Self-Assessment Stressor Questionnaire

To be completed by the employee ***(before meeting with manager)***

## Purpose

The purpose of this questionnaire is to give you the opportunity to explore your perceived cause of stress (stressors) within your working environment. It will help you to clarify your thoughts and feelings, and to think about what support/help you may need to help tackle your stressors before meeting with your line manager.

You and your manager will have the opportunity to jointly complete a similar document – the Stress Risk Assessment - where agreed actions will be documented, prioritised and reviewed. Whilst this is intended to be an informal meeting, if you wish, you can be accompanied by your HR Business Partner or Unions representative, in which case, you should notify your manager in advance

This self-assessment questionnaire is designed around the management standards identified by the Health & Safety Executive (HSE), 2017 to help prevent stress, as summarised below. For further information, see <http://www.hse.gov.uk/stress/standards/>

Note that there is inevitably some overlap between these standard areas, and that they are not exhaustive. Further, they do not address personal or work-life balance issues which can impact on your stress levels, so this questionnaire includes an extra section to record these.

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| HSE standard to aim for |
| Demands Employees indicate that they are able to cope with the demands of their jobs and systems are in place to respond to individual concerns. This broad area includes issues such as ***workload***, ***work patterns,*** and the ***work environment*** |
| ControlEmployees indicate they are able to ***have a say about the way they do their work,*** receive ***appropriate training*** to perform their role, and that systems are in place to respond to individual concerns. This area also encompasses ***IT systems, technology*** and ***email.*** |
| SupportEmployees indicate that they receive adequate ***information*** and ***support*** from ***colleagues, line managers and UCL*** and that systems are in place to respond to individual concerns. This area also includes appropriate ***resources*** to perform your job role effectively, and ***support/opportunities for career progression.***  |
| RelationshipsEmployees indicate that ***positive working environments*** are promoted, they are not subjected to unacceptable behaviours, (e.g. bullying at work, conflict) and that systems are in place to respond to individual concerns. |
| RoleEmployees indicate that they understand their ***role and responsibilities***, both within their department/function, as well as within UCL, and systems are in place to respond to individual concerns.  |
| ChangeEmployees indicate that UCL engages with them frequently when undergoing organisational change (both large and small changes) and that systems are in place to locally to respond to individual concerns. This area includes issues such as ***communication, consultation,*** and perception of ***job security.*** |

## Self-assessment stressor questionnaire

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| Area of perceived stress | **If you feel this is an area of stress for you then please provide details. If this area is not a problem then indicate “not applicable”** | **Use this column to note down possible actions you have identified**  |
| **Demands*****(workload/environment)***Do you feel… |  |  |
| Able to achieve the deadlines within your role? |  |  |
| Pressured to work long hours in order to complete your work? |  |  |
| Your work is boring, monotonous or unchallenging?  |  |  |
| That your working hours are unacceptable? (i.e. start and/or finish times) |  |  |
| You are subject to unexpected, unplanned and/or unrealistic work demands & deadlines?  |  |  |
| You have enough space & privacy in your work environment?  |  |  |
| Subjected to unacceptable noise/temperatures/lighting etc.? |  |  |
| Concerned about the safety/personal security of your environment and/or work equipment?  |  |  |
| Concerned about anything else in this area? Please give details. |  |  |
| **Control*****Do you feel….*** | Tick those that apply & provide details | Note possible actions to address issues of concern |
| That you have a say in how you plan and do your work? |  |  |
| You can set your own pace of work? |  |  |
| Able to decide when to take a break? |  |  |
| Encouraged to use your initiative and develop new skills? |  |  |
| Appropriately trained to perform your role effectively?  |  |  |
| Appropriately involved in decisions to perform essential tasks/aspects of your role? If not, why? |  |  |
| Able to apply your skills, training and previous experience in your role?  |  |  |
| In control of systems/technology needed to perform your role?  |  |  |
| In control and on top of your daily volume of emails?  |  |  |
| Concerned about anything else in this area? Please give details. |  |  |
| **Support** | Tick those that apply & provide details | Note possible actions to address issues of concern |
| Do you have regular one to one meetings with your manager? |  |  |
| Do you receive regular, constructive feedback on your work? |  |  |
| Have you received regular, fair and informative appraisals?  |  |  |
| Can you ask colleagues for support? |  |  |
| Do you feel sufficiently appreciated for your efforts? |  |  |
| Can you ask your manager for support? I.e. does he/she show a supportive leadership style? |  |  |
| Do you know how and where to access appropriate support/tools/systems/training to be able to perform your role effectively? |  |  |
| Do you feel that staffing levels and/or the structure in your function/department hinder you in performing your role effectively?  |  |  |
| Do you feel there are opportunities for career progression? If so, do you feel supported to progress?  |  |  |
| Are you concerned about anything else in this area? Please give details. |  |  |
| **Relationships:*****Do you feel….*** | Tick those that apply & provide details | Note possible actions to address issues of concern |
| Personally harassed, in the form of unkind words or behaviour? |  |  |
| That relationships in work are strained? |  |  |
| That you work in a positive atmosphere, culture or environment?  |  |  |
| That you are treated unfairly for any reason? |  |  |
| Subject to bullying? |  |  |
| That you know how to access UCL policies around bullying and harassment? |  |  |
| That you know the appropriate support in this area that is available at UCL and how to access this? |  |  |
| Frustrated, upset by and/or concerned by the behaviour, conduct or performance of any colleagues in your team?  |  |  |
| Frustrated, upset by and/or concerned by the behaviour, conduct or performance of stakeholders or internal/external customers  |  |  |
| Isolated at work for any reason? |  |  |
| Concerned about anything else in this area? Please give details. |  |  |
| **Role*****Do you feel that….*** | Tick those that apply & provide details | Note possible actions to address issues of concern |
| You are clear about what is expected of you at work? |  |  |
| You are clear about what your duties and responsibilities are? |  |  |
| You understand the goals and objectives for your department? |  |  |
| You know how your role fits into the overall aims of UCL? |  |  |
| Others understand your role and responsibilities?  |  |  |
| Your role ‘stands alone’, i.e. does not overlap with others? |  |  |
| You received a suitable induction programme where your role and responsibilities were appropriately explained? |  |  |
| Concerned about anything else in this area? Please give details. |  |  |
| **Change*****Do you ....*** | Tick those that apply & provide details | Note possible actions to address issues of concern |
| Feel consulted about changes at work? |  |  |
| Feel able to question managers/leaders about changes at work? |  |  |
| Feel that you are made clear about how change will impact you in practice? |  |  |
| Feel you are communicated with appropriately and sufficiently about changes at work? |  |  |
| Have any concerns about the security of your role? |  |  |
| Have any other concerns about the potential impact of change on your role/department? (E.g. relocation, redeployment etc.) Please specify. |  |  |
| **Work/Life balance & Personal issues** This section is for you to note any outside work or personal issues which may be impacting on your work, or vice versa. Note that it is up to you whether you feel comfortable sharing these with your manager |
| **Issue** | **Tick and specify if applies** | **Comfortable to discuss with your line manager?** |
| Commuting/travel |  |  |
| Childcare |  |  |
| Flexibility of hours & impact on family time |  |  |
| Other caring responsibilities |  |  |
| Physical health |  |  |
| Financial issues |  |  |
| Home/living accommodation |  |  |
| Relationship issues |  |  |
| Other life events (e.g. bereavement, relationship breakdown, moving house, family illness etc.)  |  |  |

 **NEXT STEPS: Now you have completed this Self-Assessment Stressor Questionnaire you need to meet with your manager to go through the Stress Risk Assessment together**