STRESS RISK ASSESSMENT

Preperation Checklist

This checklist supports preparation for a workplace stress risk assessment. It will help you define the scope, involve the right people and prepare a clear process before information is gathered.

Organisation _____ **Assessment area** _____

Assessment lead _____ **Date prepared** _____

1. Scope and purpose

- ☐ Define whether the assessment covers the whole organisation, a location, a team or a particular group.
- ☐ Record why the assessment is being completed, including any change, concern or planned review.
- ☐ Identify the roles, teams or work activities included and note any clear exclusions.

2. Responsibility and support

- ☐ Appoint a named person to lead the assessment and coordinate the next stages.
- ☐ Confirm who can approve actions, provide resources and remove barriers where changes are needed.
- ☐ Identify the managers, HR, health and safety or employee representatives who should contribute.

3. Employee involvement

- ☐ Decide how employees will contribute, such as through surveys, discussions, focus groups or representatives.
- ☐ Plan how the purpose, confidentiality arrangements and next steps will be explained to employees.
- ☐ Check that the chosen approach gives relevant teams, roles and working arrangements a fair opportunity to contribute.

4. Information and evidence

- ☐ List the information already available, including surveys, absence, turnover, complaints, overtime and previous assessments.
- ☐ Confirm how information will be accessed, handled securely and reviewed without recording unnecessary personal details.
- ☐ Note any gaps that may require further questions, employee consultation or additional workplace information.

5. Timetable and records

- ☐ Set realistic dates for gathering information, consulting employees, agreeing actions and reviewing progress. Decide how
- ☐ findings, agreed actions and progress updates will be communicated to employees.
- ☐ Create a secure place to retain the assessment, decisions, communications, action evidence and review records.

Notes

This checklist provides general information about records that may support a workplace stress risk assessment. It is not the assessment itself and does not replace official HSE guidance or advice based on your organisation's circumstances.