



Use this checklist to review progress, consider whether agreed actions have worked and record any updates or further action required.

Organisation _____

Assessment area _____

Completed by _____

Date reviewed _____

1. Progress against actions

- ☐ Check whether each agreed action was completed by the target date.
- ☐ Record delays, barriers, changes or any action that was replaced.
- ☐ Confirm progress updates were shared with relevant managers or employees.

2. Evidence of effectiveness

- ☐ Keep follow-up feedback, data or observations showing whether the action worked.
- ☐ Compare the current position with the original workplace concern or risk.
- ☐ Record whether the risk has reduced, remained the same or increased.

3. Further action required

- ☐ Note any actions that remain open or need to be revised or extended.
- ☐ Record any additional controls, resources or decisions needed to manage the risk.
- ☐ Confirm who is responsible and when the next action should be completed.

4. Review triggers and changes

- ☐ Record any change, concern or incident that prompted an earlier review.
- ☐ Update the assessment where roles, teams, locations or working practices changed.
- ☐ Check whether any new workplace stress risks have appeared.

5. Review record and next date

- ☐ Record the review date, who took part and the main findings.
- ☐ Confirm the next review date and how progress will be monitored.
- ☐ Store the updated assessment, notes and supporting evidence securely.

Notes

