderate (time loss)4. Significant (serious/incapacity to work)5. Major (Death) |  Likelihood x Severity=Rating | **1- 6** **LOW RISK** Monitor * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible

**14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People****At Risk** | **3.Controls in Place** | **4.Risk Rating** | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| **Demands** Are sufficient employees and resources provided to deal with workloads, including foreseeable variables?Are realistic deadlines set, properly planned for and are employees involved? Where shift working is required are employees involved in shift design and are shifts allocated fairly?Where there are specific concerns that a job may place particular individuals at risk of Work Related Stress is further advice sought?Are employees able to take their meal breaks and holidays?Is the physical environment appropriate for the tasks undertaken?Is the risk of violence to staff assessed and measures put in place to adequately control the risks? | EEEEEEE | Service PlanningService transformationService PlanningPerformance & Development ReviewsSupervision meetings half termlyN/A – late / early cover rota fairly allocatedSpecific risk assessments re role where additional stress levels incurred eg EHE home visits and ‘buddy systems’ to alleviate stress factors.YES - Leave calendar management and lunch time rota type allocation to ensure office cover. Time sheets, leave records YESHealth and Safety Policy & ProceduresRisk AssessmentViolence to staff policy and proceduresEHE home visits Risk Assessment |  |  |  |  |  |  |
| **Control**Is there regular communication with employees about work challenges and workloads and their ability to cope?Do employees have some flexibility and control over their work and the way they do it?Are tasks varied to enable employees to use different skills and attributes?Is team working encouraged to develop work sharing and support within the team? | EEEE | Communications both corporate and Education and Skills and within SPAASupervisionPerformance & Development ReviewsTeam meetingsWork-Life Balance policiesHome working rotaFlexi-time scheme, compressed hours, part-time working etc.Performance and Development Reviews, supervision to address issuesTeam meetings, working wider service both within Education and Skills and CYPS e.g. Early Help/ Safeguarding |  |  |  |  |  |  |
| **Relationships**Do managers foster an environment in which dialogue is encouraged and employees feel confident to discuss work-related health issues including Work Related Stress? Is there a range of communication methods used at strategic and operational level, both to communicate messages downwards but also to enable effective feedback from all employees?Is the effectiveness of communication methods evaluated and reviewed?Is a teamwork approach in place that recognises the contributions of individual team members and the importance of effective communications and team relations?Are there regular discussions with employees about what is going well and are problems identified and attempts made to resolve them?Are employees provided with training and support on customer relations and customer care?Is the value of diversity accepted and promoted and bullying, harassment, inequality of opportunity and discrimination seen as unacceptable?Are managers and employees clear about their roles and responsibilities in terms of fostering effective relationships at all levels? | EEEEEEEE | Team meetingsSupervision 1:1s, open door approach, PDRsService meetingsBriefingsCommunications Manager Briefings, Team Briefings Team MeetingsEmployee Suggestion Scheme, 1:1SFeedback from Team meetings and customersEmployee Opinion SurveyTeam meetingsHall of fame awardsMentionsTeam meetingsOne-to-one meetings Performance & Development ReviewsSupervision meetingsPerformance & Development ReviewsTraining plansCustomer and Service 1st GuidanceEqual Opportunities Policy Bullying and Harassment/Dignity at Work PolicyReligious and Cultural Observance PolicyEqualities and Diversity e-learning – <http://rotherham.marshallacmtraining.co.uk/>Directorate Equalities training (contact Directorate Learning & Development Co-ordinators for details) [http://intranet.rotherhamconnect.com/C2/C7/Directions/lD coordinators/Learning and Development Co.doc](http://intranet.rotherhamconnect.com/C2/C7/Directions/lD%20coordinators/Learning%20and%20Development%20Co.doc)Code of Official conduct - <http://rmbcintranet/Directorates/ACE/HRandPayroll/A-ZofHRInformation/CodeofConduct/default.aspx> |  |  |  |  |  |  |
| **Job roles**Are job roles and requirements clearly defined, both for existing employees and proposed changes? Do selection criteria and selection methods take into account any specific requirements of the job that could potentially place individuals at risk of Work Related Stress?Do employees understand where their work fits in with the aims of the team and Department and are they encouraged to discuss any confusion or misunderstanding regarding their role?Do employees understand their jobs and which tasks are important to enable work to be prioritised?Is there a clear plan of work agreed between managers and employees and regular discussions about performance?Are individual roles and relationships with co-workers regularly discussed? Do employees understand their new roles following restructures or other changes? | EEEEEE | Job descriptionsPerformance and Development ReviewsPerson specificationsService and Team Action PlansPerformance and Development ReviewsTeam meetingsRisk RegisterService and Team Action PlansPerformance and Development ReviewsSupervision meetingsPerformance and Development ReviewsSupervisionTeam plansStatutory frameworksPerformance and Development ReviewsSupervision meetingsTeam meetings |  |  |  |  |  |  |
| **Change management** Are changes planned and is the process of and timetable for change transparent?Are the purposes of the change and the effects fully and clearly explained at the earliest opportunity?Are employees and their representatives consulted before, during and after change?If jobs are changing are employee involved in deciding upon the new functions and job designs?Are employees informed of vacancies? | EEEEE | Service PlansChange Management Guide – <http://rmbcintranet/Directorates/ACE/HRandPayroll/A-ZofHRInformation/ChangeManagement/default.aspx>Employee Consultation Employee consultationEmployee Consultation Vacancy Bulletin |  |  |  |  |  |  |
| **Support, training and other factors** Is a healthy work-life balance encouraged?Are employees provided with sufficient training to do their job and to work safely? Are new employees properly inducted into the team, Department and Council as a whole?Is additional training provided when jobs change?Do induction programmes provide information about flexible working options or the social support networks available?Are employees provided with training to help them identify and manage stress?Are employees provided with support through any change?Is support for employees provided to help them overcome their problems at team and individual levels?Are employees supported with personal crises, where they may impact upon work? | EEEEEEEEE | Work-Life Balance PoliciesFlexi-time scheme, annual leavePerformance & Development Reviews, Health & Safety Policy and ProceduresJob Risk Assessments Corporate Electronic Induction training/Departmental InductionPerformance & Development Reviews Corporate Electronic Induction training/Departmental InductionTraining programmesEmployee Guide to Good HealthConsultation meetings, newsletters, team meetings, 1:1sTeam meetingsOne-to-one meetingsTrade UnionsOne-to-one meetingsTemporary changes to working Leave arrangementsHR Consultant (Welfare)Face to Face Counselling ServiceDomestic Violence PolicyDrugs and Alcohol PolicyWestfield 24 hr Helpline |  |  |  |  |  |  |
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| **Forename** | **Surname** | **Employee Signature** | **Date** | **Manager’s Signature** |
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**Risk Assessment Training Log Version:**