Stress Risk Assessment Example Template

Risk Factor	Hazard Identified	Who Might Be Harmed	Existing Controls	Risk Rating	Further Action Required	Review Date
Demands	Excessive workload	Admin Staff	Weekly reviews	High	Adjust staffing levels	01/09/2025
Control	No autonomy over tasks	Call Centre Agents	Flexible schedules	Medium	More task variety	01/09/2025
Support	Lack of supervisor feedback	Remote Workers	Monthly one-to-ones	Medium	Train managers	01/09/2025
Relationships	Bullying at work	All Staff	Anti-bullying policy	High	Formal mediation process	01/09/2025
Role	Unclear job roles	New Hires	Job descriptions	Medium	Onboarding review	01/09/2025
Change	Sudden policy changes	Frontline Workers	Email notices	High	Better change management	01/09/2025
Demands	Unrealistic deadlines	Project Teams	Agile planning	High	Review KPIs	01/09/2025
Control	Micromanagement	Marketing Staff	Autonomy encouraged	Medium	Manager coaching	01/09/2025
Support	No mentoring	Interns	Peer buddy system	Low	Formal mentoring	01/09/2025
Relationships	Manager-staff conflicts	Sales Team	Open door policy	High	Conflict resolution training	01/09/2025
Role	Multiple reporting lines	Senior Analysts	Org chart	Medium	Clarify reporting	01/09/2025
Change	IT systems overhaul	Operations Team	Training planned	High	Change workshops	01/09/2025
Demands	High email traffic	All Office Staff	Email etiquette training	Medium	Introduce 'quiet hours'	01/09/2025
Control	Rigid schedules	Customer Service	Rotas planned in advance	Medium	Allow shift swaps	01/09/2025
Support	Lack of mental health support	All Employees	External helpline	High	In-house counselling	01/09/2025
Relationships	Cliques in teams	Junior Staff	Team building	Medium	Inclusive activities	01/09/2025
Role	Overlap in duties	HR and Admin	Role audit	Medium	Realign responsibilities	01/09/2025
Change	Frequent restructures	All Departments	Monthly updates	High	Stabilise org structure	01/09/2025
Demands	Overtime pressure	Warehouse Workers	Shift limits	High	Hire additional staff	01/09/2025
Control	Limited input on decisions	Middle Managers	Consultation meetings	Medium	Involve in planning	01/09/2025
Support	Isolation in remote work	Remote Workers	Daily huddles	Medium	Virtual social events	01/09/2025
Relationships	Poor communication	Cross-functional Teams	Weekly meetings	Medium	Improve project comms	01/09/2025