**<INSERT ORGANISATION NAME> STRESS IDENTIFICATION AND MANAGEMENT CHECKLIST**

| **STRESS IDENTIFICATION AND MANAGEMENT CHECKLIST** | | |
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| Use this self-diagnostic checklist to identify whether you have a stress problem in your organisation – and the right measures in place to manage it effectively. Note: in section 1, ‘yes’ answers indicate a possible problem, while in the rest of the checklist ‘yes’ answers show you have the right measures in place. | | |
| **1. Do You have a Stress Problem?** | **Yes** | **No** |
| Do you have a number of cases of sickness absence due to stress? |  |  |
| Do you see stress and related terms featuring on fit notes? |  |  |
| Do you know someone who is currently off due to stress? |  |  |
| Would your employees be unlikely to recommend your organisation as a good place to work? |  |  |
| **2. Management and Culture** | | |
| Have you made yourself aware of the HSE’s six stress risk standards (demands, control, support, relationships, role and change) and management standards? |  |  |
| Have you included stress in your general risk assessments? |  |  |
| Does everyone have clear roles and responsibilities? |  |  |
| Do you provide the right resources (people, tools, equipment, systems, procedures, facilities) for people to deliver what needs to be done? |  |  |
| Has everyone been trained so that they can carry out their duties safely and confidently (don’t forget managers and supervisors)? |  |  |
| Do you review performance regularly (an annual performance appraisal is good but most people need more frequent feedback and guidance to perform at their best)? |  |  |
| Do you give consistent messages about what is important so that people can set priorities within their workload? ‘They don’t know what they want’ is a common reaction from stressed employees. If everything’s a priority, nothing is. |  |  |
| Do you have a formal system for dealing with grievances? |  |  |
| Do you recognise that too little pressure can be stressful as well as too much? (Allow people to take on greater responsibility when they are ready for it.) |  |  |
| Have you addressed physical causes such as noise, poor heating and draughty ventilation? |  |  |
| Do your managers take action when stress issues arise? |  |  |
| Can employees concerned about stress get help from an occupational health team, Employee Assistance Programme (EAP) or a confidential helpline? |  |  |
| **3. Training** | | |
| Have you trained managers and supervisors to recognise and know how to handle stress cases? |  |  |
| Have you provided diversity training? |  |  |
| **4. Harassment and Bullying** | | |
| Have you set out your policy, either as a section in your health and safety policy or separately? |  |  |
| Is everyone clear about what behaviour constitutes bullying or harassment, and that they are unacceptable? |  |  |
| Do you investigate any cases objectively, taking advice from HR colleagues? |  |  |
| Do managers display a non-bullying approach in their dealings with others? |  |  |
| **5. Violence and Aggression** | | |
| Have you identified if staff are at risk? |  |  |
| Have you set a policy, either as a section in your health and safety policy or separately? |  |  |
| Does your policy cover how you will report, classify and record incidents? |  |  |
| Do you have arrangements to monitor, investigate and (where appropriate) report to outside bodies such as the police? |  |  |
| Do you have measures in place to support staff suffering verbal abuse or physical injury (for example, counselling, special leave, advice on legal action)? |  |  |
| Have you investigated physical measures such as changes in the design of the working environment and installation of safety/security devices such as screens, CCTV, alarms and panic buttons? |  |  |