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| STRESS MANAGEMENT POLICY CHECKLIST | | |
| This checklist aims to help managers complete essential health and safety (H&S) tasks contained in the Council’s **Stress Management Policy**. Completing it will help to show you’ve met your H&S responsibilities. The checklist will be used as a basis for future H&S audits.  Copies of the [policy](http://derbynet/derbynet/doclibrary/docadmin/DLdisplay.asp?refnum=241)**,** managers’ guide, employee leaflet and forms are on our stress management pages on [iDerby](https://iderby.derby.gov.uk/) and the [Schools’ Information Portal](https://schoolsportal.derby.gov.uk/), SIP. Alternatively, you can get copies from the Health and Safety Team (HST) – see the ‘where to get help’ section on page 2.  **Remember** - work-related stress is **‘the adverse reaction people have to excessive pressures or other types of demand placed upon them’**. It isn’t an illness but, if very prolonged or intense, can lead to health problems. Anyone can get work-related stress. Seeking help and support is **not** a sign of weakness. | | |
| **Your name, service and directorate** | **Date completed** | |
| KEY MANAGEMENT TASKS | | |
| Getting started | | **X** |
| * **Make sure you’re familiar with stress definitions, symptoms, triggers and protective measures.**   Get advice from your H&S adviser and appropriate training to help you. HST run stress risk assessment courses for managers. See our H&S training brochure on iDerby or the SIP for more information. | |  |
| * **Collect background information.**   Check out stress indicators, such as increasing sickness absence, staff turnover, accident rates, plus customers and employees complaints. | |  |
| * **Find out if your employees think there’s a problem.**   Get feedback through team meetings, informal chats, return to work interviews and Great Performance Conversations (GPC) meetings or staff supervision meetings. | |  |
| Doing a preventative team stress risk assessment | | **X** |
| * **Decide who’ll help you with the assessment.**   Make sure you involve your employees and their H&S representatives. | |  |
| * **Decide how you’ll record any significant findings.**   You must have a ‘readily retrievable’ written record if there are any significant findings. Use our preventative team stress risk assessment form. | |  |
| * **Use the HSE’s Management Standards to identify hazards.**   These outline six likely ‘problem’ areas for work-related stress - demands, control, support, relationships, role and change. Ask your employees if they feel that they:   * can cope with the demands of their job * have a say about the way they work * get enough information and support from you and colleagues * aren’t subjected to unacceptable behaviours, such as bullying * understand their role and responsibilities * are consulted and kept informed during times of change * can raise any concerns they have and know they’ll be dealt with appropriately.   They should be able to say ‘yes’ to each question. | |  |

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| Doing a preventative team stress risk assessment - continued | **X** |
| * **Decide who could be harmed and how.**   Remember that people’s vulnerability to work-related stress is different and can change through their life. |  |
| * **Identify workers who might be at increased risk.**   Foster an open, trusting relationship with your employees, so they can to talk to you when they’re having problems. |  |
| * **Evaluate the risks.**   Look at what is already being done to protect employees from the hazards you’ve highlighted. Is it enough or do you need to do more? |  |
| * **Decide what extra protective measures are needed.**   Aim to make all risks as low as is reasonably practicable. Make sure you tackle the cause of the problem, not the symptoms. |  |
| * **Implement all new protective measures.**   Draw up an action plan with timescales will help you prioritise tasks. |  |
| * **Record your assessment.**   Make sure it’s detailed enough to show how you did the assessment, your findings and the action you’ve taken. |  |
| * **Get comments and update the assessment.**   Consult your employees and their H&S representatives, your manager, and your H&S adviser. Update your assessment and distribute the final version. |  |
| * **Plan how and when you will review the assessment.**   Review your assessment and protective measures at least once a year. Do it sooner if circumstances change significantly or you think precautions aren’t working. |  |
| Arrange appropriate training.Make sure you and your team get the training you need to feel confident about doing your jobs and managing stress-related issues. |  |
| Stress-related sickness absence | **X** |
| * **Plan an employee’s return to work carefully.**   Carry out a fitness for work personal risk assessment and individual stress action plan with the individual.. Get advice from Occupational Health. |  |
| * **Meet the employee regularly after they return.**   Make sure protective measures are working and are effective. |  |
| **Where to get help**   * Health and Safety Team by calling **640748**. Alternatively, you can send us an e-mail - [**Employee.HealthandSafety@derby.gov.uk**](mailto:Employee.HealthandSafety@derby.gov.uk). * Occupational Health - **640543** or[**occupational.healthservice@derby.gov.uk**](mailto:occupational.healthservice@derby.gov.uk). * The Health and Safety Executive website - [**www.hse.gov.uk**](http://www.hse.gov.uk). | |