

Work stress risk and action record

One row for each significant risk. HSE's six areas of work design are demands, control, support, relationships, role, and change. A record can be brief: the significant risks and the decisions made. Agree the rows with employees, not for them.

Action types. P, primary: addresses the source of the problem. S, secondary: helps people cope, but not with the cause. T, tertiary: supports people who have been made ill by work. Prefer primary actions, and do not rely only on secondary ones.

What is the risk, and in which of the six areas?	Who is affected, and how do we know?	What are we already doing?	Further action, and its type (P, S, or T)	Who owns it, and by when?	Review date, and how we will tell it worked

In Great Britain, an employer with five or more workers must write the risk assessment down. Rules differ elsewhere. This sheet is a planning aid, not legal advice.

Sources: HSE: Work-related stress and how to manage it HSE: Management Standards Step 3, evaluate the risks HSE: What are the Management Standards?