| Individual stress action plan template  |
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| Employee |

\* Before you start, make sure you’ve read The Stress Management Policy, Stress Management userguide and guidance on completing the individual risk assessment. These are available from the Stress pages under HR Information on the Orb.

| Part A- Employee completes |
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| **Name:****Employee number:** | **This is (delete as appropriate) the first action plan meeting / a review meeting** |
| Section and Service Area: | Date part A completed |

| Current situation – what is it about your job or situation that’s making you feel stressed? | Examples – give some specific examples that explain why you feel like this |
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| The future |
| What are the biggest issues you want to deal with? | What would you like to happen to sort these issues out? |
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| Are there any non-work issues that are causing/contributing to the issues? How might we be able to help you address these? |
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| Part B - Manager completes in consultation with employee |
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| **Name:****Employee number:** | **This is (delete as appropriate) the first action plan meeting / a review meeting** |
| Section and Service Area: | Date part B completed |

| Summary of actions proposed by the employee | Agreed actions | List any resources/ support/ advice needed, e.g., H&S, Occupational Health, training courses | Reasons for not taking any of the actions | Agreed review date for each action | Details of subsequent progress |
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| Employee’s signature: | Date |
| Manager’s signature: | Date |
| Copy to personal profile | Date |