

Forkway Risk Assessment – RA 022

Task/ Activity	Work related stress			Persons Exposed		
Location	Forkway locations and customer sites throughout the UK and Republic of Ireland.			Forkway Employees	Customer Employees	Members of Public
Name of Assessor(s)	Rosie Leach (HR Business Partner) and Scott McGready (Group Head of SHEQ).	Date of Assessment	12/04/2024 (V2)	All	N/A	NA
		Date of Next Review	12/04/2025			
Stop and Think						
This risk assessment will need to be applied on an individual basis, both the likelihood and severity are dependent on resilience, communication and support the employee has access to.						

Hazard	Initial			Control Measures	Residual		
	Likelihood	Severity	Rating		Likelihood	Severity	Rating
Demands are too high on the employees (either personal and professional situations).	3	3	9	<ul style="list-style-type: none"> - Training to understand what work-related stress is, well-being, and mental health awareness courses. - Manager to continually reviews with employee – to check in on aspects such as workload/planning, well-being and any other issues. (Is there tasks which could be moved or support given to complete the task). - Looking for signs of stress or mood change in employees. 	2	2	4
Lack of control – if an employee feels they do not have control over their workload, decision making or how they do their role.	3	3	9	<ul style="list-style-type: none"> - Regular team meetings (Comms cells) to reflect and project workload and weekly proceedings - Safety site and DSE reviews; employees should have access to the equipment they require to complete the tasks set within their role. Office space should allow for enough space, ventilation and lighting to allow the employee to work safely. - Employee Survey to request feedback on role and employment. 	2	2	4
Lack of support – Employee is unaware of support or support is not communicated to the employee.	1	4	4	<ul style="list-style-type: none"> - One to one review - Training employees to spot early signs of Mental Health and Stress - Providing various employee assistance services for employees - Open environment where employees can speak with managers - Employee given support during return to work phase - Promoting mental health support systems along with Mood Journals to help manage and reflect their day - Team of fully qualified Mental Health First Aiders (MHFA England) 	1	2	2
Lack of positive relationships between employees and/or the business	2	3	6	<ul style="list-style-type: none"> - Training employees to create and promote positive working culture - Promoting charity activities 	2	3	6

MULTIPLY THE LIKLIHOOD AND SEVERITY TO GET THE RISK RATING

Likelihood - (5=Very Likely, 4= Likely, 3= Possible, 2= Unlikely, 1= Highly Unlikely)

Severity - (5=Very Severe, 4= Severe, 3= Moderate, 2= Slight, 1=Negligible)

0- 5 = Low Risk - No Action Required.

6-15 = Medium Risk - Ensure adequate controls are in use.

16-25 = High Risk - Stop operation and implement adequate control measures

Hazard	Initial			Control Measures	Residual		
	L	S	R		L	S	R
Role – Not understanding the individual role and responsibilities	2	4	8	<ul style="list-style-type: none"> - Defining team roles through job descriptions - Clear understanding of role and responsibility - Continual discussions around performance, expectations and developments 	1	2	2
Change can be very unsettling for individuals.	5	3	15	<ul style="list-style-type: none"> - The business makes every effort to ensure that communication is key. Regular clear and structured communication will help the employee to manage their expectations. - Monitoring change and the effects on employees through well-being and employee survey - Establishing training needs following change 	5	3	15

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