

RISK ASSESSMENT

Title:	Stress, Mental Health & Wellbeing				Date of Assessment:	03/07/2019		Risk Assessor:	Sarah Newman				
Reference Number:		RA55		Version Number:		1		People involved in making this assessment:			Sarah Newman		
Task/Process:		Stress, Mental Health & Wellbeing in the Workplace				People at Risk:		Employees					
Documents Associated with this Risk Assessment:					Equal Opportunities Policy, Harassment and Bullying (Dignity at Work) Policy, Whistle Blowing Policy, Disciplinary Policy, Grievance Policy								
Review Date:		05/08/24		Reviewer:		Sarah Newman				Next Review Date:		05/08/25	

Hazard: Work Demands	Risk of Mental Health Issues. Risk to employees.
Control Measures:	
1.	Provide and document training to ensure employees have the skills required to complete their role. Review training as required
2.	Review and provide systems and processes to enable employees to be able to complete their roles
3.	All Risk Assessments to consider environmental factors that might impact on department efficiency and work demands
4.	Multiskilling employees to provide assistance to other teams during busy periods and cover during absence
5.	Workloads are regularly reviewed by supervisors/managers, especially during busy periods
6.	Reviewing absence reasons and patterns to identify any issues
7.	Checking fit notes and discussing any concerns with the employee
8.	One to One meetings held as an open discussion
9.	All Managers/Directors and HR have open door policies for any employee to discuss any ideas or concerns
10.	A Mental Health First Aider is available for employees or supervisors/managers to discuss any concerns with
11.	Information, instruction, training and supervision

Hazard: Control	Risk of Mental Health Issues. Risk to employees.
Control Measures:	
1.	Appraisal meetings held as an open discussion
2.	Ensuring employees understand their role (providing and updating Job Descriptions as necessary) and encouraging them to discuss their ideas and concerns with their supervisor/manager
3.	Supervisors/managers to consider the level of repetitive tasks within a department and to provide variety if possible
4.	A Mental Health First Aider is available for employees or supervisors/managers to discuss any concerns with
5.	Information, instruction, training and supervision

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Hazard: Support	Risk of Mental Health Issues. Risk to employees.
Control Measures:	
1.	Appraisal meetings held as an open discussion
2.	All Managers/Directors and HR have open door policies for any employee to discuss any ideas or concerns
3.	Training at least one Mental Health First Aider who can offer and provide initial help and guide employees towards appropriate treatment
4.	A Mental Health First Aider is also available for supervisors/managers to discuss any concerns with
5.	Westfield Health scheme offered to all employees after completion of probation which has a 24-hour Advice and Information Line including up to 6 sessions of face to face counselling/telephone counselling or cognitive behavioural therapy (CBT)
6.	Support employees returning to work after a period of mental health sickness absence
7.	Review ongoing training needs and competencies to ensure employees have the skills required
8.	Provide a full induction for new employees
9.	Deal with conflict quickly and appropriately
10.	Ensure employees take their breaks during their working day
11.	Information, instruction, training and supervision

Hazard: Relationships	Risk of Mental Health Issues. Risk to employees.
Control Measures:	
1.	A zero tolerance approach to bullying and harassment
2.	The following policies are in place and designed to prevent conflict or deal with it if it arises: <ul style="list-style-type: none"> • Equal Opportunities Policy • Harassment and Bullying (Dignity at Work) Policy • Whistle Blowing Policy • Disciplinary Policy • Grievance Policy
3.	All Managers/Directors and HR have open door policies for any employee to discuss any issues or concerns
4.	Appraisal meetings held as an open discussion
5.	A Mental Health First Aider is available for employees or supervisors/managers to discuss any concerns with
6.	Information, instruction, training and supervision

Hazard: Role	Risk of Mental Health Issues. Risk to employees.
Control Measures:	
1.	Induction process to be held during new employees first week
2.	Ensuring employees understand their role (providing and updating Job Descriptions as necessary) and encouraging them to discuss their ideas and concerns with their supervisor/manager

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3.	Individual competency sheets to be regularly updated
4.	All Managers/Directors and HR have open door policies for any employee to discuss any issues or concerns
5.	Appraisal meetings held as an open discussion
6.	Information, instruction, training and supervision

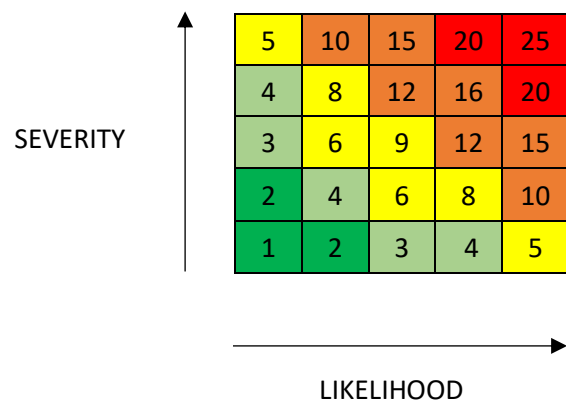
Hazard: Change	Risk of Mental Health Issues. Risk to employees.
Control Measures:	
1.	Encourage communication of change openly to all employees
2.	Communicate change quickly to avoid rumours spreading
3.	Involve relevant employees in change processes
4.	Make all relevant employees fully aware of the changes and how these may affect them
5.	All Managers/Directors and HR have open door policies for any employee to discuss any issues or concerns
6.	A Mental Health First Aider is available for employees or supervisors/managers to discuss any concerns with
7.	Information, instruction, training and supervision

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

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HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25 =	High risk