**Stress Action Plan**

The HSE has developed a stress-talking toolkit which should be considered to help start sensitive conversations around six management standards on workplace stress. Click on [General](https://www.hse.gov.uk/stress/assets/docs/stress-talking-toolkit.pdf) or for school-based staff [Education](https://www.hse.gov.uk/gohomehealthy/assets/docs/EducationTalkingToolkit.pdf) for the talking template and guidance. Practical management guidance including protocols can be found on mytoolkit (link to be completed)

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| **Personal Details** | | | | | |
| **Employee No** |  | **Employee Name** |  | **Line Manager** |  |
| **Work Location** |  | **Service** |  | **Function Area** |  |
| **Absence Details (if applicable)** | | | | | |
| **Absence start date** | Click here to enter a date. | **Absence end date** | Click here to enter a date. | **RTW details** |  |

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| **Stress Categories** | | | | | |
| **Personal/Home** | **complete personal category only** | **Work** | **complete work category only** | **Combination** | **complete both categories** |
| **Personal Category (select all that apply)** | | | | | |
| **Bereavement** |  | **Carer Responsibilities** |  | **Family issues** |  |
| **Financial issues** |  | **Health concerns** |  | **Other (please specify)** |  |
| **Work Category (select all that apply)** | | | | | |
| **Demands** |  | **Control** |  | **Support** |  |
| **Relationships** |  | **Role** |  | **Change** |  |

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| **Action Plan Meeting Details** | | | | | | | | | | | | |
| **Date of meeting** | | Click here to enter a date. | | **Location** | |  | | | **Room No** | |  | |
| **Service officer attending** | |  | | **HR Adviser attending** | |  | | | **Union representative**  **(if applicable)** | |  | |
| **Outcome of Action Plan Meeting** | | | | | | | | | | | | |
| **Identified Stressors (as above)** | **Current barriers to working** | | **Supports/Solutions discussed** | | **Action Required** | | **Responsible Person** | **Date action to be completed** | | **Review Date** | | **Review Outcome** |
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| **Employee Comments:** | | | | | | | | | | | | |
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## EAP Leaflet

