

# Team stress risk assessment action plan template (Example)

<b>Team:</b>	<b>Location:</b>
<b>Manager:</b>	<b>Date: 01/03/2019</b>

<b>How were the actions in this plan identified?</b>
A team risk assessment was issued to everyone in the team on 8 February 2019. 12 out of 16 assessments were returned. At the February team meeting the team and line manager discussed the scores and identified solutions.

**\*Actions on this plan should be ranked in order of priority, as agreed by the team and the line manager**

Standard	Specific Cause of Concern	Existing workplace precautions already in place?	Further action to be taken *	Who will ensure this action is done?	Review date
Demands PRIORITY 1a	Internal colleagues lack understanding of, or disregard what we can/cannot do, and how long it takes to turn around a request	Timescales shown on request forms that customers fill out (not all requests come on the form)	Manager to meet with colleagues and to explain what we can provide, and in what timescales; review service request form and routes for requesting service	Line Manager	<b>01/06/2019</b>
Control PRIORITY 2	Processes have not been reviewed for three years; shared drive is untidy with duplication, this is time consuming & makes it difficult to find information	Initial processes created and stored.  Sub folders in shared drive created	Allocate processes amongst team who will review and make recommendations for improvement.  Clear out shared drive.	All  All	<b>31/07/2019</b>  <b>31/07/2019</b>
Support PRIORITY 1b	Internal partner not completing a step in a process we take over and complete; our team criticised for delays	Initial process created and stored	Manager to confirm the process with internal partner and draw up a process map with timescales that both teams agree upon	Line Manager	<b>01/06/2019</b>

Standard	Specific Cause of Concern	Existing workplace precautions already in place?	Further action to be taken *	Who will ensure this action is done?	Review date
Relationships KEEP UNDER REVIEW	Not raised as a concern	Face to Face Email Telephone	Keep under review	Line Manager	<b>30/08/2019</b>
Role KEEP UNDER REVIEW	Not raised as a concern	Team meetings 1:1's Annual Conversations	Keep under review	Line Manager	<b>30/08/2019</b>
Change PRIORITY 3	Team feel there is not enough notice given of changes and information provided lacks detail	Managers briefings shared with team at team meetings	Invite Senior Manager to June team meeting to provide more information	Line Manager	<b>01/06/2019</b>

**How will the team receive feedback on progress?**

**This action plan will be a standing agenda item for monthly team meetings.**

Manager's signature:	Date Completed:	Date for review:
Line Manager	01/03/2019	01/03/2020