**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** |[x]  **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

