

LLANFAIR CAEREINION TOWN COUNCIL STRESS MANAGEMENT RISK ASSESSMENT

Introduction:

Employers have a legal duty to protect workers from stress at work by doing a risk assessment and acting on it. You should assess the risk of stress, and its impact on mental and physical ill-health, in the same way as you assess other work-related health and safety risks.

If you have fewer than five workers, you don't have to write anything down. But it is useful to do this, so you can review it later, for example if something changes. If you have five or more workers, you are required by law to write the risk assessment down.

Any paperwork you produce should help you communicate and manage the risks in your business. For most people this does not need to be a big exercise – just note the main points about the significant risks and what you decided.

Setting the scene

This risk assessment is for Llanfair Caereinion Town Council a community council in Wales.

Work can peak at particular times of the month with legal timescales to be met with regard to issue of documents.

There are times when the Town Clerk has to introduce things which are not popular but are a legal requirement.

How the risk assessment was done

The council has followed the guidance at www.hse.gov.uk/risk.

- To identify the hazards, the Town Clerk:
 - looked at HSE's stress web pages at www.hse.gov.uk/stress, to learn about stress risk factors.
 - talked to members others to listen to their concerns and opinions about stress in the workplace.
- He then wrote down who could be harmed by the hazards and how.
- For each hazard, the Town Clerk wrote down what controls, if any, were in place to manage these hazards.
- The council has decided to review and update the risk assessment every year or straightaway if any major changes in the workplace happened.

Definition

Staff shall mean both paid employees and volunteers (including councillors)

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Risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Status
Demands	Staff meeting deadlines for document issue and audits to be met every month.	Working together dates have been met without undue stress. Discuss together any issues in a friendly way. Small council group to be available to the staff in case of issues.	Monitor to ensure all is under control.	Staff and staffing group.	In place.
Control	Staff at busy times.	Prioritise workload to reduce stress. Relaxed approach if things take a little longer.	Monitor to ensure it is managed.	Town Clerk	In place.
Support	All staff.	There is a small group of councillors to help with any paid staff issues. The Clerk is available to all councillors if they have any issues. There is a staff handbook	Support is already in place.	None required.	In place.
Relationships	All staff.	The council has a positive approach to all it does.	This is promoted by all.	None required.	In place.
Role	All staff.	Employees have contracts of employment with job descriptions. Councillors have information and an induction on becoming elected.	Reviewed annually by appraisal group.	Annual monitoring.	In place.
Change	All staff.	Managing change is done by the council and Clerk together.	A lot of changes are on the way and will need management.	All working together.	Ongoing.

R A Robinson – December 2024