

Group Stress Risk Assessment Tool - Action Plan

This is a supportive tool to help you create an action plan based on discussions following the findings of the group survey indicator tool.

Please use this form to fully record the areas identified and the outcome i.e. actions proposed or already in place.

Office/Team Name:		Meeting Attendees:
Date of Meeting:		
Manager or Meeting Chair:		

Workplace Stressor	Areas identified	Existing workplace measures in place	Further action to be taken (SMART objectives - Specific, Measurable, Attainable, Relevant and Time bound.)	Who will ensure the action is done?	Target Date	Completion Date
Demands - this includes issues such as workload, work patterns and the work environment.						
Control - how much say people have in the way work is completed.						
Support - this includes the						

encouragement, sponsorship and resources provided by the business, line management and colleagues.						
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Relationships - this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.						
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Role - whether people understand their role within the business and whether the business ensures that they do not have conflicting roles.						
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Change - how change (large or small) is managed and communicated.						
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Other Stressors - any other sources, either at work or at						
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home which is making it harder to cope with the pressures at work.						
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Additional Notes: