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

| **STRESS MANAGEMENT CHECKLIST** | | |
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| **1. Do You have a Stress Problem? (‘yes’ answers suggest you do)** | **Yes** | **No** |
| Do you have a number of current 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. Minimise Stress in Your Organisation (‘yes’ answers suggest you have the right measures in place)** | | |
| Have you made yourself aware of the HSE’s Management Standards (demands, control, support, relationships, role and change) and management standards? |  |  |
| Have you done a stress risk assessment? |  |  |
| 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 work- load? (‘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? |  |  |
| **3. Managing Stress in Yourself** | | |
| Are you reasonable in the targets you set and the expectations you place on the people who work for you? |  |  |
| Do you give people the authority to fulfil the tasks you have delegated to them? |  |  |
| Have you considered the effect of your management style on those around you? |  |  |
| Do you manage your time effectively, distinguishing between ‘urgent’ and ‘important’? |  |  |
| **4. Supporting Managers and Employees** | | |
| Can employees concerned about stress get help from an occupational health team, Employee Assistance Programme (EAP) or a confidential help line? |  |  |
| Have you considered appointing Mental Health First Aiders? |  |  |
| Have you trained managers and supervisors to support team members with mental health issues? |  |  |