

Chapter 17 – Assurance Checklist

Amendment record

This Annex has been reviewed by Directorate of Defence Safety (DDS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter should in the first instance be directed to the Defence organisation's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDS at: People-DDS-GroupMailbox@mod.gov.uk.

Version No	Date of publication	Text Affected	Authority
1.0	11 Nov 25	New Annex to assist assurance.	DDS

This assurance checklist is not mandated, but it can provide helpful evidence to assist in the assurance and conformance against the policy direction within the related policy chapter. The assurance ratings are based on the [JSP 815 Safety Management System Framework](#), where information can be found as to what each assurance rating means.

Unit / Establishment / Site / Platform Name		Accountable Person	
Date		Assessor	
Policy Expectation	Observation	Action Plan	
Policy Statement 1			
1. Is work-related stress identified and assessed at all levels of the organisation?			
2. Is mental health and stress considered at Defence Organisation Health and Safety boards?			
3. Are periodic organisational stress audits conducted in the Defence Organisation?			

4. Where required, is the process to conduct a stress audit detailed in Annex A of Chapter 17 (Stress in the Workplace) of JSP 375, Volume 1 followed?			
5. Is there adequate consultation and communication prior to stress audits taking place?			
6. Is any organisational stress strategy or action communicated to all relevant personnel?			
7. Are resources available for personnel to conduct mental health fitness training and to provide adequate space and support to prevent and deal with the impacts of work-related stress?			
Overall	Rating	Observations	Action Plan
Policy Statement 1	Choose...		

Policy Statement 2	Observation	Action Plan
1. Is work-related stress considered as part of all risk assessments?		

2. Where work-related stress has been identified as a significant risk, are appropriate control measures implemented and communicated to all relevant personnel?			
3. Are any risk assessments for work-related stress accurate and relevant, and not based on assumptions from higher-level audits?			
4. Is medical support and mental wellbeing managed in accordance with the Defence People Health and Wellbeing Strategy ?			
5. Are local procedures for managing stress in the workplace are effectively communicated to all personnel?			
Overall	Rating	Observations	Action Plan
Policy Statement 2	Choose...		

Policy Statement 3	Observation	Action Plan
1. Are workplace stressors identified, with appropriate control measures implemented and communicated to all relevant personnel?		

2. Are the measures to reduce work-related stress identified in Policy Statement 3 of Chapter 17 (Stress in the Workplace) in JSP 375, Volume 1 undertaken?		
3. Where possible, are stress indicators proactively looked for in personnel?		
4. Are situational indicators, including high levels or absenteeism / presenteeism, accidents, irritability and aggression and so on monitored?		
5. Do personnel receive return-to-work plans following prolonged absence or after stress related illness?		
6. Are significant occurrences or symptoms of stress reported in accordance with Chapter 16 (Safety Occurrence Reporting and Investigation) of JSP 375, Vol 1?		
7. Following stress 'near misses' are follow-up actions considered to prevent reoccurrence?		
8. If a series of work-related near misses are reported, are these investigated in the same manner as any other health and safety near miss trend?		
9. Is the use of the Individual Assessment and Stress Reduction Tool promoted to help manage workplace stressors?		

Overall	Rating	Observations	Action Plan
Policy Statement 3	Choose...		

Policy Statement 4	Observation		Action Plan
1. Are any control measures to help manage work-related stress followed and training undertaken by personnel as necessary?			
2. Do personnel make use of the Individual Assessment and Stress Reduction Tool?			
3. When deployed on operations, to MOD Civil Servants complete a pre-deployment medical as detailed in Civilian Overseas Duty Assessment (CODA) ?			
Overall	Rating	Observations	Action Plan
Policy Statement 4	Choose...		

Policy Statement 5	Observation		Action Plan
1. Where work-related stress has been identified as a risk, is mental health fitness training made available to interested personnel?			
2. Is the level of mental health fitness training determined based on organisational stress audits that have been conducted?			
3. Are Mental Health Fitness Representatives (MHFRs) notified of psychological hazards in their workplace?			
4. Is how to access the help of MHFR's and how to access any other resources required to manage the negative effects of work-related stress and other mental health issues clearly communicated?			
5. Do Service personnel complete the Annual Mental Fitness Brief , hosted on the DLE?			
Overall	Rating	Observations	Action Plan
Policy Statement 5	Choose...		

	Rating	Observations	Action Plan
Overall Chapter Rating	Choose...		