MENTAL HEALTH WELLBEING – MANAGEMENT RISK ASSESSMENT

Assessment Details

Business Name		**Name of Assessor**	
Job Title		**Assessor's Signature**	
Line Manager		**Date Completed**	

Stress Risk Factor (please note: across all Management Standard factors, steps should be taken to make sure individual concerns can be responded to on a day–to–day basis).

Management Standard 1: Demands: *Issues such as workload, work patterns and the work environment.*

Issues identified (For example: Workloads, hours and patterns of work, working under excessive pressures, individual training needs, boring or repetitive tasks, physical working environment, concerns not taken seriously by management, lack of work–life balance)	Existing Control Measures	Proposed control measures (For example: Help prioritising tasks, adjustments of hours or working patterns, training, effective communication procedures put in place, adjustments to the working environment, additional resources, no expectation of additional work, introduction of a work/life balance policy)	Responsibility / Ownership	Priority Level (High, Medium or Low) & Timescale

Management Standard 2: Control: *How much say the person has in the way they do their work*

Issues identified (For example: Setting working patterns, choosing breaks, no opportunity to use initiative, no opportunity to develop skills, no opportunity to raise concerns)	Existing Control Measures	Proposed control measures (For example: Offer flexibility over work hours and rotas, better feedback procedures for staff)	Responsibility / Ownership	Priority Level (High, Medium or Low) & Timescale

Management Standard 3: Support: *The encouragement, sponsorship and resources provided by the organisation, line management and colleagues*

Issues identified (For example: Staff feel unsupported, staff feel isolated, staff have no opportunity to raise concerns, inconsistent management, lack of supportive feedback, lack of support for disability or illness, lack of supervision)	Existing Control Measures	Proposed control measures (For example: Staff made aware of policies and procedures in place to help them, wellbeing programmes put in place, regular feedback sessions with employers and management)	Responsibility / Ownership	Priority Level (High, Medium or Low) & Timescale

Management Standard 4: Relationships: *Promoting positive working to avoid conflict and dealing with unacceptable behaviour*

Issues identified (For example: Unacceptable behaviours, lack of awareness of diversity and equality issues, low team morale, staff feel they are unable to raise issues, lack of fairness)	Existing Control Measures	Proposed control measures (For example: Encourage team working/bonding, encourage verbal communication, better management intervention, relevant training, discipline/grievance procedures put in place, investigations adequately recorded)	Responsibility / Ownership	Priority Level (High, Medium or Low) & Timescale

Management Standard 5: Role: *Whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles*

Issues identified (For example: Conflicting demands, inaccurate job descriptions, lack of understanding of the role, expectation of excessive working hours)	Existing Control Measures	Proposed control measures (For example: Ensure accurate job descriptions are given, develop 1:1 feedback sessions with management, clearly defined objectives)	Responsibility / Ownership	Priority Level (High, Medium or Low) & Timescale

Management Standard 6: Change: *How any organisational change is managed and communicated in the organisation*				
Issues identified (For example: Staff have little opportunity to influence change, staff feel they don't have a voice, fear of new technology, lack of skills for new tasks or processes, staff are not informed about change)	**Existing Control Measures**	**Proposed control measures** (For example: Involve and consult staff about changes, ask for staff feedback, training procedures put in place, organisational change accompanied by suitable resources)	**Responsibility / Ownership**	**Priority Level (High, Medium or Low) & Timescale**