

Report of a Workplace Workload and Stress Inspection under the SRSC Regulations

Support Stress Management Standard

Workplace inspection undertaken on .1...../...6../..21...

Location inspected My Department

Issues / Themes (i.e. list the issues / themes which were used as talking points during the inspection)	Work-related stress hazards we wish to bring to the attention of the employer (list the anonymised comments from respondents edited and grouped by issue / theme)	Proposed action to be taken / control measures (base this on suggestions from staff groups during the inspection and UCU priorities and demands)	Target date
Student Information	<i>Not receiving any information about students needing additional support which results in extensions to work, additional meetings with students and then having to arrange additional support and extensions which are not planned for. This also impacts on my ability to take time off</i>	<i>All students details with their additional support needs should be available to be accessed by all lecturers.</i>	Immediately
Admin	<i>I am new to the organisation and not aware of all the policies and procedures in place. This means I am continually second guessing whether I should be doing something or not</i>	<i>All new starter should receive induction with training on all the policies and procedures and a mentor to support them initially</i>	<i>Catch up in next 2 weeks and within first 2 days of starting work.</i>

Comms	We are still working remotely and our department hasn't organised a department zoom yet to introduce everyone. There have been several new starters during the lockdown and I don't know their job roles yet.	All department heads to organise a regular meeting of all staff and set up a discussion group for everyone to introduce themselves.	Within 2 weeks and termly afterwards.
Admin	There is no contact list of all staff available to provide support, especially in the admin department.	All staff to be issued with contact/job lists and contact details.	Immediately
Comms	I have not received any feedback from my line manager since the beginning of the lockdown, so I don't know if I am achieving targets or they expect more from me.	All line managers to hold ½ termly meetings with staff to provide regular updates and feedback.	Within 2 weeks and then preplanned afterwards.
We wish to bring the matters listed above to your attention. This report does not imply that conditions are safe and healthy or that the arrangements for welfare are satisfactory in any other respect.			

Signed A.N.Other UCU Safety Representative(s) Date 1/6/21.....

Record of receipt of form by employer or his representative Date.....