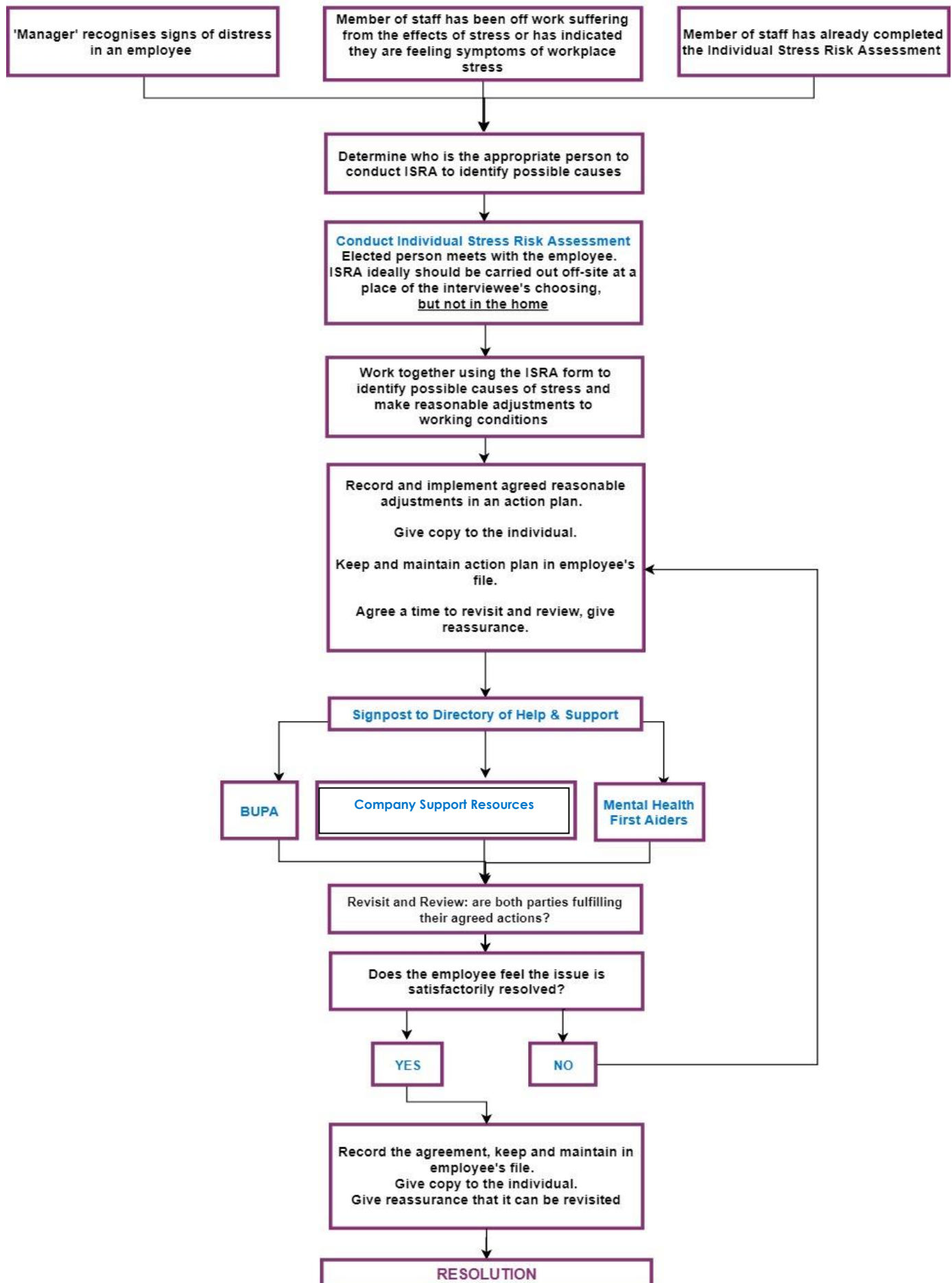


Conducting an Individual Stress Risk Assessment



Individual Stress Risk Assessment Guide

It is important that you are aware of risk factors at work and of the work environment that may cause stress and ill-health at the individual, team and organisational levels.

This document provides advice on how to conduct an Individual Stress Risk Assessment (ISRA) as signposted in the good practice flowcharts to identify signs of stress in team members and encourage positive outcomes.

ISRAs can be facilitated by those who perform a managerial role (Office Manager, Project Manager, HR, Partner etc) or an external consultant and has been agreed on by the interviewee. It is useful if the individual has an opportunity to look through the risk assessment in advance of the one-on-one meeting which, ideally should be carried out off-site at a place of the interviewee's choosing but not in the home.

There are 5 steps to a Individual Stress Risk Assessment:

1. Identify the risks to the interviewee
2. Assess risk of harm to interviewee and others
3. Decide if the risk is currently causing stress or ill health to the interviewee
4. Record the findings and together decide on any reasonable adjustments required to eliminate or reduce the stressor(s)
5. Review the assessment over agreed time periods with the interviewee until resolution

Identifying risks to the individual

The Health & Safety Executive's Management Standards list 6 factors that are known to contribute to stress at work:

Demands

Workload, work patterns and the working environment. Determine whether workload pressures are excessive and whether work patterns and the working environment are enabling employees to perform well whilst not putting their health at risk.

Control

How much say the person has in the way they do their work. Relating to issues such as flexibility, having some choice or influence about, for example, the way work is done, when to take a break or leave the workplace.

Support

This includes the encouragement, sponsorship and resources provided by the organisation, management and colleagues - broken down into Peer Support and Managers' Support

Relationships

This includes promoting positive working to avoid conflict and dealing with unacceptable behaviour. In practice, this is about identifying negative and potentially damaging behaviours that cause stress such as bullying and harassment.

Role

Whether the individual understand their role within the project and/or organisation and whether the organisation ensures that they do not have conflicting roles.

Change

How project and/or organisational change, large or small, is managed and communicated in the team or organisation

Some people may be more susceptible to developing work related stress than others. It is important to be mindful of people that:

- Have a history of health problems
- Have been absent from work due to work-related stress or difficulties with coping in the past
- Have personal difficulties which may be unrelated to work but still having an impact in the workplace
- Are lacking experience in their role or current project
- Are of a personality type which tends towards over work or being unable to cope with pressure

You may be aware of some additional factors which will need to be handled sensitively and in confidence.

Individual Risk Assessment Form

It is important that individuals raise any concerns about pressure at work and outside work early so that The Company can make informed decisions and reasonable adjustments to reduce excessive pressures (or stress) where possible and/or support the individual.

Similarly, it is good practice for individual teams to regularly discuss pressures at work so that they can be addressed, where possible, if they are becoming excessive. Where it is not possible to directly reduce the pressures it is still important for teams to discuss them so that individuals do not feel alone and team members can support each other.

This risk assessment can be used to support discussions with individuals or teams to systematically work through the pressures and consider if these are a source of stress and, if so, if any action can be taken to reduce the risks to performance and health.

Date of initial review:	
Office Manager:	Managing Partner of the London Office :
Signature:	Signature:
Date:	Date:

