

IMPERIAL

Imperial Stress Toolkit- at a glance information for staff and managers

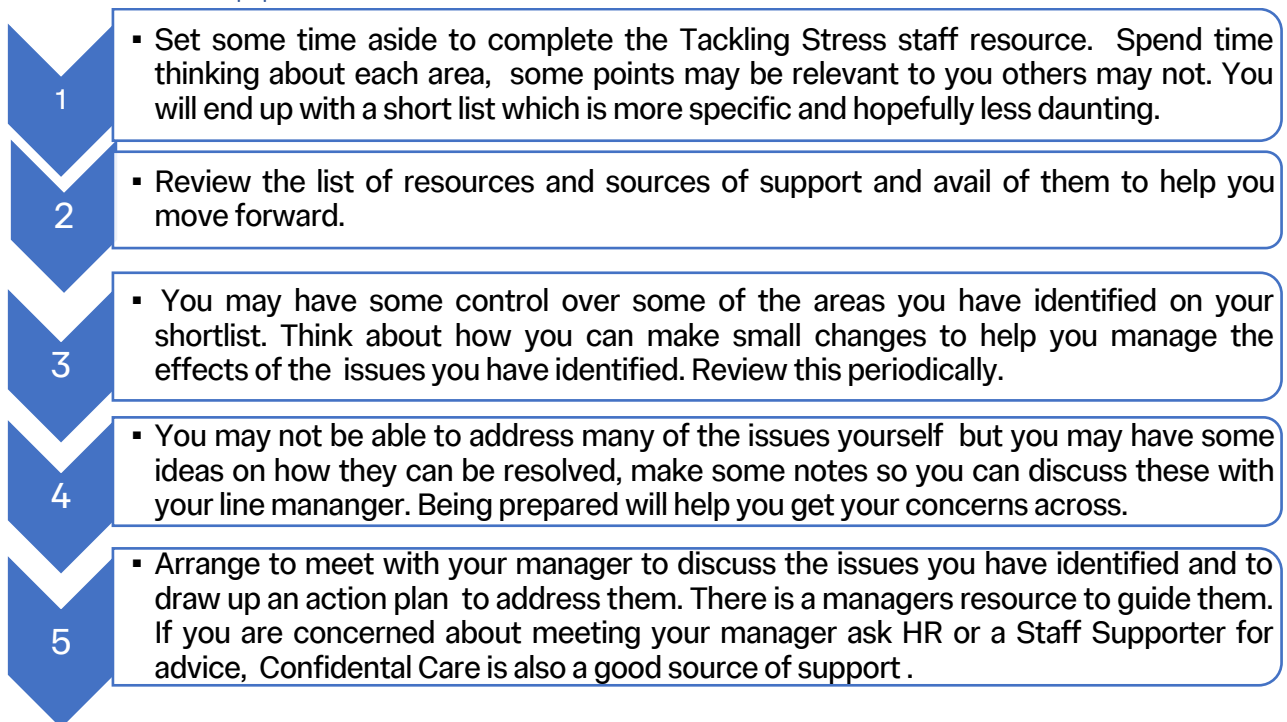
I am a member of staff

- I am finding my work stressful.
- I am unable to cope with the demands of my role.

Identify your workplace stressors

If you are concerned about workplace stress and would like to understand more about managing the sources of stress you can use this tool as a resource to help inform yourself. This tool is based on the Health and Safety Executive (HSE) Management Standards for stress and is thematically designed to standardise the way we look at workplace stressors and the way we address them.

This is a five-step process



I am a line manager

- I have identified an individual who is demonstrating signs of workplace stress, - or
- Occupational Health or HR has asked to complete a Workplace stress Risk Assessment for a member of my team, -or
- A team member has requested a meeting to discuss workplace stress, -or
- I have recently completed management training and want to proactively manage stress in my team

Tackling Workplace Stress

Imperial College has developed an Institutional Stress Risk Assessment, which outlines the hierarchy of responsibilities for the managing stress at work. As part of this framework there is an expectation that line managers are proactive in addressing workplace stress in line with the HSE Management Standards for Stress.

This is a collaborative exercise, the experience and point of view of the member of staff is central to the process, engage active listening techniques. They may come to the meeting with a short list of concerns, or this might be the first time they will be thinking about the issues. Resolution will require ongoing and active management. It may require a subsequent meeting or can be addressed in subsequent one to one meeting.

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