

Workplace Stress - Risk Assessment Template No.24 (List additional hazards, risks and controls particular to your school using Template No.74)


Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Stress - Demands		Increased absences	M	The Work Positive online tool ¹² is used to assist with risk assessment requirements where workplace stress is concerned				
Control		Increased conflicts	M	The school has a policy on dignity in the workplace which is communicated to all staff and displayed in the staff room				
Change		Increased anger/emotional upset for those effected	H	Employee's serious health and safety concerns about their work environment are addressed				
Role		Isolation		Supports are available to staff who indicate bone fide issues with stressors from the work environment which cannot be altered or reduced at source				
Relationships		Low morale		Demands in the staff body are achievable and within the role of the job holder				
Available support		Effects on physical health, (e.g. raised blood pressure, tension headaches)	M	Systems are in place to enable and encourage staff to report unacceptable behaviour, i.e. in accordance with the Dignity Policy				
Stressful work Environment		Effects on mental health, (e.g. anxiety, depression, insomnia)	L	There is staff input into decision-making and career progression				
Critical incident			L	Board of Management/ETB actions are consistent and fair				
			M	The school provides staff with timely information to enable them to understand the reasons for proposed changes				
			M	If necessary, staff are given training to support any changes in their jobs				
			L	The school monitors staff's sickness absence and identifies reasons for absence				
			L	Staff can/should be able to approach the principal or Deputy principal to access appropriate support, e.g. Employee Assistance or other occupational health service, post incident support				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: _____

Date: / /

 ¹² Work Positive is a free online tool which can be used to help employers to implement a structured and collaborative approach to managing work related stress. The tool is available at www.workpositive.ie