

Risk Assessment on Work Related Stress

Reference Number RA19

Under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work (MHSW) Regulations 1999, Devon and Severn Inshore Fisheries and Conservation Authority (D&S IFCA) must ensure the health, safety, and welfare of its employees at work, and this includes preventing work-related stress. **The MHSW Regulations require employers to carry out risk assessments of their workplace** to identify if existing control measures need updating and if they need to implement any new ones. This includes considering where work-related stress may occur

| Assessor | Position | Date Assessed | Review By: | Review date: |
|-------------|--|----------------------------|------------|--------------|
| Sarah Clark | Deputy Chief Officer & H&S Duty Holder | 20 th July 2022 | | |

Devon and Severn Inshore fisheries and Conservation Stress Risk Assessment

| What are the hazards? | Who might be harmed and how? | Control Measures Currently in place | Additional Control Measures Required | Action by who? | Action by when? | Completed |
|-----------------------|--|--|--|--|---|-----------|
| Demands | <ul style="list-style-type: none"> All employees may have excessive workloads, particularly around tight deadlines and busy times of year, e.g., quarterly and annual reporting periods. Officers called away from workload to help with more pressing deadlines Officers dealing with difficult stakeholders Officers have high work demands due to the size of the IFCA district and the lack of staff resources to undertake the work small teams | <ul style="list-style-type: none"> Understanding what work-related stress is and what can cause it Responding to any issues raised by Officers relating to work-related stress Talking to employees individually and collectively as a team Agreeing timings of projects and outputs during the PDP process. Planning work within agreed hours work to minimise excessive demands Undertaking 6-month review of PDP to identify any work demand issues and plan mitigation, where possible Regular team meetings to discuss work progress and identify any work demand issues and plan mitigation where possible Monitoring and review workloads | <ul style="list-style-type: none"> Ensure opportunities for one-to-one meetings/chats between Officers and Senior Managers to listen to any work demand issues Discuss with team the work demands and deadlines to ensure that work programme is well distributed amongst all Officers, where required. Encourage Officers to talk to line managers about leave/TOIL and potential difficulties with workloads Ensure that where additional work is necessary to meet unforeseen or pressing deadlines that Officers understand the rationale behind this work and feedback is given once work completed Review whether there is an area of work or role that has high amounts of absence which could indicate stress related issues. | <ul style="list-style-type: none"> Line Managers Senior Managers All Officers | <p>Weekly meetings</p> <p>6-monthly PDP review</p> <p>Annual PDP Review</p> | |

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| | | <ul style="list-style-type: none"> Work duties are designed within the capabilities of Officers and match the skills and abilities of the Officers | <ul style="list-style-type: none"> Look for signs of stress in employees Respond to a pattern of increases absence due to work related stress and involve HROne for advice | | | |
| Control | <ul style="list-style-type: none"> All Officers at busy times Officers feel under pressure or stressed when they feel they do not have control over their work If the workstream or task is beyond the capability of the Officer, there is information overload or repetitive or boring task. Working from home can cause increased levels of stress due to restricted space, home life pressures, noises, interruptions. | <ul style="list-style-type: none"> Talking to Officers and ensuring they understand the work to be down Officers can input into the workstream to be undertaken and raise individual concerns Giving Officers own areas of responsibility Role rotating, where appropriate Officer given opportunities to develop in role through attending meetings, presenting and leading workstreams Officers are encouraged to use their initiative and skills to do their work Through the PDP process Officers can highlight areas for development to help them undertake new and challenging pieces of work | <ul style="list-style-type: none"> Where changes in work patterns are expected, Officer will be consulted and input into on how they can manage the work Consider having an anonymous 'vox box' for comments by Officers on work streams Undertake a survey asking what Officers think can be done to manage stress and works back on these issues and ideas to Officers Update Stress risk assessment with feedback from Officers Officers are able to request further equipment and resources available to them to help facilitate successful home working. | <ul style="list-style-type: none"> Line Managers Senior Managers All Officers | VOX -box – August 2022 Stress Survey – September 2022 Update stress RA within six months | |

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| | | <ul style="list-style-type: none"> Open door policy for Officers to talk to line managers and Senior managers regarding their work Officers are able to take regularly breaks and the TOIL system allows for additional breaks to be taken Through planning of workstreams and tasks in the Annual Plan, Officers have control over the pace of their work, where possible Working from home risk assessment RA22 in place. Officers are provided with equipment to make working from home more feasible by creating a suitable area for work. | | | | |
| Support | All Officers, particularly at busy times, where tight deadlines exist, and new challenges faced | <ul style="list-style-type: none"> Spotting early signs of stress and talking to staff about options for support Employees can talk to their Line Manager or Senior Manager if they are feeling stressed at work Officers have been provided with a ‘Managing Stress’ | <ul style="list-style-type: none"> Ensure Officers would be supported during and after a period off with work-related stress Arrange a return to work programme should an Officer be off work due to stress related issues (Managing Absence Policy) | <ul style="list-style-type: none"> Line Managers Senior Managers Duty Holder (DCO) to provide | <ul style="list-style-type: none"> Regularly, and when issues are identified Stress and anxiety resources | |

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| | | <p>document by provided by an IFCA Officer who is also a counsellor</p> <ul style="list-style-type: none"> • Having a commitment to Officers' wellbeing and a culture of openness • Officers are able and encouraged to support their colleagues • Induction is provided to new Officers on their job role and appropriate training given • Managing poor performance and attendance to prevent burden on all Officers | <ul style="list-style-type: none"> • Remind employees they can speak confidentially if they are feeling stressed at work • Ensure Officers get regular and constructive feedback on work not only through PDP process • Providing Officers with additional resources for stress related concerns (Stress and Anxiety Resources) | support resources | by 1 st August 2022 | |
| Relationships | <ul style="list-style-type: none"> • All Officers particularly where roles and responsibilities change • Where there are changes in the team • Stress resulting from other hazards could lead to behavioural changes in the individual officer which could affect the other members | <ul style="list-style-type: none"> • Promoting a positive working culture to avoid conflict and ensure fairness • Policy in place and shared with Officers to ensure acceptable behaviour at work • Enabling Officers to discuss any concerns on internal relationships through an open-door policy with line Managers and Senior Managers • Chef Officer manages unacceptable behaviour | <ul style="list-style-type: none"> • Officers are able and encouraged to report unacceptable behaviour • Officers are encouraged to share information about their work and present to the team in Staff meetings | <ul style="list-style-type: none"> • Line Managers • Senior Managers • All Officers | <ul style="list-style-type: none"> • When issues are identified • In person staff meetings | |

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| | <p>of the team and relationship in it</p> <ul style="list-style-type: none"> Any unacceptable behaviour such as bullying, discrimination | <p>through policies in place and advice from HROne</p> <ul style="list-style-type: none"> Encouraging positive and constructive relationships with external organisations and stakeholders | | | | |
| Role | <p>All Officers where:</p> <ul style="list-style-type: none"> There is ambiguity in what is expected of them Where there are opposing demands on an individual by different Officers | <ul style="list-style-type: none"> Defining the roles of each Officers Officers understand what their duties and responsibilities are Through the PDP process Officers have clearly defined workstream and understand their role in them Through regular team meetings and planning each Officer will understand their role in the upcoming workstreams. Ensuring that each individual Officers roles and responsibilities are understood by all Officers | <ul style="list-style-type: none"> Ensure that adequate time, information and training is given should an Officer need to deputise for another Officer or Senior Officer at meetings or other events. | <ul style="list-style-type: none"> Line Managers Senior Managers All Officers | When issues are identified | |
| Change | <p>All Officers when there may be</p> <ul style="list-style-type: none"> changes to their contract, | <ul style="list-style-type: none"> Consulting regularly with Officer on potential changes so that they understand what is happening and how they can input into them | <ul style="list-style-type: none"> Acting on Officers' feedback so any new pressures linked to changes are discussed | <ul style="list-style-type: none"> Senior Managers | When issues are identified | |

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| | <ul style="list-style-type: none"> changes to working hours, evaluation of job roles, changes to the number of Officers in the team through resignations Concerns about funding and resources for the IFCA | <ul style="list-style-type: none"> Making sure changes are communicated openly so everyone understands the effects they will have Monitoring effects of changes on stress levels so staff have the chance to provide feedback Supporting each other when a team member leaves and revaluating and redistributing the workloads. | | | | |

End