| **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  Control Change  Role  Relationships  Available support  Stressful work Environment  Critical incident |  | Increased absences  Increased conflicts  Increased anger/ emotional upset  for those effected  Isolation  Low morale  Effects on physical health, (e.g. raised blood pressure, tension headaches)  Effects on mental health, (e.g. anxiety, depression, insomnia) | M | The Work Positive online tool12 is used to assist with risk assessment requirements where workplace stress is concerned |  |  |  |  |
| M | The school has a policy on dignity in the workplace which is communicated to all staff and displayed in the staff room |
| H | Employee’s serious health and safety concerns about their work environment are addressed |
| Supports are available to staff who indicate bone fide issues with stressors from the work  environment which cannot be altered or reduced at source |
| Demands in the staff body are achievable and within the role of the job holder |
| M | Systems are in place to enable and encourage staff to report unacceptable behaviour, i.e. in accordance with the Dignity Policy |
| L | There is staff input into decision-making and career progression |
| 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.

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**](http://www.workpositive.ie/)

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