

Checklist – Reviewing your employer's organisational change risk assessment

	Manager's response	Staff's view	Improvements/Questions
1	Have all the steps in the risk assessment process been covered? (1. Identify the risks/2. Decide who might be harmed/3. Evaluate the risks/4. Record findings/5. Monitor & review)		
2	Are solutions based at an organisational level with an emphasis on prevention – i.e. managing the root causes of the hazards identified		
3	Is there commitment from all parties (senior mgt/ employees and their reps) to the consultation process?		
4	Are arrangements (e.g. surveys/ meetings/ focus groups) in place to identify and address the risk factors such as: <ul style="list-style-type: none"> • Various demands on staff to do the work (time/resources)? • Who is responsible? • Is the staff mix (skills/ experience) sufficient? Refer to HSE Stress Management standards for advice on relevant risk factors (demands/control/support/ relationships/role conflicts/change)		
5	Have the gaps between the current situation and good practice been identified against relevant risk factors?		

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6	<p>Have the workforce?</p> <ul style="list-style-type: none"> • Been asked for their views on workplace conditions • Had their suggestions sought for solutions to problems identified (eg improving working conditions, changing the way work is organised) • Been empowered to contribute and feel that their views are listened to and acted on 		
7	<p>Are the training needs for staff taking on new roles/responsibilities in the new structure been properly accessed and catered for?</p>		
8	<p>Is there documentation to show what has been done at each stage of the planning and implementation process. Can it show that decisions are reasonably practicable?</p>		
9	<p>Is there a commitment to review the effectiveness of decisions with stakeholders within a couple of months after implementation?</p>		
10	<p>Will the changes be audited against key service/professional performance indicators within six or 12 months post implementation?</p>		