Version: 1.0/2020

Wellbeing Risk Assessment

Employee/Team		**Date**	
Unit/Faculty/Directorate		**Assessor**	
Line Manager/Supervisor		**Primary site/location**	
Brief details/comments			

PART A – Demand

(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	

DEMANDS e.g.

- Workload
  - Are the demands place upon the individual/team achievable in relation to the agreed hours of work?
  - Is there additional pressure to the employee/team due to vacancies or absence of others?

- Working pattern and environment
  - Is the working pattern of the employee/team adequately communicated?
  - Do the working patterns of the employee/team meet the demands required?
  - Is the employee/team comfortable with their working environment?

- Skills and abilities
  - Does the employee/team have the abilities to match the demands of their role?
  - Does the employee/team have the skills to match the demands of their role?

PART B – Control

(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	

CONTROL e.g.

- Autonomy
  - Is the employee/team able to control the pace of their work?
  - Does the employee/team have a say over when breaks can be taken?
  - Is the employee/team consulted over their working patterns?

- Use of skills
  - Is the employee/team encouraged to develop new skills to undertake new and challenging work?
  - Is the employee/team encouraged to use their skills and initiative to do their work?
  - Does the University encourage the employee/team to develop their skills?

PART C – Support

(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	

SUPPORT e.g.

- Systems
  - Does the University have policies and procedures in place to support the employee/team?
  - Are there support systems in place to enable managers to encourage and fully support their teams?
  - Are there support systems in place for colleagues to be able to support and encourage each other?

- Awareness and access
  - Do employees/teams receive regular and constructive feedback?
  - Does the employee/team know how what support services are available and how to access them?
  - Are there the required resources available and accessible for employees/teams to use?

PART D – Relationships

(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	**Potential Consequences**	**Who might be harmed**	**Inherent**		**Residual**	

		(user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)

RELATIONSHIPS e.g.

- Behaviours
  - Is the employee/team subject to unacceptable behavior at work, e.g. bullying, harassment or discrimination?
  - Are there unacceptable behaviours being demonstrated in your team?
  - Are employees/teams encouraged and enabled to share information, relevant to their work, about unacceptable behaviours?

- Resolution
  - Does the University have agreed policies and procedures to prevent and resolve unacceptable behaviour?
  - How does the University actively promote a culture of positive behaviours to actively discourage conflict and ensure fairness?
  - Are managers given the tools and skills to deal with unacceptable behaviour?
  - Is there access to third party support for conflict resolution, e.g. trade unions?

PART E – Role										
(1) Risk identification			**(2) Risk assessment**				**(3) Risk management**			
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	

ROLE e.g.

- Compatibility
  - Are the different requirements placed upon the employee/team compatible?

- Clarity
  - Is there information available for the employee/team to understand their role and responsibilities within the organization?
  - Does the employee clearly understand their role and responsibilities within the team?

- Communication
  - Are there opportunities for employees/teams to ask questions about their role and responsibilities?

PART F – Change											
(1) Risk identification			**(2) Risk assessment**				**(3) Risk management**				
Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	

CHANGE e.g.

- Information
  - Is information provided about proposed changes in a timely manner?
  - As the changes progress is the information regularly updated for employees/teams?
  - Are employees/teams made aware of the impact the proposed changes may have on their role?

- Consultation
  - Are the employees/teams consulted on proposed changes and given the opportunity to feedback?

- Skills
  - Are there further training opportunities made available to prepare and support employees through the changes?

PART G – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date

Responsible manager's signature: Print name: Date:	Responsible manager's signature: Print name: Date

Health & Safety – Wellbeing Risk Assessment

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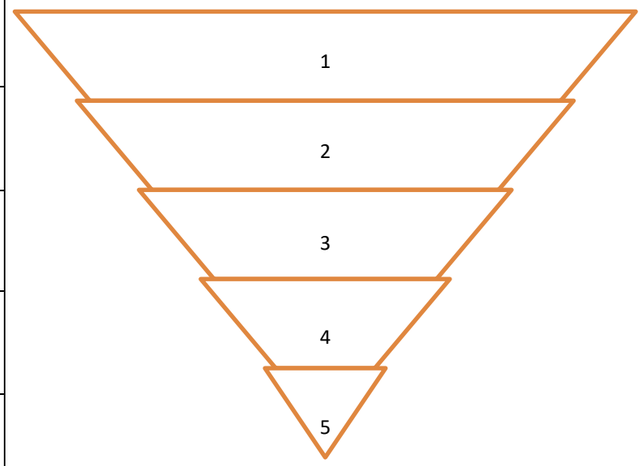
Assessment Guidance

1.	Trivial – insignificant	Temporary increased pressure or minor flare-up
2.	Minor	Work or home related stress or other minor mental health condition. Can be self-managed with simple tools.
3.	Moderate	Sickness absence. Stress related illness. Known mental health condition controlled by medication. Can impact on team.
4.	Major	Long term sickness absence. Depression or other serious mental health condition affecting other members of the team or putting research at risk.
5.	Severe – extremely significant	Long term sickness absence. Depression or other serious mental health condition which cold have serious impact on employee or others such as injury, suicide, violence.



LIKELIHOOD					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

IMPACT

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.