

Gymnastic Britannia

Risk assessment on work-related stress in a small business

Setting the scene

The company provides membership services, coaching courses, competitions, insurance as well as other relevant services a club, leisure provider, coach will require to provide a good service. This includes a fully functioning website.

This policy is been implemented prior to any persons been on board, to ensure that we have appropriate policies in place, this will then be revised as and when we have appropriate people in board within the organisation.

How the risk assessment was done

The manager followed the guidance at www.hse.gov.uk/risk.

- To identify the hazards, the manager:

- Looked at the Stress Pages on the HSE website www.hse.gov.uk/stress, to learn about stressrisk factors;

Date of risk assessment: 22/08/2024

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Demands	All employees / volunteers, particularly around tight deadlines and busy times of year, eg summerweddings All employees / volunteers, dealing with difficult clients	<ul style="list-style-type: none"> ■ Understanding what work-related stress is and what can cause it ■ Responding to a pattern of complaints of work-related stress ■ Talking to employees 	<ul style="list-style-type: none"> ■ Agreeing timings etc for projects with employees ■ Planning work to minimise excessive demands ■ Taking on extra resource to support busy times of year ■ People may not identify time off sick as stress so thinking about whether there is an area/job that has high amounts of absence 	Director / Committee		
Control	All employees/Volunteers at busy times	<ul style="list-style-type: none"> ■ Talking to employees ■ Giving employees own areas of responsibility 	<ul style="list-style-type: none"> ■ Asking employees what they think can be done and acting on these issues and ideas 	Director / Committee		
Support	All employees / Volunteers	<ul style="list-style-type: none"> ■ Spotting early signs of stress and talking to staff about options for support ■ Employees can talk to the owner if they are feeling stressed at work 	<ul style="list-style-type: none"> ■ Making sure staff would be supported during and after a period off with work-related stress ■ Having a clear commitment to employee wellbeing and a culture of openness ■ Reminding employees they can speak confidentially if they are feeling stressed at work 	Director / Committee		
Relationships	All employees / Volunteers	<ul style="list-style-type: none"> ■ Promoting a positive working culture 	<ul style="list-style-type: none"> ■ Make sure employees work with different people regularly to help form positive relationships 	Director / Committee		
Role	All employees / Volunteers	<ul style="list-style-type: none"> ■ Defining roles ■ Employees understanding what their duties and responsibilities are 	<ul style="list-style-type: none"> ■ Thinking about whether any employees are particularly vulnerable, eg young workers 	Director / Committee		
Change	All employees / Volunteers, adapting to new product lines	<ul style="list-style-type: none"> ■ Making sure changes are communicated openly so everyone understands the effects they will have 	<ul style="list-style-type: none"> ■ Acting on employee feedback so any new pressures linked to changes are discussed 	Director / Committee		

Assessment review date: 22/08/2024

Review of this risk assessment will done when anything changes (eg following a case of stress-related ill health in the workplace or if there are any significant changes, such as new workactivities, new employees / volunteers come on board).

For more information see www.hse.gov.uk/stress

This risk assessment has been done via a template from HSE website, once we have volunteers / employees etc this will be automatically updated to reflect this so next review shall be just after start in Oct 2025