



# Change Impact Assessment

## Purpose

This assessment helps managers quickly check whether a proposed change could increase work-related stress or wellbeing risks, and what simple actions are needed to manage this safely.

## 1. Change Summary

Manager:	
School/ Department/Team:	
Date:	

What is changing? (e.g. calendar, workload, staffing, systems, ways of working, location)

When will the change start?
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## 2. Who Is Affected?

Staff affected:	<input type="checkbox"/> Colleagues	<input type="checkbox"/> New starters / temporary staff
	<input type="checkbox"/> Managers	<input type="checkbox"/> Other:
Approx. number of people affected:		
Any groups needing extra consideration? (e.g. lone workers, new staff, reasonable adjustments, protected group)		

## 3. Quick Stress Risk Check

For each area, tick if the change could increase stress or pressure.

Stress Risk Area	Possible Impact?	Notes / Actions Needed
Demands (workload, time pressure)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Control (say in how work is done)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Support (manager / peer support)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Relationships (teamwork, conflict)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Change (communication, uncertainty)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## 4. Overall Risk & Decision

Can the change proceed safely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – seek advice before proceeding
	<input type="checkbox"/> Yes – with actions below	

## 5. Key Actions (if required)

Action	Who	By When

## 6. Communication & Check-In

How will you communicate this change to colleagues?	<input type="checkbox"/> Team meeting	<input type="checkbox"/> Written update
	<input type="checkbox"/> 1:1s / supervision	<input type="checkbox"/> Other:
How will you check wellbeing during the change? (e.g. informal check-ins, supervision, absence trends)		

## 7. Sign-Off

Manager name & signature:	
Date:	
Escalation required?	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, contact direct manager / People Services / H&S / Wellbeing support as necessary)

## Manager Prompt

- If multiple “Yes” boxes are ticked, pause and seek advice.
- This assessment should take 5–10 minutes to complete.
- The aim is not to stop change, but to reduce unnecessary stress and uncertainty among university staff.