

## RISK ASSESSMENT

Risk Assessment for:	Workplace Stress	Prepared by:	H&S Co-ordinators – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL & AVENUES SITE	Date of Assessment	October 2024
		Review Date:	October 2026

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Stress	Employees	Employee's not able to cope with the demands of their job role. Increased workload causing stress and increased poor mental health. Poor work environment.	Med - 16	Monthly building audit completed to make a safe and comfortable work environment. Staff understand what their duties and responsibilities are by clear job descriptions. Policies & procedures in place to support clarity.	Mental health first aiders on site	Med - 8
		Lack of work control Employee not fully understanding their role and responsibilities. Employee unable to control what they work on and the way they do their work.		Staff can talk to line manager, SLT, trade union representative or mental health first aiders if they are injured, feeling unwell or at uneasy about issues at work. 'No bullying' policy.	Union Rep on site for advice.  Occupational health representative involvement.	
		Poor relationships amongst employees. Bullying. Arguments and unresolved issues between employees.		Sufficient staff training offered with induction and if necessary, refreshers to empower staff in their individual job role.	Counselling service available.	
		Employee's not confident in job role. Employee does not understand their role clearly and whether job roles are overlapping, or employees have conflicting roles.		Employees encouraged to talk to someone, whether it's their line manager, trade union representative, GP, or occupational health team can be involved.  Also, below.	School Chaplin linked to the school and available for informal dialog.	

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Stress	Employees	Employee not receiving enough information and support, training, resources, encouragement to fulfil job role and expectations.	Med - 16	<p>Also, above.</p> <p>Staff understand that change may happen possibly during a given workday, or permanently at any point (learner need) but the job role will stay the same. Described in job description.</p> <p>Absence review meetings in place.</p> <p>Debrief sessions provided and available for all staff.</p> <p>Employer has signed in to for all staff to access Vivup Employment Benefits Scheme. This supports lifestyle savings and 'Your Care', 24/7 access to online GP app along with telephone/video consultations.</p>	<p>Openly discussed on H&amp;S inset training.</p> <p>As, above.</p>	Med - 8
		Employees not coping with varying change to working day. Employer not communicating efficiently any change to employee.				
		Change in learner's health conditions, functions, loss and death of learners.				
<p><b>High</b> likelihood of risk – Likely to occur immediately or in the near future  <b>Medium</b> likelihood of risk – will occur in time if no preventative action is taken  <b>Low</b> likelihood of risk – Remote or unlikely to occur</p>						

Date Reviewed	Comments
October 2023	Initial assessment – Stress affects people differently – what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect whether a worker can cope.
October 2024	Annual update. Added Vivup scheme.