

# Risk assessment – Health and Wellbeing Risk Assessment

## MARDEN PARISH COUNCIL

**Health and Wellbeing Risk Assessment Form** (*this form is to be used in conjunction with staff performance reviews*)

**Subject of risk assessment: i.e. role/job type/team or Individual**

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**Name of person completing Risk Assessment:** ..... **Signature:** ..... **Date:** .....

**Signature of individual or representative of who / what is being assessed:** ..... **Date:** .....

Stressor to consider	Problems identified	Risk controls	Action taken/by whom/date
<ul style="list-style-type: none"><li>• Struggling to cope with workloads.</li><li>• Long hours.</li><li>• Improper rest and holidays being taken.</li><li>• Working with demanding client group.</li><li>• Inadequate staffing.</li></ul>		<ul style="list-style-type: none"><li>• Prioritise tasks.</li><li>• Look at job design and working practices.</li><li>• Check leave is being properly taken.</li><li>• Is work being taken home?</li><li>• Cut out unnecessary work and communications.</li><li>• Review workloads and staffing and enable individuals to plan their work.</li><li>• Review workloads and arrive at mutually agreed and achievable deadlines.</li></ul>	
<ul style="list-style-type: none"><li>• Inappropriately qualified for the job.</li><li>• Skills not recognised - promotion prospects not fulfilled.</li></ul>		<ul style="list-style-type: none"><li>• Make sure individuals are matched to jobs - people can be over and under qualified.</li><li>• Analyse skills alongside the tasks.</li><li>• Review training needs of staff, for example, when introducing new technology or systems.</li><li>• Monitor workplace policies in practice.</li></ul>	

Stressor to consider	Problems identified	Risk controls	Action taken/by whom/date
<ul style="list-style-type: none"> <li>Inadequate resources for task.</li> </ul>		Analyse requirements for any project/task: <ul style="list-style-type: none"> <li>equipment;</li> <li>staffing;</li> <li>priorities; and</li> <li>deadlines;</li> </ul>	
The physical working environment: <ul style="list-style-type: none"> <li>poor temperature control;</li> <li>noise;</li> <li>lack of facilities for rest/breaks;</li> <li>poor lighting;</li> <li>poor ventilation;</li> <li>badly placed or designed workstations; and/or inadequate technology provision or persistent failure of technology equipment.</li> </ul>		<ul style="list-style-type: none"> <li>Make sure workplace hazards are properly controlled.</li> <li>Undertake risk assessments of workspace and significant tasks.</li> <li>Encourage regular lunch breaks.</li> <li>Ensure staff complete DSE assessment form at least annually.</li> <li>Raise technology related concerns with Technology team.</li> </ul>	
The psychological working environment: <ul style="list-style-type: none"> <li>threat of aggression or violence; and/or</li> <li>verbal abuse.</li> </ul>		<ul style="list-style-type: none"> <li>Ensure all incidents are reported and suitable controls are implemented.</li> <li>Read policy on management of violence and aggression.</li> <li>Review training needs of individual (i.e. has individual completed training in Defusing Violence and Aggression).</li> <li>Consider any individual risk factors that apply to this particular person.</li> <li>Ensure panic alarms are working</li> </ul>	

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<ul style="list-style-type: none"> <li>• Rigid work patterns and breaks.</li> <li>• Fixed deadlines occurring in different parts of the year.</li> <li>• Lack of control over work.</li> </ul>		<ul style="list-style-type: none"> <li>• Try to provide some scope for varying working conditions and flexible work schedules (for example, flexible working hours, working from home).</li> <li>• Consult with staff to allow them to influence the way their jobs are done, what the real deadlines are and what the priorities are.</li> </ul>	
<ul style="list-style-type: none"> <li>• Conflicting work demands.</li> </ul>		<ul style="list-style-type: none"> <li>• Set realistic deadlines for tasks.</li> <li>• Take into account that individuals are different and try to allocate work so that everyone is working in the way that helps them work best, takes account of their home obligations and makes best use of their skills.</li> <li>• Encourage the development of new skills and ideas from staff at team meetings.</li> </ul>	
<ul style="list-style-type: none"> <li>• Staff do not feel supported.</li> <li>• Lack of encouragement from colleagues or Councillors.</li> <li>• A culture of blame when things go wrong, denial of potential problems.</li> </ul>		<ul style="list-style-type: none"> <li>• Give encouragement and support to staff even when things go wrong.</li> <li>• Work closely with the HR Services on strategies to address any performance concerns.</li> <li>• Ensure people have the support they require and access to any specialist advice.</li> <li>• Give regular constructive feedback.</li> <li>• Be honest, set a good example, and listen to and respect others.</li> </ul>	

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<ul style="list-style-type: none"> <li>• Difficult relationships with others.</li> <li>• Combative or confrontational communication styles.</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure that relevant policies and procedures (i.e. Bullying and Harassment, Equality and Diversity) are communicated to team members.</li> <li>• Create a culture of openness within a team where issues can be freely discussed.</li> <li>• Encourage staff to recognise and respect all team members contributions.</li> <li>• Consider whether training in interpersonal skills is required.</li> <li>• Lead by example and make it clear what behaviours are not acceptable.</li> </ul>	
<ul style="list-style-type: none"> <li>• Lack of clarity about job role.</li> <li>• Conflicting job demands.</li> </ul>		<ul style="list-style-type: none"> <li>• Set clear objectives and make sure staff are properly trained and able to carry out their duties.</li> <li>• Ensure good two-way communication is in place.</li> <li>• Ensure staff have clearly defined, up to date job descriptions.</li> <li>• Clearly communicate team business objectives.</li> <li>• Ensure new members of staff receive proper induction.</li> </ul>	
<ul style="list-style-type: none"> <li>• Fears about job security/status.</li> <li>• Poor communication - uncertainty about what is happening.</li> <li>• Not enough time allowed to implement change.</li> <li>• Inexperience/fear of new technology.</li> <li>• Lack of skills for new tasks.</li> <li>• Not enough resource allocated for change process.</li> <li>• Other personal fears,</li> </ul>		<ul style="list-style-type: none"> <li>• Provide effective support for staff throughout the process.</li> <li>• Ensure messages to be communicated to staff are done so in a timely manner and sensitively.</li> <li>• Consult with staff likely to be affected face to face where possible.</li> <li>• Maintain regular team meetings and joint reviews.</li> <li>• Ensure effective two-way communication throughout process.</li> <li>• Review team objectives and priorities of individuals after change has taken place.</li> </ul>	

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<p>relocation.</p> <ul style="list-style-type: none"> <li>Dysfunctional teams following change.</li> </ul>		<ul style="list-style-type: none"> <li>Consider training needs - do people have the tools and skills to effect change?</li> <li>Consider changes in teams or work environment.</li> </ul>	