Control Measures

Having identified potential stress-linked hazards, the next step is to consider what measures can and should be taken to reduce the risk to employees. The table below give some examples of common practices and support mechanisms that may already be in place, or could be considered.

Factor	Potential Control Measures (examples, not an exhaustive list)
Demands	- Performance Review with clear, prioritised objectives - Interim reviews to discuss workload manageability - Personal development plans that consider skills gaps associated with new role/ activities - Monitoring of excessive hours, in line with the Working Time Regulations - Flexible resourcing for seasonally busy activities
Control	- Pro work-life balance policies - Employee involvement in workload model designs - Team member involvement in allocation of tasks within team projects - Employee empowerment in decisions over how they work
Role	- Regularly reviewed job descriptions and person specifications with clear role definitions - Recruitment processes that cover all aspects of the post - Regular progress meetings for employees
Relationships	- Respect at Work policies - Equality and Diversity policy and training - Code of appropriate conduct; - Encouragement of team building and social events
Support from Managers	- Suitably supported, trained and developed, approachable managers (At least) annual performance reviews with more frequent performance feedback and discussions - Praise for work well done - Managerial familiarity with key policies and support services - Managerial support of phased returns to work and other reasonable adjustments
Support from Colleagues	- Encouragement of collaborative/ collegiate approaches within teams - Zero tolerance for disrespectful behaviour at all levels - Fair distribution of workload across teams in light of new priorities, staff absence or unplanned events
Change	- Sufficiently advanced communication of change proposals - Employee consultation on change proposals - Enough time to engage fully with consultation - Adequate support for employees undergoing change - Managers trained in managing change
External Factors	- Good awareness amongst employees and managers of full range of support services available - Consistent application of individual stress hazard identification and risk assessment when individuals raise concerns of coping with work alongside stressful personal circumstances.

Once suitable controls are identified, they must be incorporated into a prioritised University Stress Management Action Plan, which must be reviewed regularly.