

Staffordshire County Council
Ilam CE VA Primary School

Work Related Stress Risk Assessment

1. **Section/Service/Team:** ILAM CE VA PRIMARY SCHOOL

2. **Assessor(s):** Rachel Linton/Mike Prescott

3. **Description of Task/Activity/Area/Premises etc.**

Stress related

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
1. Demands of the role in school	Staff may become ill through work related stress	- Suitable resources are provided - Staff have adequate and achievable demands in relation to role and hours or work - Staff have skills and training to carryout role - Safe and healthy working conditions - Lone working in workplace is minimised - Work life balance is encouraged - Requesting that staff do not remain late at school regularly	Low	Staff encouraged to talk and share ideas and workload where possible. Staff meetings are held once a week as a maximum and always end by 5pm Staff are encouraged to leave school by 4pm on a Friday		

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
2. Control of work-related stress	All staff	- Where possible employees have a degree of flexibility over the way they work - Staff participate in decisions concerning their role - Staff concerns are addressed - Staff are encouraged to develop new skills	Low	PPA is permitted to be carried out off site Staff have annual interviews with leadership and governors to discuss their roles, concerns. This is optional. CPD is in place Staff are encouraged to seek out interests outside of school		
3. Breakdown of working relationships	All staff working in teams, etc.	- Good team support - Effective communication - Grievance procedures implemented - Line managers encouraged to deal with unacceptable behaviour - Staff are encouraged to report unacceptable behaviour - Appropriate supervision is provided	Low	Weekly staff briefings to keep staff informed of school diary Staff aware of how to make complaints to leadership and governors. Staff encouraged to seek support as required		

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
4. Stress related problems due to job role	All staff	• Conflicting job demands are avoided where practicable • Staff have a clear understanding of their work objectives, expectations and responsibilities • Staff are motivated by their role	Low	All staff understand role and can seek out further support from leadership and governors. Staff are given appropriate CPD to support their role. Staff have one well being day off per year as set out by Governors		

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
5. Stress related to change	All staff when changes take place	• Staff provided with timely information to enable them to understand the reasons for proposed changes • Job insecurity concerns managed • Staff given opportunity to comment • Staff involved in discussions about change • Staff to have access to relevant support during changes • Identification of new training requirements following change processes	Low	Staff work together on the school development plan Issues relating to staff changes are discussed openly Staff questionnaires Performance management: staff given cover for their class CPD is arranged wherever possible, considering budget constraints and the needs of the school.		

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See section 5
6. Lack of support	All staff could be affected by lack of support	• Policies and procedures in place to support staff • Line managers encouraged to support staff • Staff encouraged to support their colleagues • Open and honest culture • Staff receive regular constructive feedback • Staff receive induction • Staff know how to access resources to carryout their role • Individuality is valued • Governor support available if required	Low	Policies in place All staff encouraged to look out for each other and support when required. Staff social events Governor links for each staff member		

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):

Print Name(s): Rachel Linton/Mike Prescott

Date Assessed: March 2023

Review Date: March 2024

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.