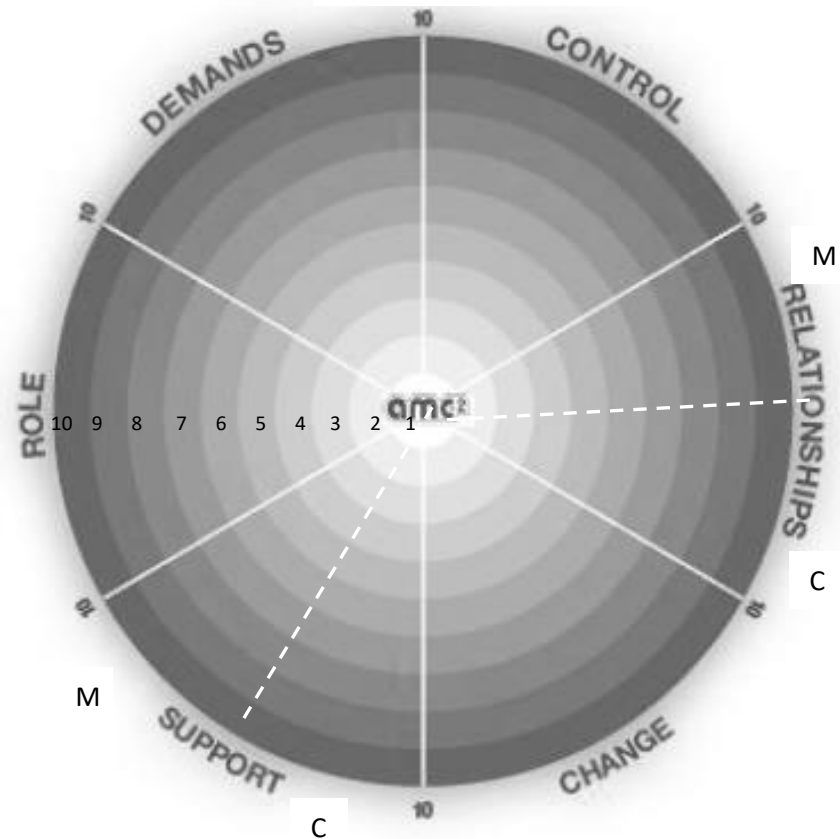


Individual Stress Risk Assessment: For Manager/Consultant and Colleague to assess work related issues using the HSE 6 risk factors



How to use the AMC Consultancy Wellbeing Assessment Wheel

- Centre of wheel is **0** = Completely disagree
- Outer edge is **10** = Completely agree
- Rank your level of agreement in each of the 6 risk factors with a cross on the relevant spoke.
- Now draw a line to join the crosses together
- Review the shape & balance of the wheel. Are there any changes required?
- Low scoring areas can be discussed to find acceptable solutions

The HSE 6 Risk Factors Information Guidelines

DEMANDS

The demands of your job:

Are you able to cope with the demands of your job?

- Adequate and achievable demands in relation to the agreed hours of work
- Skills and abilities are matched to the job demands
- Job designed to be within your capabilities
- Are concerns about work environment are addressed

CONTROL

Your control over your work:

Are you able to have a say about the way you do your work?

- Where possible,
- Do you have control over your pace of work
- Are you encouraged to use your skills and initiative
- Are you encouraged to develop new skills
- Do you have a say about when breaks can be taken
- Are you consulted over work patterns

RELATIONSHIPS

Your relationships at work: (Managers and colleagues)

Are you subjected to any unacceptable behaviours e.g. bullying

- Positive behaviours are promoted at work
- Other employees share information relevant to your work
- You are encouraged to report unacceptable behaviour
- Your organisation has policies to prevent or resolve unacceptable behaviour
- There are systems in place to enable and encourage managers deal with unacceptable behaviour and also encourage employees to report it

CHANGE

Change and how it is managed:

Are you informed or communicated with when there is organisational change

- Provided with timely information to help you understand reasons for change
- Consultation and opportunities to influence proposals
- Aware of impact any changes will have on your job *Training if required to support the changes in your job
- Aware of any timetable for changes and relevant support that is available

SUPPORT

The support you receive from managers and colleagues:

Do you receive adequate information and support from your managers and colleagues

- Your organisation has policies and procedures to adequately support you
- Managers support their staff
- Employees are encouraged to support each other
- You know what support is available to you and how and when to access it
- You know how to access resources to do your job
- You receive regular and constructive feedback

ROLE

Your role in the organisation:

Do you understand your role and responsibilities

- As far as possible:
- Are the different requirements placed on you clear and compatible
- Information is provided for you to understand your role and responsibilities
- You can raise any concerns about uncertainties or conflicts in your role and responsibilities

INDIVIDUAL Stress Risk ASSESSMENT

| | | |
|-----------------|------------------------|---|
| Name : | Post/Title: | Date of Interview : |
| Absence Dates : | Absence Record/Pattern | Next : Use The AMC Wheel |

Summary Of Work Related Issues Or Hazards Identified On The Wheel

Circle or tick the risk factor(s) with the low score(s) as identified by the employee.

Guide:

0 – 4 Urgent attention required, excessive pressure and stress will be present

5 – 7 There are areas where improvements or adjustment could be beneficial

8 – 10 These areas are unlikely to be a cause of stress and show a positive response

| CONTROL | SUPPORT | DEMANDS | RELATIONSHIPS Manager/Colleagues | ROLE | CHANGE |
|---------|---------|---------|-------------------------------------|--------|--------|
| Score: | Score: | Score: | Score: | Score: | Score: |

Personal Or Home: Any issues identified or discussed that may be creating stress, or contributing to any stress at work:

Considering all of the above factors: Note suggestions from the employee of any changes or adjustments that can be made to improve the situation:

Considering all of the above factors: Additional ideas and options from the manager:

Agreed action(s) or improvements that can be taken now; Action(s) & date to be implemented later: Date for follow Up:

| | |
|---|--|
| Outcome(s): - Planned (Including any special support or actions required by management) | Outcomes(s) - Achieved (Including any referrals) |
|---|--|

Any Additional Comments:

| | |
|--|--|
| Colleague Signature: Date: | |
| Manager/Consultant Signature: Date: | |