

Stress Risk Assessment Questionnaire (Employee)

Strictly Confidential

This questionnaire provides you with an opportunity to describe your feelings and thoughts about your work and how you cope with the demands it places on you.

There are a series of questions in each of six categories relating to stress: the demands of your job, the control you have over your work, the support you receive, the working relationships you have, your role and responsibilities, and any change processes that affect you. In each case, you will be asked to indicate whether you agree or disagree with a particular statement and/or will be asked to describe the situation from your point of view.

There are no 'right' or 'wrong' answers and no 'good' or 'bad' choices. Answer openly and honestly by indicating how you actually feel and not how you believe you should feel. Make sure that you consider and respond to each question. If the space in a 'Comments' section is not sufficient, please continue on a separate sheet of paper, taking note of the question number.

Name:	Job title:
School:	Headteacher:
Date:	Brief description of duties:

Demands

	Yes/No	Comments
1. Do you feel you have just the right amount of work to do (i.e. not too much or too little) within your working hours?		
2. Do you feel that you are able to fulfil the tasks and responsibilities of your job?		
3. Have you had sufficient training to do your job?		
4. Are there any problems with your work environment (e.g. excessive noise, temperature extremes, etc.)?		

Control

	Yes/No	Comments
5. Do you feel you have control over your pace of work?		
6. Are you included to an adequate extent in decision-making which impacts on your working practices and priorities?		
7. Do you feel you are using your skills to full effect?		
8. Are you encouraged to use your own initiative?		

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9.	Does your manager encourage you to take on new, challenging work?		
10.	Does your manager allow you to work as flexibly as possible, especially in times of workload pressure (e.g. in terms of working time, taking breaks, working from home where appropriate, etc.)?		

Support

	Yes/No	Comments
11.	Do you feel you get enough support from your manager?	
12.	Do you feel you get enough support from your colleagues?	
13.	Are your training and development needs assessed at least once a year?	
14.	Do you feel your manager is accessible and approachable, especially if you have any work-related problems?	
15.	Do you receive regular feedback with regards to your work objectives?	

Relationships

	Yes/No	Comments
16.	Are you affected by any conflict e.g. with your colleagues or manager at work?	
17.	Are you subjected to any bullying, harassment or similar scenarios at work?	
18.	Do you feel you can talk to your colleagues about any work-related problems?	

Role

	Yes/No	Comments
19.	Do you feel that there are any conflicting responsibilities in your job?	
20.	Do you understand how your work fits into the overall aim of the organisation?	
21.	Are you clear what your responsibilities at work are?	
22.	Do you feel you can approach your manager if you have any concerns about your responsibilities at work?	

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Change

	Yes/No	Comments
23. When a change happens at work, do you receive enough information about why and when the change is happening in time?		
24. When changes are made at work, is it being made clear to you how they will impact your job?		
25. Do you feel you are given the opportunity to voice your opinion at times of change?		
26. Do you feel you are being supported enough at work during times of change?		

Other

	Yes/No	Comments
27. Is there anything else not covered by this questionnaire which you feel is contributing to your work-related stress?		