



ASSESSMENT DETAILS

Method Statement Reference:	CCRM-050	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	05	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Mental Health & Wellbeing					
Employee Involved & Consulted:	Rachael Burton (Mental Health First Aider)					
Date Completed:	2 March 2026	✓				
Re-Assessment Due*:	One year from the above date					
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number: <u>020 7624 6330</u> / <u>111</u> / <u>999</u>				

The law

- ❖ Mental health and physical health are equally important.
- ❖ Mental health, like physical health, can fluctuate on a spectrum from good to poor.
- ❖ Mental health problems can therefore affect any of us irrespective of age, personality or background.
- ❖ They can appear because of experiences in both our personal and working lives – or they can just happen. One in four people will experience a mental health problem in any given year.
- ❖ Employees may be affected directly or indirectly, if partners, dependants or other family members have mental health problems, which in turn impact on the employee's own health.
- ❖ People can also be affected by friends' and fellow employees' experiences.
- ❖ Mental health problems can affect the way people think, feel or behave.

Employers have a 'duty of care'. This means they must do all they reasonably can to support their employees' health, safety, and wellbeing. This includes:

- making sure the working environment is safe
- protecting staff from discrimination
- carrying out risk assessments

If staff feel they can talk openly about mental health, problems are less likely to build up. This could lead to:

- less time off for a mental health issue
- improved morale in the workplace
- Increased productivity

METHOD STATEMENT – RISK ASSESSMENT MENTAL HEALTH & WELLBEING



RISK ASSESSMENT (Frequency X Severity = Risk)

AREA	HAZARD	POTENTIAL HARM	Frequency	Severity	Risk Before	Risk After	CONTROL MEASURES
Respiratory Viruses and other diseases (inc. COVID - 19 , flu etc .)	<p>Employees might contract or spread respiratory and other viruses</p> <p>Increased anxiety, frustration</p>	<p>Contracting respiratory viruses and other diseases</p> <p>Anxiety</p>	4	4	16	4	<ul style="list-style-type: none"> • PPE Provided • Regular management check-in • Regular training & communication • Toolbox Talk Procedures • Managers/Supervisors are encouraged to speak regularly with staff about how they're doing, and exploring with them what might be impacting on their mental wellbeing • Staff training/good housekeeping • Gel sanitisers in any area where washing facilities not readily available • Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.
Stress	All employees could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Anxiety , Depression , Psychological trauma	2	4	8	4	<ul style="list-style-type: none"> • Staff understand what their duties and responsibilities are (each has defined job description) • Staff can talk to management if they are feeling unwell or at ease about things at work • No bullying policy communicated to all employees • Toolbox Talk Procedures • Communication and awareness spread across company on respecting each other • Business improvement meetings with employees • Employees are able to set up a confidential meeting with the Mental Health First Aider.

METHOD STATEMENT – RISK ASSESSMENT MENTAL HEALTH & WELLBEING



Mental Health & Wellbeing	All employees could be affected by factors such as personal issues , lack of job control, bullying, not knowing their role etc.	Anxiety , Depression , Psychological trauma	2	4	8	4	<ul style="list-style-type: none"> • Mental Health Awareness Toolbox communicated to all employees • Zero tolerance policy for bullying and harassment • Employees are able to raise any concerns to supervisor / line manager /Mental Health First Aider • Inhouse training & regular communication • Mental Health First Aider can connect employee to support advise • Managers/Supervisors are encouraged to speak regularly with staff about how they're doing, and exploring with them what might be impacting on their mental wellbeing • Managers / Supervisors to promote a culture of teamwork, collaboration and information-sharing • Managers / Supervisors promote positive behaviours to avoid conflict and ensure fairness • Employees can also get support & advise from Mental Health Charities <p>https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/</p>
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METHOD STATEMENT – RISK ASSESSMENT MENTAL HEALTH & WELLBEING



Risk of Physical Attack, Assault or General Injury	All aspects of injury related to a physical or sexual attack due to lone working	Psychological trauma	2	4	8	4	<p>Supervisors routinely visit site to check on the welfare of all lone working operatives</p> <p>All operatives carry a mobile phone to alert others should they feel under threat</p> <p>All operatives are asked to call or text the supervisor at the end of their shift</p> <p>On site security procedures are vigilantly maintained and reviewed</p> <p>No work is to be done by a lone worker if he / she feel it is putting them at increased risk</p> <p>Supervisors should be informed of any problems and assist with the appropriate solution</p>
OVERALL RISK RATING BEFORE CONTROLS: 10.0			Very Low	Low	Medium	High	COMMENTS
					✓		
OVERALL RISK RATING AFTER CONTROLS: 4.5			Very Low	Low	Medium	High	
			✓				
FREQUENCY 1. IMPROBABLE OCCURRENCE 2. POSSIBLE OCCURRENCE 3. OCCASIONAL OCCURRENCE 4. FREQUENT OCCURRENCE 5. COMMON OCCURRENCE		SEVERITY 1. NO INJURY/IES 2. MINOR INJURY/IES 3. MAJOR INJURY/IES TO ONE PERSON 4. MAJOR INJURIES TO MORE THAN ONE PERSON 5. DEATH OF ONE PERSON		INTERPRETATION 4 AND BELOW = VERY LOW RISK/PRIORITY 5 TO 8 = LOW RISK/PRIORITY 9 TO 15 = MEDIUM RISK/PRIORITY 16 AND ABOVE = HIGH RISK / PRIORITY			