

Holymead Primary School

Risk Assessment on work-related stress March 2021

Setting the scene

This is a large 3 form entry, split site primary school. We have 620 children here with varying needs.

How the risk assessment was done:

The head teacher followed the guidance at www.hse.gov.uk/risk

To identify whether there is a problem, the head teacher

- Looked at HSE's stress web pages at www.hse.gov.uk/stress, to learn about stress risk factors
- Talked to members of staff to listen to their concerns and opinions about stress in the workplace
- Spoke to the trade union representative
- Checked sickness absence records and other records relating to staff turnover, complaint/incident reports etc.
- Wrote down who was at risk of being harmed and how
- Wrote down what controls were in place to manage these risks and what else needed to be done to control the risk
- Discussed the findings with senior staff, staff/trade unions and emailed the risk assessment to all employees to seek agreement, making staff aware of purpose, getting buy-in from them.
- Reviewed the induction process for new staff and internal policies affected by the changes.
- Will review the risk assessment bi annually or straightaway if any major changes in the workplace happened

Date of risk assessment: 19.03.2021

What are the hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Completed by?
Demands	<p>All staff re workload</p> <p>All staff but particular attention to those staff directly supporting pupils with complex problems</p>	<p>Sharing the HSE stress policy with staff</p> <p>Understanding what work-related stress is and what can cause it</p> <p>Making sure staff don't have to support too many students and pupils with complex problems</p> <p>Looking for signs of stress in employment</p> <p>Talking to employees e.g. about workload</p> <p>Providing a counsellor/therapy</p> <p>Carrying our stress survey</p> <p>Talking to employees regularly to gather information, directly via team leaders</p>	<p>Planning work to manage demands</p> <p>Share stress policy in LSA meeting</p>	<p>Head</p> <p>SENDcos</p>	<p>April 2020</p> <p>April 2020</p>	<p>April 2020</p> <p>April</p>

		<p>People may not identify time off sick as stress, so thinking about whether:</p> <ul style="list-style-type: none"> - There is an area/job that has high amounts of absence - Employees complain about working in a particular area or doing a particular job. - Providing a package of support including counselling 				
Control	All staff, if they are not involved in decision making	<p>Talking to all staff about how they feel about their work</p> <p>Having regular team meetings</p>	Review sickness absence data and your risk assessment with employees – asking what they think can be done and feeding back on these issues and ideas	SBM	May 2020	Reviewed May 2021
Support	All staff	<p>Providing details of employee assistance services for staff</p> <p>Staff can talk confidentially to managers if they feel stressed at work</p> <p>Staff are supported to return to work after a period off with work-related stress</p>	<p>Training SLT in supporting staff suffering from work – related stress</p> <p>Putting a structured support policy in place e.g. after an incident of violence</p>	Head/SLT	July 2020	Re-sent to staff September 2020 and to all new staff when join

		<p>Training staff to manage issues around lone working and how to get support</p> <p>Having a clear commitment to employee well-being and a culture of openness</p>				<p>Lone working risk assessments completed with new Caretaker Jan 2021</p>
Relationships	All staff	<p>Training managers in promoting a positive working culture</p> <p>Sometimes managers may be part of the problem so we have a range of routes for feedback eg Head, SLT, PM team leaders or Chair of governors.</p> <p>Inset and shared staff meetings to build relationships</p>		Head	<p>Ongoing</p> <p>March 2020</p>	<p>March 2020 INSET</p> <p>Jan2021- INSET</p>
Role	All staff	<p>Defining all team roles</p> <p>Staff understanding what their duties and responsibilities are</p> <p>Discussion on performance, expectations and development</p> <p>Support offered to any staff who are particularly vulnerable, e.g. those working alone, young</p>		Head	Ongoing	<p>Mid- term reviews</p> <p>March 2021</p>

		workers, those working with vulnerable pupils (DSL,FLW)				
Change	All staff	<p>Making sure changes are communicated openly, before they are made if possible, so everyone understands the effects they will have</p> <p>Monitoring effects of changes on stress levels so staff have the chance to provide feedback</p> <p>Establishing training needs following the change e.g. in P.M meetings</p> <p>Clearly communicating results of inspections and the resulting changes</p>	<p>Acting on staff feedback so any new pressures linked to changes are discussed</p> <p>Recognise that even minor changes can have knock-on effects – consulting beforehand may reduce the negatives</p>	Head	July 2020	Continual review eg of Covid -19 RAs sent to staff

Assessment review date: 01.03.2021

You should review your risk assessment if anything changes (e.g. following a case of stress-related ill health in the workplace or if there are any significant changes, such as new work activities)

For more information see www.hse.gov.uk/stress