

Stress Questionnaire Discussion Guide

Version control

This document is subject to regular review due to legislative and policy changes. The latest versions of all our publications can be found on our website. Before contacting us about the content of this document, we recommend that you refer to the most recent version on the website and any relevant guidance.

Version	Date approved	Approved by	Notes / changes
v1.0	12/11/2021	AM/LH	New guide
v1.1	26/04/2024	AM	Changed the title of the document

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1	DEMANDS OF THE JOB	Example answers	Items for discussion and support to consider if risk score is 3 or above
1A	Do you feel able to use your skills and knowledge in your work?	No	Discussion around JD and what skills are relevant. How would the employee like to be supported with this?
1B	Do you regularly have to work more than your contracted hours?	No	Discuss why this is happening and if it is necessary, is it at peak times and if so, can hours be adjusted at other times? Discussion to explore how the employee can be supported with this. i.e. can processes be streamlined? Could further training or resources support this?
1C	Do you feel there are enough resources (time, people & equipment) to enable you to do your job?	No	Determine where the employee believes the resources are lacking. Consider if current processes are adequate. Could further training or resources be made available?
1D	Are you happy with any responsibilities you have, including responsibility for other people?	No	Responsibilities should be in line with job description and person specification. Changes to this could result in the job roles being revaluated to a different grade.
1E	Is your work and home life balanced?	No	What can the employee do to change this? Can the employer do anything to support this?
1F	Do you have to work to strict deadlines and are they achievable?	No	Discuss why these are necessary and consider if schedules can be changed to alleviate deadline pressure. Does the employee have any suggestions?

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2	SUPPORT FROM MANAGER/HEAD TEACHER & COLLEAGUES	Example answers	Items for discussion and support to consider if risk score is 3 or above
2A	At work, do you feel listened to when expressing your views on issues that directly concern you?	No	Discuss examples of this with employee and explore how the employee could be supported with this. Ensure 121's are regular and recorded in relevant documents.
2B	Are you happy with your Review sessions/121s and the feedback from your Manager/ Head Teacher?	No	Determine why the employee is not happy with this. Are 121s regular? Are lines of communication open and clear? Confirm the line of reporting with the employee and any forums of communication such as intranet/email/newsletter/team meetings/toolbox talks
2C	Do you feel supported in work?	No	121s should begin with 'How are you?' question. Discuss if the employee needs any extra support at this time. Discuss what help and support the employee feels they aren't getting.
2D	Do you believe you would be treated with compassion and support if you reported (or were absent from work) with a stress related disorder?	No	Ask why the employee feels like this. Does the employee know about the Employee Assistance Programme (EAP) provide by VIVUP? Are they aware of the Mental Health and Wellbeing support pages on LINC or the Denbighshire website for employees? https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/mental-health-wellbeing/mental-health-and-wellbeing.aspx If absent, has the Attendance at Work procedure implemented and regular contact and support been given to the employee?
2E	Is there someone you can openly discuss personal matters and problems with if you want to?	No	Discuss why the employee feels this way and explore options to improve this. Also, signpost to Mental Health and Wellbeing page on LINC which also has VIVUP details.

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3	CLARITY OF ROLE	Example answers	Items for discussion and support to consider if risk score is 3 or above
3A	Do you understand all of your job and what you are expected to do?	No	Explore the reasons why? Has full training been implemented? Is the job true to the job description? Ask the employee which areas they need clarification in.
3B	Are you happy with the level of training you receive for your job?	No	Check induction training is complete and probation period has been successful. Consider additional training and extending probation period if necessary. Does the employee know about current training available? https://www.denbighshire.gov.uk/en/jobs-and-employees/employee-development/employee-development.aspx
3C	Do you understand the importance of your work and how it contributes overall?	No	Explore communication channels such as team meetings, organisation charts showing structure.
3D	Do you understand what all the other people in your department/ team are supposed to do?	No	Explore communication channels such as team meetings, organisation charts showing structure.

4	CONTROL OVER HOW YOU WORK	Example answers	Items for discussion and support to consider if risk score is 3 or above
4A	Do you feel you have enough variety in the things you have to do at work?	No	Ask the employee why they feel like this (give consideration to the job description).
4B	Do you have some control over how you do your work tasks?	No	Discuss examples of this with the employee (give consideration to safe working practices).

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4	CONTROL OVER HOW YOU WORK	Example answers	Items for discussion and support to consider if risk score is 3 or above
4C	Can you take time off in lieu/flexi if extra hours worked?	No	Discuss why start and finish times in the role are necessary and explore if any flexibility can be given.
4D	Do you feel the work tasks you are given are properly scheduled and prioritised?	No	Discuss examples of this with the employee and explore any options to support this.
4E	Do you work hours that interfere with your work-life balance?	No	Does the employee have suggestions on how to overcome this?

5	ORGANISATION CHANGE	Example answers	Items for discussion and support to consider if risk score is 3 or above
5A	In your department/team, do you get to hear what is happening and do you feel able to ask questions about it?	No	Consider how updates and events are communicated. Consider group email updates. Consider how employees can ask questions, confirm line of reporting or forums of communication where relevant.

6	WORK RELATIONSHIPS	Example answers	Items for discussion and support to consider if risk score is 3 or above
6A	Do you feel you have satisfactory working relationships with your manager / colleagues?	No	Discussion to explore why and if anything can be done to support this. Consider team building events.
6B	Do you feel able to contribute positively to your department/ team?	No	Ask employee why and for suggestions on how this can be improved.