



Item 14e – Full Council –  
15<sup>th</sup> June 2022

TODMORDEN TOWN COUNCIL

## Stress Risk Assessment May 2022

Risk Assessment Review	
Date	Reviewed by

This risk assessment is due to reviewed every 12 months or when anything changes.

### PREMISES PARTICULARS

**Name of Site:** Todmorden Community College

**Address:** Todmorden Community College, Burnley Road, Todmorden OL14 7BX

**Tel No:** 01706 318132

**Use of Premises:** Todmorden Town Council Offices

**Senior Manager of Site:** Naomi Crewe, Town Clerk & RFO

## GENERAL STATEMENT OF POLICY

**Statement:**

It is the policy of Todmorden Town Council to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities this includes stress related health issues.

The Council will provide and maintain safe working conditions, equipment, and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The Council will give a high level of commitment to health and safety and will comply with all statutory requirements.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

### RISK RATING

Who?	Severity Rating	Likelihood
S – Staff P – Public B – Both	1 – Minor Injury 2 – First Aid Needed 3 – Three Day Injury 4 – Serious Disability 5 – Death	1 – Very Unlikely 2 – Less Likely Than Not 3 – 50:50 4 – More Likely Than Not 5 – Almost Inevitable.

### SUMMARY RISK ASSESSMENT

Item	Severity	Likelihood	Score
Work related stress	3	3	9

### STRESS RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing to minimize the risk?
Demands	Staff <ul style="list-style-type: none"> <li>- Deadlines dictated by legislation</li> <li>- End of year requirements</li> <li>- Workloads from meetings</li> <li>- Limited contracted hours</li> <li>- Dealing with challenging members of the public</li> </ul>	<ul style="list-style-type: none"> <li>- Understanding what work-related stress is and what can cause it</li> <li>- Responding to a pattern of increased absence due to work related stress</li> <li>- Checking fit notes, and talking to employees</li> <li>- Looking for signs of stress in employees</li> <li>- Talking to employees</li> <li>- Meeting with staff and clients to agree timings etc for projects</li> </ul>

		<ul style="list-style-type: none"> <li>- Monitoring workloads</li> <li>- Planning work to minimise excessive demands</li> <li>- Taking on extra resource to support end of year work</li> <li>- Talking to employees regularly to gather information, directly or via line managers</li> <li>- Employees being encouraged to talk to line managers about upcoming leave etc and potential difficulties with workload</li> <li>- People may not identify time off sick as stress so thinking about whether: <ul style="list-style-type: none"> <li>-there is an area/job that has high amounts of absence</li> <li>- employees complain about working in a particular area or doing a particular job</li> </ul> </li> </ul>
Control	Staff, in economic downturns <ul style="list-style-type: none"> <li>- Junior grades, who have less control</li> </ul>	<ul style="list-style-type: none"> <li>- Talking to staff about how they feel about their work</li> <li>- Giving staff own areas of responsibility</li> </ul>
Support	Staff	<ul style="list-style-type: none"> <li>- Training managers in spotting early signs of stress</li> <li>- Providing details of counselling services for staff</li> <li>- Staff can talk to supervisors or managers if they are feeling stressed at work</li> <li>- Staff are supported on return to work after a period off with work-related stress</li> </ul>
Relationships	Staff	<ul style="list-style-type: none"> <li>- Training managers in promoting a positive working culture</li> <li>- Introducing a zero tolerance approach to bullying</li> <li>- Sometimes line managers may be part of the problem so having a range of routes for feedback can be really helpful</li> </ul>
Role	Staff	<ul style="list-style-type: none"> <li>- Defining all team roles</li> <li>- Staff understanding what their duties and responsibilities are</li> <li>- Thinking about whether any staff are particularly vulnerable, eg those working alone, young workers</li> <li>- Investigating whether there are roles where it is difficult to recruit or retain staff</li> </ul>
Change	Staff but junior grades are more likely to be affected by management decisions Additional pressures can arise through adapting to changes in staffing etc.	<ul style="list-style-type: none"> <li>- Making sure changes are communicated openly so everyone understands the effects they will have</li> <li>- Monitoring effects of changes on stress levels so staff have the chance to provide feedback</li> <li>- Meeting clients to explain changes and manage expectations</li> </ul>

		<ul style="list-style-type: none"><li>- Acting on staff feedback so any new pressures linked to changes are discussed</li></ul>
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