**11.1 Stress Identification and referral flowchart for managers**

Manager to make employee aware of other support, e.g. GP, family support etc.

Manager asks if there are any ways in which work can support with this

Manager to determine whether these stressors are impacting on the employee’s job

Manager to refer to Occupational Health

Employee asked about willingness to complete ‘Individual Stress Risk Assessment’

Manager and employee to agree actions to manage the situation. Record these on the risk assessment tool, set review date and place on the employee’s file

Employee to complete risk assessment and discuss with manager or nominated person

If no agreement can be reached, refer to HR for guidance

**Work related stressor**

Manager to advise on available support mechanisms, e.g. Counselling, Occupational Health etc

**Non – work related stressor**

Manager to make employee aware of support mechanisms available, e.g. Occupational Health, flexible working, annual leave etc.

No further action required