**Stress Indicator Tool workforce briefing messages**

# Message 1 – Initial message letting employees know about the Stress Indicator Tool survey

[ADD ORGANISATION LOGO]

## Coming soon … NEW! [organisation name] Stress survey

***Survey opens on [day]***

At [organisation name] we want to prevent our employees being made ill by work-related stress. In the last 12 months, almost 600,000 workers across the UK reported suffering from stress, depression or anxiety, caused or made worse by work. Stress can affect any of us at any time.

It can cause us to feel physically unwell, can cause mental health problems and can make existing problems worse.

As part of our aim to prevent work-related stress, we’ve adopted the HSE Stress Indicator Tool to assess how you’re feeling at work. This gives you an opportunity to tell us how we can make things better. Your response will help to identify where we have issues, what the causes may be and help us to prioritise what action we need to take.

Please have your say by taking part in the assessment; completing the survey should take no longer than 10 minutes and your response is completely anonymous. The trade unions have been consulted on our approach and fully support the use of the survey.

Details of how to access the survey will be sent on [date].

Further information is available at [intranet page] and from [name of survey organiser or senior member of management or trade union representative].

Speak to someone if you’re having problems that are affecting your health; early action can prevent you from becoming ill.

# Message 2 – Message letting the workforce know that the Stress Indicator Tool survey is now live

[ADD ORGANISATION LOGO]

## We need your views: [organisation name] Stress Indicator Tool survey is now live!

Dear colleague,

I would like to ask for your views on how we manage work-related stress.

We can only do this if we can gather sufficient data from as many colleagues as possible. If you complete the Stress Indicator Tool survey (which takes about 10 minutes), we will be able to analyse your feedback to identify areas that may be causing issues and may require action.

Please be assured that all responses are anonymous – individuals can’t be identified as the tool has safeguards to prevent it.

Click [here] to complete the survey. If you, or members of your team, do not have access to the internet, hard copies of the survey can be obtained from [name].

Thank you for taking the time to complete the survey. We’ll share the results with you after the data has been reviewed and evaluated.

Remember: speak to someone if you’re having problems that are affecting your health. Early action can prevent you from becoming ill.

[Name of survey organiser or senior member of management]

# Message 3 – Reminder message letting workforce know that the Stress Indicator Tool survey is live and if they haven’t completed it yet, please do so

[ADD ORGANISATION LOGO]

## It’s not too late to complete the Stress Indicator Tool survey

A big thank you to the many employees who have already completed the survey. Your feedback will help us develop our strategies and management policies to prevent work-related stress.

The survey is an opportunity for you to share your views about how work-related stress and mental health is managed at [organisation name]. The approach we’re taking has been agreed with, and is endorsed by, the trade unions.

If you haven’t completed the survey, please take this opportunity to do so. It only takes 10 minutes but will help us to improve the workplace and keep you and your workmates safe. Your responses are completely anonymous. Please complete it by [date]:

* Please click on the following [link] to complete the survey
* If you need more information, visit the Stress Indicator Tool [FAQs].
* If you have any general queries about the survey contact [name] on [telephone number] or [email].
* If you, or members of your team, don’t have access to the internet, hard copies of the survey can be obtained from [name].

The Stress Indicator Tool survey is a simple way for you to tell us your frustrations and how we can remove or reduce any that are causing you work-related stress. If you don’t tell about your issues, who will?

Remember: speak to someone if you’re having problems that are affecting your health. Early action can prevent you from becoming ill.

[Name of survey organiser or senior member of management]

# Message 4 – Message to workforce telling them the survey is closed and thanking them for their involvement

[ADD ORGANISATION LOGO]

## [Organisation name] Stress Indicator Tool survey

The [organisation name] Stress Indicator Tool survey has now closed.

Our results show that [xx%] of colleagues participated – more details are in the headline report.

We are keen to continue to get views from across the workforce and, importantly, to take action that brings about improvement. Over the coming weeks we’ll be working with [name of group] and asking some colleagues to take part in a series of focus groups that will check the analysis of the survey. This will help us to understand the background and prioritise actions to respond to what you’ve told us.

We will update you in due course but in the meantime, I would like to thank everyone who took the time to complete the survey.

Remember: speak to someone if you’re having problems that are affecting your health. Early action can prevent you from becoming ill.

[Name of survey organiser or senior member of management]