

RISK ASSESSMENT FOR: All employees		What are you risk assessing? STRESS The potential for stress to staff whilst carrying out their day to day role or following a period of intensive or potentially distressing activity or change within the school NB – if an individual advises that they are suffering from stress or has a period of ill health absence due to stress a separate assessment must be carried out.
Establishment: Marsh Green Primary School	Assessment by: N Sanchez	Date: April 2016

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Are there excessive job demands Workload, work patterns and work environment Dealing with bad behaviour Ofsted inspections	Staff Ill health (depression, anxiety) leading to absence from work.	• Performance management process in place • Regular meetings with staff, both team meetings and one to one/ performance management which would discuss and anticipate workload. • Ensure that skills and abilities are correctly matched to job (person spec and job description) • Head / Managers monitor sickness absence data and staff turnover rates. • Work environment concerns, e.g. temperature, ventilation, noise, are taken seriously and investigated. • Times and lengths of meetings agreed and adhered to. A limit to after-school meetings as far as reasonable. • Staff have an opportunity to take a genuine break at lunch time. • Ensure teachers and middle leaders in particular maintain a reasonable work life balance. • Governing bodies have considered how they can support the headteacher in terms of work-life balance, new models of leadership, leadership time, career coaching and professional development opportunities.	Offer update of wellbeing training to office staff	NS/LN May 2016		

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Control – how much say a person has in the way they do their work	Employees Ill health (depression, anxiety) leading to absence from work.	• Staff encouraged to use their skills and initiative to do their work. • Staff encouraged to develop new skills to help them. undertaken new and challenging pieces of work. • Staff consulted over their work patterns or changes to their work patterns. • Consideration of the workload impact of each new initiative before it is introduced. • PPA time in operation, reliable and can be completed offsite • Scope for flexible working arrangements considered				
Support – includes the encouragement and resources provided	Employees Ill health (depression, anxiety) leading to absence from work.	• Employees are supported through school policies and procedures. • Regular team meetings / one-to-ones to discuss emergent issues. • Staff are aware of the support that is available to them • Staff receive regular constructive feedback as part of their performance management • Identification of any training needs conducted through performance management • Staff can access CPD on a fair and equitable basis • Mentoring and coaching available where necessary • Schools have the option of buying into the Employee Assistance Programme provided by PPC Worldwide (Positive People Company). It offers online, telephone and face to face counselling on a range of personal and professional themes. • Headteacher support service – confidential support service provided for headteachers.				
Role – whether people understand their role and the school ensures there are not conflicting roles	Employees Ill health (depression, anxiety) leading to absence from work.	• Staff understand their role and are suitably trained • Performance management used to help individuals clarify their role and priorities • Standards of performance agreed • New employees receive adequate induction into their role and objectives • Recruitment process in place with Job Descriptions and Person Specifications • Effective system of induction for new and supply staff				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Change – how organisational change (large or small) is managed and communicated	Employees Ill health (depression, anxiety) leading to absence from work.	• Staff made aware of why change is happening and key steps for change • Realistic timetable set out for change • Individuals directly affected are involved in the change process • Regular communication and consultation with all those affected • 'open door' policy to help individuals who have concerns • Training provided for new / changed roles				
Relationships – promoting positive working to avoid conflict and dealing with unacceptable behaviour	Employees Ill health (depression, anxiety) leading to absence from work.	• The school promotes positive behaviours: School behaviour policy robust and adhered to • Discipline, grievance and bullying/harassment procedures in place and accessible to staff • Managers are encouraged to deal with and staff encouraged to report unacceptable behaviour • Training provided to help staff deal with difficult situations • Identify ways to celebrate success • Explore team building exercises • Whole school / departmental activities / events held				
Undetected / poorly managed stress Failure to recognise signs leading to more serious ill health Repeated ill health through poor management	Employees Ill health (depression, anxiety) leading to absence from work.	• All incidents of potential / actual work related stress reviewed • Advice from HR and/or Occupational Health sought • Sickness absence policy in place and adhered to, return to work interviews held remedial action taken as appropriate. • All staff encouraged to pro-actively raise issues / concerns with their manager / head. • Staff awareness of available support improved e.g. counseling, occupational health, GP, employee assistance programmes etc. • Exit interviews held				

Assessment review date: 01/04/2017 (usually within one year, or earlier in the event of an incident, a change in conditions or if more frequent review is warranted)