

Stress Management Standards Review Form

Guidance

If you are feeling stressed for any reason, it can be difficult to pinpoint the factors which make you feel this way. In the work environment it can be easy to be caught up in day to day activities, but pausing to reflect can help you avoid developing behaviours which can have a negative impact in the long term. This self-directed form, based on the Health and Safety Executive's (HSE) Management Standards for Workplace Stress, has been devised to help you identify any concerns.

The HSE Management standards identify six factors which potentially contribute to stress at work; demand, control, support, role, relationships and change. There may also be contributing factors which are not included under these headings and there is space on the form to include other issues which may be troubling you.

By informing yourself about the specific contributory factors, you can begin to plan a way forward and make some small changes to help you manage these demands. Additionally, you can use this form to help you prepare for a discussion with your line manager. Information has also been prepared to assist your line manager to understand what support you may need.

We would strongly recommend you complete this form if you have been off work for an absence linked to a stress related illness, so that you can discuss and resolve your concerns with your manager on your return.

Completing the review form may result in you identifying issues which you will need support with to effect change, if you consider that these are having a serious impact on how you are working, your line manager will usually be best positioned to assist. However, you may also benefit from contacting your local Human Resources Advisor for advice.

How to use this form

Allow yourself time and space to think. Read through the form, selecting any point you think is relevant to you and in the free text area at the end of each section document how those issues are affecting you. If you are able, give an indication of how important this issue is for you. If you have ideas on how some of these issues may be resolved you should also make a note of them, this may be helpful for you to reflect on later as well as help keep you focused if you wish to discuss them with your line manager or HR Adviser.

When complete you should try to categorise what you can do to help yourself and what you will need support with, then, when you are ready, you should request a meeting with your manager, supervisor or, if it is your preference, your HR Adviser to discuss any issues or areas for improvement you have identified.

1. Demand includes such things as your workload, work patterns and work environment

Select each statement which you consider applies to you

Workload /Job Design	1.1	<input type="checkbox"/>	I report to/undertake work for more than one person
	1.2	<input type="checkbox"/>	Different groups/people at work demand things from me that are hard to combine
	1.3	<input type="checkbox"/>	I have difficulty getting through my workload in the time available
	1.4	<input type="checkbox"/>	I have difficulty in meeting deadlines and targets
	1.5	<input type="checkbox"/>	I have competing deadlines which makes it difficult to prioritise
	1.6	<input type="checkbox"/>	I have to work very intensively most of the time or at specific times of the year
	1.7	<input type="checkbox"/>	I have to neglect some tasks because I feel I have too much to do
Communication	1.8	<input type="checkbox"/>	There is constant communication when I am "off duty" by e-mail, text and /or phone
	1.9	<input type="checkbox"/>	I feel that I am expected to monitor my email whilst not at work; in the evening, at weekends and when on holiday
	1.10	<input type="checkbox"/>	I prefer to keep in contact with work on days off and when I am on holiday
Work Challenges	1.11	<input type="checkbox"/>	I do not have enough work to do
	1.12	<input type="checkbox"/>	I do not consider my work challenging
	1.13	<input type="checkbox"/>	I do not feel I have the necessary skills and/or knowledge for the work I am expected to do
Rest	1.14	<input type="checkbox"/>	I have to work long hours to get through my work
	1.15	<input type="checkbox"/>	I feel pressured to work long hours
	1.16	<input type="checkbox"/>	I feel it is important to be seen to work long hours
	1.17	<input type="checkbox"/>	I am regularly unable to take the breaks I am entitled to during my working day* <i>see note at bottom of this section</i>
	1.18	<input type="checkbox"/>	I am regularly unable to take a rest period between working days/ periods* <i>see note at bottom of this section</i>
	1.19	<input type="checkbox"/>	I feel that there is no time to take holiday
	1.20	<input type="checkbox"/>	I worry about not being able to cope with my back log when I return from holiday
Workplace Hazards and Work Environment	1.21	<input type="checkbox"/>	I am concerned about my safety and /or my health from physical and/or environmental hazards in my workplace
	1.22	<input type="checkbox"/>	I am concerned about verbal abuse, conflict or threats of physical violence at work from customers and members of the public
	1.23	<input type="checkbox"/>	I am concerned about lone working in my work area and/or duties

*** Q 1.17 and 1.18 are related to the Working Time Directive**

Q1.17 Workers have the right to one uninterrupted 20 minute rest break during their working day, if they work more than 6 hours a day or work period. The break doesn't have to be paid.

Q 1.18 Workers have the right to 11 hours rest between working days

Record your thoughts on **Demand** below, giving specific examples and dates, thinking about how often these issues may affect you and how important they are to you

2. Control is about the amount of influence you have over how you do your work

Select each statement which you consider applies to you

Control	2.1	<input type="checkbox"/>	I am unable to decide when to take a break
	2.2	<input type="checkbox"/>	I have limited opportunity to organise my work and work time in a way which suits me
	2.3	<input type="checkbox"/>	I do not feel I have a choice in deciding how to do my work
	2.4	<input type="checkbox"/>	I do not feel I have a choice in deciding what I do at work
	2.5	<input type="checkbox"/>	I feel I do not have some say over the way I do my work
	2.6	<input type="checkbox"/>	I have limited opportunity to exercise initiative in getting my job done and use my full range of skills
	2.7	<input type="checkbox"/>	I feel my working times (working hours or pattern of working time) could be more flexible
Record your thoughts on Control below, giving specific examples and dates, thinking about how often these issues may affect you and how important they are to you			

3. Support is about the resources, support and encouragement provided by your manager, your colleagues and by the University to help you manage your job

Select each statement which you consider applies to you

Support from my Manager(s)	3.1	<input type="checkbox"/>	I get little or no supportive feedback on the quality of my work from my manager
	3.2	<input type="checkbox"/>	I am not given the information I need to do my job
	3.3	<input type="checkbox"/>	I do not feel able to talk to my manager if I have a problem with my work
	3.4	<input type="checkbox"/>	I do not feel able to talk to my manager if something upsets or annoys me at work
	3.5	<input type="checkbox"/>	I do not feel my manager supports me with emotionally demanding work
	3.6	<input type="checkbox"/>	I do not feel my manager encourages me in my work

	3.7	<input type="checkbox"/>	I do not have sufficient opportunity to attend training or take up development opportunities
Support from Peers	3.8	<input type="checkbox"/>	I do not feel I get the day to day help and support I need from my colleagues
	3.9	<input type="checkbox"/>	I do not feel my colleagues would help me if work became difficult
	3.10	<input type="checkbox"/>	I do not feel able to ask colleagues for help if needed
	3.11	<input type="checkbox"/>	I do not get the respect at I work I deserve from my colleagues
	3.12	<input type="checkbox"/>	My colleagues are not willing/able to listen to work related problems
Record your thoughts on Support below, giving specific examples and dates, thinking about how often these issues may affect you and how important they are to you			

4. Relationships are about how people work together, respect and behaviour

Select each statement which you consider applies to you

Relationships	4.1	<input type="checkbox"/>	I think I am being personally harassed in the form of unkind words and/or behaviours
	4.2	<input type="checkbox"/>	There is friction or anger between colleagues
	4.3	<input type="checkbox"/>	I am subject to bullying at work
	4.4	<input type="checkbox"/>	Relationships with my colleagues or manager are strained
	4.5	<input type="checkbox"/>	I think I am treated unfairly or with lack of respect
	4.6	<input type="checkbox"/>	I feel my skills and knowledge are not appreciated
Record your thoughts on Relationships , giving specific examples and dates, thinking about how often these issues may affect you and how important they are to you			

5. Role is about understanding the purpose of your job and being clear about your responsibilities.

Select each statement which you consider applies to you

Role	5.1	<input type="checkbox"/>	I am not clear about what is expected of me some or most of the time
	5.2	<input type="checkbox"/>	I do not know how to go about getting my job done
	5.3	<input type="checkbox"/>	I am not clear about my duties and responsibilities
	5.4	<input type="checkbox"/>	I am not clear about the goal and objectives for my department

	5.5	<input type="checkbox"/>	I do not understand how my work fits into the overall aim of the University
Record your thoughts on Role below, giving specific examples and dates, thinking about how often these issues may affect you and how important they are to you			

6. Change is about being appropriately informed about changes at work that may affect you and how you are consulted when changes to your job are being considered

Select each statement which you consider applies to you

Change	6.1	<input type="checkbox"/>	I do not have enough opportunities to question managers about change at work
	6.2	<input type="checkbox"/>	I have not been informed of significant changes to my work until they were introduced
	6.3	<input type="checkbox"/>	I have not been given an opportunity to comment on changes which might affect my role
	6.4	<input type="checkbox"/>	I feel uncertain about the effects of a change to my role
	6.5	<input type="checkbox"/>	I am concerned about my job security
Record your thoughts on Change below, giving specific examples and dates, thinking about how often these issues may affect you and how important they are to you.			

7. Any Other Concerns

Is there anything else that is or has been a source of stress for you, at work or at home, that may have contributed to you feeling stressed?

8. Special Considerations

Do you have any illness, impairment, disability (physical or psychological) or specific learning difference which may affect you or the way you work?

Thinking about your responses in the assessment, are there any changes, adjustments or training which you feel would help support you in your role. This may include changes you can make for yourself as well as those which you need to discuss with your manager, supervisor or, if it is your preference, your HR Link Person.

Record your thoughts on what can be done about your concerns below.

