Stress Risk Assessment Process Flow

Employee completes
<u>HSE Checklist</u> for Employees

Employee sends to **Line Manager,** or ⇢ Refer to the
<u>Stress Policy</u>

Line manager reviews against the <u>Stress Risk Assessment template for Managers</u>, removing any corresponding lines from the RA that have been left blank on the checklist

Line Manager & Employee meet

Discuss and agree possible Reasonable Adjustments for <u>Mental Health</u>

<u>UoG Resources for stress</u>

Line manager updates 'Control Measures' column in the Risk Assessment, to reflect what was agreed in the meeting

All involved parties sign the Risk Assessment

Employee completes the *'person completing'* signature line

Manager signs the *'person approving'* signature line

Third parties sign the *'other persons'* signature line

Local H&S manager and ERC Manager are informed that a Risk Assessment has been completed