

Basic Stress Risk Assessment



Use this printable assessment to help identify and document potential workplace stress risks within your organisation. It is designed as a practical starting point to help employers review workplace pressures, identify concerns and consider what action may be needed.

Organisation _____

Assessment area _____

Completed by _____

Date completed _____

People consulted _____

Review date _____

How to use this assessment

Review each potential cause of stress and consider how much risk it may present within your organisation. Think about:

- how often the issue occurs;
- the impact it may have on employees; and
- whether action may be needed.

For each item, tick one score from 1 to 5. Higher scores indicate a greater level of risk and may suggest that further review or action is needed. Not every item will apply to every organisation, so leave non-applicable areas blank.

1

No risk

2

Low risk

3

Moderate risk

4

High risk

5

Very high risk

Important: This assessment follows the principles of the HSE Management Standards approach to work-related stress. It is a starting point and should be reviewed and adapted to reflect your organisation's specific working environment, risks and responsibilities.

Before you begin

Use available information such as employee feedback, consultation, absence or turnover patterns, workload information, complaints or concerns, and relevant operational changes. The aim is to identify workplace factors that may be contributing to harmful pressure and record where further action may be required.



1. Workload and demands

Tick the score that best reflects the current level of risk in your organisation. Leave items blank where they are not relevant.

Potential workplace stress risk	1	2	3	4	5
Employees being given large amounts of work to do in short amounts of time.	☐	☐	☐	☐	☐
Employees having an increased workload to pick up the slack when their colleagues are absent.	☐	☐	☐	☐	☐
Employees having to deal with rude or angry customers.	☐	☐	☐	☐	☐
Tasks being repetitive.	☐	☐	☐	☐	☐
Deadlines being overly demanding or unrealistic.	☐	☐	☐	☐	☐
Employees not getting enough breaks from their work.	☐	☐	☐	☐	☐
Employees not having a calmer period scheduled in following high-intensity periods of work.	☐	☐	☐	☐	☐
Employees being sat down, or inactive, for a large majority of the day.	☐	☐	☐	☐	☐

Notes / evidence



2. Working environment

Tick the score that best reflects the current level of risk in your organisation. Leave items blank where they are not relevant.

Potential workplace stress risk	1	2	3	4	5
The office being too noisy.	☐	☐	☐	☐	☐
There being a lack of green features, such as plants or windows overlooking greenery, in the office.	☐	☐	☐	☐	☐
The office space being overcrowded.	☐	☐	☐	☐	☐
The office space not being well ventilated.	☐	☐	☐	☐	☐
The office space not being particularly well lit.	☐	☐	☐	☐	☐
Employees finding the temperature of the office uncomfortable.	☐	☐	☐	☐	☐
Some employees working remotely, which may lead to feelings of stress, isolation and unhappiness.	☐	☐	☐	☐	☐
Employees not making full use of their annual leave.	☐	☐	☐	☐	☐

Notes / evidence



3. Role, priorities and training

Tick the score that best reflects the current level of risk in your organisation. Leave items blank where they are not relevant.

Potential workplace stress risk	1	2	3	4	5
Employees not actually doing the job tasks that they signed up for.	☐	☐	☐	☐	☐
Employees not being clear on what their job responsibilities actually are.	☐	☐	☐	☐	☐
Employees being assigned tasks that conflict with one another, whether through competing deadlines or tasks that do not align.	☐	☐	☐	☐	☐
The organisation not offering enough opportunities for employees to train and develop their skills.	☐	☐	☐	☐	☐
Employees not being given a realistic idea about how tough or stressful the job is during the recruitment process.	☐	☐	☐	☐	☐
Employees being unsure about what tasks are a priority for them to do.	☐	☐	☐	☐	☐
Employees being given work that they have not been trained to do.	☐	☐	☐	☐	☐
A new employee joining the company and not having a period dedicated to training.	☐	☐	☐	☐	☐

Notes / evidence



4. Control, support and relationships

Tick the score that best reflects the current level of risk in your organisation. Leave items blank where they are not relevant.

Potential workplace stress risk	1	2	3	4	5
Employees not feeling comfortable asking for flexible working arrangements.	☐	☐	☐	☐	☐
Flexible working requests being denied.	☐	☐	☐	☐	☐
Employees feeling micromanaged.	☐	☐	☐	☐	☐
Working schedules being rigid.	☐	☐	☐	☐	☐
Colleagues falling out with each other.	☐	☐	☐	☐	☐
Managers being seen as unapproachable.	☐	☐	☐	☐	☐
Employees feeling unsupported with stress at work.	☐	☐	☐	☐	☐
Employees not knowing where to go to get support for their health and wellbeing.	☐	☐	☐	☐	☐

Notes / evidence

5. Culture, change and boundaries



Tick the score that best reflects the current level of risk in your organisation. Leave items blank where they are not relevant.

Potential workplace stress risk	1	2	3	4	5
New employees finding it hard to become integrated into the organisation and to form strong relationships with other people at work.	☐	☐	☐	☐	☐
Employees feeling unable to switch off from work outside of office hours.	☐	☐	☐	☐	☐
Employees feeling expected to check work emails or work phones when they are away from work.	☐	☐	☐	☐	☐
The organisation not having a clear, communicated commitment to wellbeing.	☐	☐	☐	☐	☐
Employees having concerns over their job security.	☐	☐	☐	☐	☐
Employees being worried about organisational changes.	☐	☐	☐	☐	☐
The organisation not giving employees enough recognition, praise or rewards for the work that they do.	☐	☐	☐	☐	☐

Notes / evidence

Consultation and additional information



Have employees been consulted?

Employee consultation can help you understand how work is experienced and identify pressures that may not otherwise be visible.

Yes ☐ No ☐ ☐ Further consultation planned

Are there any more?

Record any other workplace stressors that are relevant to your organisation. Add a risk severity score between 1 and 5 where appropriate.

Any further comments?

What we've already done

Record what is currently in place to minimise workplace stressors or support employees.

Actions and review



Next steps

It is unlikely that every source of workplace stress can be addressed at once. Identify the highest-priority risks and record what you plan to do next.

--

Actions identified

Identifying a risk alone is not enough. A key question later becomes: **What did you do about it?** Record the actions agreed, who is responsible and when progress will be reviewed.

Key risk identified	Action required	Person responsible	Target / review date

End of assessment

This stress risk assessment should be reviewed regularly and updated where workplace conditions, employee concerns or organisational changes may affect risk levels.

☐ I confirm this assessment has been completed to the best of my knowledge and reflects the current working environment within the organisation.

Signed / completed by _____

Date _____

Next review date _____

Assessment owner _____

Keep a copy for your records. Retain this assessment alongside supporting evidence, agreed actions, consultation records and future reviews.