

# Risk Assessment Form

The HSE identify specific states to be achieved to ensure stress risks are managed for DEMANDS these are:

- The organisation provides employees with adequate and achievable demands in relation to the agreed hours of work;
- People's skills and abilities are matched to the job demands;
- Jobs are designed to be within the capabilities of employees; and
- Employees concerns about their work environment are addressed

<b>Task/Activity/Environment: DEMANDS</b>		<b>Date of Assessment:</b> Jan 2010
<b>Identify Hazards which could cause harm:</b> <b>No. Hazard</b> Employees are not able to cope with the demands of their jobs Systems are not in place locally to respond to individual concerns	<b>Identify risks = what could go wrong if hazards cause harm:</b> <b>No. Risk</b> Employees may suffer from ill health as a result of excessive work demands  Employees cannot obtain help or support to resolve concerns, which may result in ill health.	
<b>List groups of people who could be affected:</b> Any employee	<b>What numbers of people are involved?</b> >2000	
<b>What existing precautions are in place to reduce risks?</b> <b>No.</b> Demands are identified and planned for in the operational plan for each School and Division. Individuals are recruited in accordance with a person specification and job description to ensure the candidate is able to meet the demands of the post The annual PDR ensures work is planned in accordance with the capabilities of individuals and enables any additional training needs to be identified. Team meetings and one-to-one meetings are conducted to provide opportunities for concerns about work environments to be identified and addressed. Risk assessments and safe systems of work are in place to address any physical risks relative to the work environment	<b>Risk level with existing precautions</b> <b>Low</b> <b>Low</b> <b>Low</b> <b>Low</b> <b>Low</b>	
<b>What additional actions are required to ensure precautions are implemented/effective or to reduce the risk further?</b> <b>No.</b> The application of the University's Minimum Management Standards – as identified in the COP should be audited by the HRM Team	<b>Risk level with additional precautions</b>  <b>Low</b>	
<b>Is health surveillance required? NO</b>	<b>If YES, please detail:</b>	
<b>Who will be responsible for implementing precautions: All Line Managers</b>	<b>By When: Continually</b>	

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	H	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
I=Insignificant	No action
L=Low	Review controls to ensure they remain effective
<i>If greater than low, identify additional controls to reduce risk further</i>	
M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
C=Critical	<b>STOP</b> seek further advice

**Completed by:**  
T. Meachin

**Signed:**

**Date for review:**  
Reviewed April 2012, June 2013

# Risk Assessment Form

The HSE identify specific states to be achieved to ensure stress risks are managed for CONTROL these are:

- Where possible, employees have control over their pace of work;
- Employees are encouraged to use their skills and initiative to do their work;
- Where possible, employees are encouraged to develop new skills to help them undertake new and challenging pieces of work;
- The organisation encourages employees to develop their skills;
- Employees have a say over when breaks can be taken; and
- Employees are consulted over their work patterns

<b>Task/Activity/Environment: CONTROL</b>		<b>Date of Assessment:</b> Jan 2010
<b>Identify Hazards which could cause harm:</b> <b>No. Hazard</b> Employees are not able to indicate that they are unable to have a say about the way they do their work Systems are not in place locally to respond to individual concerns	<b>Identify risks = what could go wrong if hazards cause harm:</b> <b>No. Risk</b> Lack of influence over the way an Employee does their work may result in ill health  Employees cannot obtain help or support to resolve concerns, which may result in ill health.	
<b>List groups of people who could be affected:</b> Any employee	<b>What numbers of people are involved?</b> >2000	
<b>What existing precautions are in place to reduce risks?</b> <b>No.</b> Regular team meetings are conducted Annual PDR are conducted to identify training needs and skill development in relation to the role Regular team meetings and one-to-one meetings are conducted to enable individuals to discuss work patterns in addition to deadlines, etc. which can enable control over the pace of work	<b>Risk level with existing precautions</b>  <b>Low</b>  <b>Low</b>  <b>Low</b>	
<b>What additional actions are required to ensure precautions are implemented/effective or to reduce the risk further?</b> <b>No.</b> The application of the University's Minimum Management Standards – as identified in the COP should be audited by the HRM Team	<b>Risk level with additional precautions</b>  <b>Low</b>	
<b>Is health surveillance required? NO</b>	<b>If YES, please detail:</b>	
<b>Who will be responsible for implementing precautions: All Line Managers</b>	<b>By When: Continually</b>	

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	H	H
Virtually certain	I	L	M	M	H	C

Risk Level	Action Required
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# Risk Assessment Form

The HSE identify specific states to be achieved to ensure stress risks are managed for SUPPORT these are:

- The organisation has policies and procedures to adequately support employees;
- Systems are in place to enable and encourage managers to support their staff;
- Systems are in place to enable and encourage employees to support their colleagues;
- Employees know what support is available and how and when to access it;
- Employees know how to access the required resources to do their job; and
- Employees receive regular and constructive feedback

<b>Task/Activity/Environment: SUPPORT</b>		<b>Date of Assessment:</b> Jan 2010
<b>Identify Hazards which could cause harm:</b> <b>No. Hazard</b> Employees are not able to indicate that they receive adequate information and support from their colleagues and superiors System are not in place locally to respond to individual concerns	<b>Identify risks = what could go wrong if hazards cause harm:</b> <b>No. Risk</b> Inability to receive the necessary information and support from colleagues and superiors may result in increased risk of ill health  Employees cannot obtain help or support to resolve concerns, which may result in ill health.	
<b>List groups of people who could be affected:</b> Any employee	<b>What numbers of people are involved?</b> >2000	
<b>What existing precautions are in place to reduce risks?</b> <b>No.</b> Staff are made aware of the range of Wellbeing policies which exist within the organisation and detail the support mechanisms in place for staff; this can take place through inductions, team meetings, one-to-one meetings, internal communication emails, US online, and the staff channel (these include topics such as stress, leave arrangements, bullying and harassment, dignity at work, etc. They are adequately trained (through the various University management development programmes) to enable them to be effective people managers They and their staff are aware of and utilise the occupational health service that is available to support both managers and employees in relation to stress related problems They and their staff are aware of the confidential counselling services which are available to all staff via the employee helpline administered by the Occupational Health Service One-to-one meetings and staff appraisals are conducted to enable constructive work related feedback	<b>Risk level with existing precautions</b>  <b>Low</b>  <b>Low</b>  <b>Low</b>  <b>Low</b>	
<b>What additional actions are required to ensure precautions are implemented/effective or to reduce the risk further?</b> <b>No.</b> The application of the University's Minimum Management Standards – as identified in the COP should be audited by the HRM Team	<b>Risk level with additional precautions</b>  <b>Low</b>	
<b>Is health surveillance required? NO</b>	<b>If YES, please detail:</b>	
<b>Who will be responsible for implementing precautions: All Line Managers</b>	<b>By When: Continually</b>	

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
Almost impossible	I	I	I	I	I	I
Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M

Risk Level	Action Required
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### Risk Assessment Form

Likely >50/50 chance	I	L	M	M	M	M
Very likely	I	L	M	M	H	H
Virtually certain	I	L	M	M	H	C

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M=Medium	Identify additional actions to reduce risk further
H=High	Seek further advice
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## Risk Assessment Form

The HSE identify specific states to be achieved to ensure stress risks are managed for RELATIONSHIPS these are:

- The organisation promotes positive behaviours at work to avoid conflict and ensure fairness
- Employees share information relevant to their work;
- The organisation has agreed policies and procedures to prevent or resolve unacceptable behaviour;
- Systems are in place to enable and encourage managers to deal with unacceptable behaviour; and
- Systems are in place to enable and encourage employees to report unacceptable behaviour

<b>Task/Activity/Environment: RELATIONSHIPS</b>		<b>Date of Assessment:</b> Jan 2010
<b>Identify Hazards which could cause harm:</b> <b>No. Hazard</b> Employees are not able to indicate that they are not subjected to unacceptable behaviours at work, e.g. bullying at work Systems are not in place locally to respond to individual concerns	<b>Identify risks = what could go wrong if hazards cause harm:</b> <b>No. Risk</b> Unacceptable behaviour in the workplace places employees at an increased risk of ill health.  Employees cannot obtain help or support to resolve concerns, which may result in ill health.	
<b>List groups of people who could be affected:</b> Any employee	<b>What numbers of people are involved?</b> >2000	
<b>What existing precautions are in place to reduce risks?</b> <b>No.</b> Staff are made aware of the policies in relation to behaviour at work during induction and through training and via team meetings; these include bully and harassment, dignity at work, code of conduct Team meetings are conducted to enable staff to share information relevant to their work They are trained through the various management development programmes to deal with unacceptable behaviour That their staff are aware of the importance of reporting any unacceptable behaviour they observe in accordance with the Dignity at Work Policy	<b>Risk level with existing precautions</b>  <b>Low</b> <b>Low</b> <b>Low</b> <b>Low</b>	
<b>What additional actions are required to ensure precautions are implemented/effective or to reduce the risk further?</b> <b>No.</b> The application of the University's Minimum Management Standards – as identified in the COP should be audited by the HRM Team	<b>Risk level with additional precautions</b>  <b>Low</b>	
<b>Is health surveillance required? NO</b>	<b>If YES, please detail:</b>	
<b>Who will be responsible for implementing precautions: All Line Managers</b>	<b>By When: Continually</b>	

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
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Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M
Likely >50/50 chance	I	L	M	M	M	M
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# Risk Assessment Form

The HSE identify specific states to be achieved to ensure stress risks are managed for ROLE these are:

- The organisation ensures that, as far as possible, the different requirements it places upon employees are compatible;
- The organisation provides information to enable employees to understand their roles and responsibilities;
- The organisation ensures that, as far as possible, the requirements it places upon employees are clear; and
- Systems are in place to enable employees to raise concerns about any uncertainties or conflicts they have in their role and responsibilities

<b>Task/Activity/Environment: ROLE</b>		<b>Date of Assessment:</b> Jan 2010
<b>Identify Hazards which could cause harm:</b> <b>No. Hazard</b> Employees are not able to indicate that they understand their role and responsibilities Systems are not in place locally to respond to individual concerns	<b>Identify risks = what could go wrong if hazards cause harm:</b> <b>No. Risk</b> Failure to clearly understand role and responsibility may result in ill health  Employees cannot obtain help or support to resolve concerns, which may result in ill health.	
<b>List groups of people who could be affected:</b> Any employee	<b>What numbers of people are involved?</b> >2000	
<b>What existing precautions are in place to reduce risks?</b> <b>No.</b> The job requirements are determined in the operation plan for the school or division and any potential conflicts that may arise in delivering the objectives are identified Each role has a clearly defined job description and person specification  Team meetings, one-to-one meetings and appraisals are conducted to enable staff to raise any concerns about uncertainties or conflicts about their role and responsibilities	<b>Risk level with existing precautions</b>  Low Low Low	
<b>What additional actions are required to ensure precautions are implemented/effective or to reduce the risk further?</b> <b>No.</b> The application of the University's Minimum Management Standards – as identified in the COP should be audited by the HRM Team	<b>Risk level with additional precautions</b>  Low	
<b>Is health surveillance required? NO</b>	<b>If YES, please detail:</b>	
<b>Who will be responsible for implementing precautions: All Line Managers</b>	<b>By When: Continually</b>	

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
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The HSE identify specific states to be achieved to ensure stress risks are managed for CHANGE these are:

- The organisation provides employees with timely information to enable them to understand the reasons for proposed changes
- The organisation ensures adequate employee consultation on changes and provides the opportunities for employees to influence proposals;
- Employees are aware of the probable impact of any changes to their jobs. If necessary, employees are given training to support any changes in their jobs;
- Employees are aware of timetable changes; and
- Employees have access to relevant support during changes

<b>Task/Activity/Environment: CHANGE</b>		<b>Date of Assessment:</b> Jan 2010
<b>Identify Hazards which could cause harm:</b> <b>No. Hazard</b> Employees are not able to indicate that the organisation engages them frequently when undergoing an organisational change Systems are not in place locally to respond to individual concerns	<b>Identify risks = what could go wrong if hazards cause harm:</b> <b>No. Risk</b> Failure to engage and consult may result in ill health  Employees cannot obtain help or support to resolve concerns, which may result in ill health.	
<b>List groups of people who could be affected:</b> Any employee	<b>What numbers of people are involved?</b> >2000	
<b>What existing precautions are in place to reduce risks?</b> <b>No.</b> Clear and visible policy for the management of change is in place Staff are made aware of why change is happening and managers ensure corporate information and updates, such as Internal Communication emails are read and understood by their staff Opportunities for questions, discussion and feedback are in place through team meetings/briefings and one-to-one discussions PDR's are conducted to identify work plans and training needs, and these are updated when change is planned The frequency of team meetings is adjusted to ensure timely updates are provided Their staff are made aware of and encouraged to use the support available through the Occupational Health Services and Trades Unions	<b>Risk level with existing precautions</b> <b>Low</b> <b>Low</b> <b>Low</b> <b>Low</b> <b>Low</b> <b>Low</b>	
<b>What additional actions are required to ensure precautions are implemented/effective or to reduce the risk further?</b> <b>No.</b> The application of the University's Minimum Management Standards – as identified in the COP should be audited by the HRM Team	<b>Risk level with additional precautions</b> <b>Low</b>	
<b>Is health surveillance required? NO</b>	<b>If YES, please detail:</b>	
<b>Who will be responsible for implementing precautions: All Line Managers</b>	<b>By When:</b> Continually	

Risk Evaluation = Level of Risk	No injury	First aid	<3 days absence	> 3days absence	Long term injury/ill health	Death or disabling
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Very unlikely	I	I	L	L	L	L
Unlikely <50/50 chance	I	L	L	M	M	M

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Very likely	I	L	M	M	H	H
Virtually certain	I	L	M	M	H	C

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