**APPENDIX 2**

**Head Teachers’ / Managers’ Check List**

Head teachers and managers may find the following checklist useful in **preventing the root causes** of work-related stress and as a basis for written records:-

|  |  |
| --- | --- |
| Am I familiar with the content of the Stress Policy and the policies also referred to? | YES/NO |
| Am I complying with the policy? | YES/NO |
| Do I know where to get further assistance? | YES/NO |
| Do I need further training in any aspects mentioned in the policy? | YES/NO |
| Have I carried out a risk assessment for work-related stress in my area of responsibility? | YES/NO |
| Have I consulted with employees and TU safety representatives? | YES/NO |
| Have I carried out a risk assessment for other workplace/activity risks? | YES/NO |
| Do I regularly review my risk assessments? | YES/NO |

Managers may find this checklist useful in **dealing with stress cases** and as a basis for written records:-

Do I know anything about this employee's ability to cope that causes me concern?

Have I noticed (or had reported to me) anything about this employee's behaviour that causes me to think they are not coping?

Have I talked to the employee about their ability to cope? Am I being supportive to the employee?

Have I taken into account the issues they have raised with me?

Have I reviewed the work-related stress risk assessment in view of this case?

Have I been able to prevent the risk of stress for this employee?

Have I agreed with the employee what control measures I will put in place to assist them?

Have I put the control measures in place and set up a system to review their effectiveness?

Am I monitoring the employee and their ability to cope on a regular basis? Have I kept detailed notes of the above?

Do I need further assistance from other sections e.g. Human Resources?