# **UCL HUMAN RESOURCES DIVISION**

UCL

# WORKPLACE HEALTH

Stress Self-Assessment

This stress self-assessment is designed for employees to work through independently in preparation for the stress risk assessment meeting with their manager.

Please read ‘stress management guidelines for staff’ before completing this.

Tick each box that you feel relates to your current situation

# **Demands**

**Workload/job design**

[ ]  I have difficulty getting through my workload in the time available.

[ ]  I have difficulty in meeting deadlines.

[ ]  I have competing deadlines which makes it difficult to prioritise.

[ ]  I work long hours to get through my work.

[ ]  I report to/undertake work for more than one person.

**Communication**

[ ]  There is constant communication when I am ‘off-duty’ by e-mail, text and phone.

[ ]  I feel I need to monitor my emails outside of working hours.

[ ]  I prefer to keep in contact with work on days off and when I am on holiday.

**Skills, training, and development**

[ ]  I do not feel I have the necessary skills for the work I am expected to do.

**Rest**

[ ]  I work long hours – starting early and finishing late.

[ ]  I feel that there is no time to take breaks and holiday.

[ ]  I am not taking or recording my annual leave allowance

[ ]  I worry about not being able to cope with my back log when I return from holiday.

[ ]  I feel it is important to be seen to work long hours.

**Workplace hazards and environment**

[ ]  I have an unpleasant work environment.

[ ]  I do not have enough space & privacy in my work environment.

[ ]  I am subjected to unacceptable noise/temperatures/lighting.

[ ]  I am concerned about my unsafe work environment.

[ ]  I am concerned about unsafe behaviours in my work area.

**Insufficient challenge**

[ ]  I do not have enough work to do.

[ ]  I do not consider my work challenging.

[ ]  I find my work monotonous.

Record your thoughts on the above stressors, giving specific examples of how your experiences, thinking about how often these issues may affect you and how important they are to you. You can also use this space to record any ideas/actions for change.

# **Change**

[ ]  I am not consulted about changes at work

[ ]  I do not feel able to question managers/leaders about changes at work

[ ]  I do not feel changes and the impact of these are communicated sufficiently

[ ]  I do not feel the impact of changes in my role are communicated sufficiently

[ ]  I am worried about the security of my role

Record your thoughts on the above stressors, giving specific examples of how your experiences, thinking about how often these issues may affect you and how important they are to you. You can also use this space to record any ideas/actions for change.

# **Support**

[ ]  I do not have regular one to one meetings with my manager

[ ]  I do not receive regular, constructive feedback on my work

[ ]  I do not feel I can ask colleagues for support

[ ]  I do not feel appreciated for my efforts

[ ]  I cannot ask my manager for support

[ ]  I do not know how to access appropriate tools/systems/training applicable to my role

[ ]  I feel that staffing levels prevent me performing my role effectively

[ ]  I feel the structure in my department prevents me performing effectively

[ ]  I do not feel there are opportunities for career progression

Record your thoughts on the above stressors, giving specific examples of how your experiences, thinking about how often these issues may affect you and how important they are to you. You can also use this space to record any ideas/actions for change.

**Role**

[ ]  I am unclear about what is expected of me at work

[ ]  I am unclear about what my duties and responsibilities are

[ ]  I feel I have conflicting roles

[ ]  I do not know how my role fits into the overall aims of UCL

[ ]  Others do not understand my role and responsibilities

Record your thoughts on the above stressors, giving specific examples of how your experiences, thinking about how often these issues may affect you and how important they are to you. You can also use this space to record any ideas/actions for change.

**Control**

[ ]  I do not have a say in how I plan and do my work

[ ]  I do not set my own pace of work

[ ]  I do not decide when to take a break

[ ]  I am not encouraged to use my initiative and develop my skills

[ ]  I am not appropriately trained to perform my role effectively

[ ]  I am not involved in decision making that impacts my ability to perform my role

[ ]  I cannot apply my skills, training, and experience in my role

[ ]  I cannot keep on top of daily volume of emails

Record your thoughts on the above stressors, giving specific examples of how your experiences, thinking about how often these issues may affect you and how important they are to you. You can also use this space to record any ideas/actions for change.

**Relationships**

[ ]  I feel I am being personally harassed

[ ]  I feel I am being bullied

[ ]  I feel I am being treated unfairly

[ ]  I feel there is a negative atmosphere or culture within my department

[ ]  My relationships with colleagues are strained

[ ]  I feel isolated at work

Record your thoughts on the above stressors, giving specific examples of how your experiences, thinking about how often these issues may affect you and how important they are to you. You can also use this space to record any ideas/actions for change.