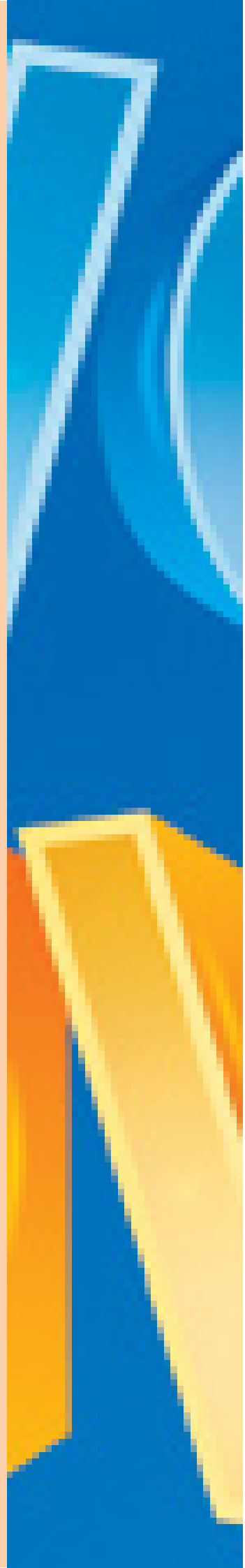


prioritising organisational stress



Work Positive Action Planning

If your risk assessment has identified areas of concern, it is important that you record your findings and take action to develop solutions. The best method of achieving this is to develop and disseminate an action plan.

An action plan will:

- help you set goals to work towards;
- help you to prioritise;
- demonstrate that you are serious about addressing employees' concerns;
- provide something to evaluate and review against.

The following template may be used as a basis for your action plan. Example entries are presented overleaf.

Work Positive Action Plan							
Organisation:			Action plan manager:				
Hazard	Target group	Current state	Action	Desired state	Lead person	Feedback to staff	Review date

Work Positive Action Plan

Organisation: Company x

Action plan manager: Health and Safety Manager

Hazard	Target group	Current state	Action	Desired state	Lead person	Feedback to staff	Review date
Demands: Intensity of work	All staff groups	I have to work very intensively 43% Often, 17% Always Intensity of work was identified as a concern in all staff groups	Develop a process for generating further information about intensity of work and consult with staff on proposed solutions. It is proposed that this process be implemented through the line management / team meeting system and fed back to the steering group for further action	Interim target: Reduce those reporting intensity of work to 25% Often have to work very intensively	AC	Staff involved in process and informed of outcome through line managers	Include realistic timescales for review date
Support: Lack of Senior management support	All staff groups	Senior Managers are supportive of employees 35% Seldom, 26% Never	Article in newsletter from SMT member (rotated) A member of the SMT to attend department meetings if requested Photographs of SMT at reception General visibility of SMT across site	Interim target: Reduce those reporting lack of senior management support to 0% reporting Never and 20% reporting Seldom	RJ	First article in newsletter to be produced by MD and include steps to be taken to increase SM support	Include realistic timescales for review date