**Risk Assessment: Sexual harassment in the workplace**

**Employer Name:**

**[Site/Division of Employer *as sometimes it will be appropriate to carry out more than one risk assessment per employer where risks different between different sites/divisions*:]**

**Assessment carried out by:**

**Date of assessment:**

**Date of next assessment:**

| **In the workplace** | | | | | |
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| Risk identification | What are we already doing to control risks? | What further action is reasonable to control risks? | Who should carry out the action? | When is the action needed by? | Done |
| Staff work at night | Policies [list]  Training [details]  [Staff scheduling]  Reporting mechanisms |  |  |  |  |
| Workplace “banter”. Comments made can either intentionally or unintentionally constitute harassment | Policies/Guidance [list]  Training [details]  Reporting mechanisms |  |  |  |  |
| Staff interact in private messages (eg e-mails, texts, Microsoft Teams, WhatsApp). Comments made can either intentionally or unintentionally constitute harassment | Policies/Guidance [list]  Training [details]  Reporting mechanisms |  |  |  |  |
| Staff frequently interact with third parties [details – eg customers, suppliers] | Policies [list]  Training [details]  Reporting mechanisms  Notices to third parties that harassment is not tolerated  [Warnings at start of phone calls] |  |  |  |  |
| Staff are expected to work with third parties alone | Policies [list]  Training [details]  Reporting mechanisms  Notices to third parties that harassment is not tolerated  [Staff scheduling] |  |  |  |  |
| Staff interact with third parties and alcohol is involved | Policies [list]  Training [details]  Reporting mechanisms  Notices to third parties that harassment is not tolerated  [Staff scheduling] |  |  |  |  |
| Members of staff frequently work in a space with only one colleague | Policies [list]  Training [details]  Reporting mechanisms  [Staff scheduling] |  |  |  |  |

| **Structural** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Risk identification | What are we already doing to control risks? | What further action is reasonable to control risks? | Who should carry out the action? | When is the action needed by? | Done |
| Some people have more power than others. Power imbalance may enable harassment and/or prevent staff reporting issues | Policies [list]  Training [details, especially manager training]  Reporting mechanisms  [Measures to address under-representation of particular groups at senior level]  [Inclusion of worker representative on panels to hear complaints of harassment] |  |  |  |  |
| Staff members have limited networks or not many ways of interacting with more than one line manager which may prevent reporting issues | Training [details]  Reporting mechanisms (eg multiple reporting mechanisms)  [Inclusion of worker representative on panels to hear complaints of harassment] |  |  |  |  |
| Workforce demographic (eg predominantly male) | Policies [list]  Training [details, especially manager training]  Reporting mechanisms  [Measures to address under-representation of particular groups level] |  |  |  |  |
| Workers with more than one protected characteristic who are more likely to experience sexual harassment (disabled people, ethnic minorities, people from LGBT community) | Policies [list]  Training [details, especially manager training]  Reporting mechanisms  [Measures to address under-representation of particular groups at senior level]  [Inclusion of worker representative on panels to hear complaints of harassment] |  |  |  |  |
| Workers on secondment to third parties | Policies [List]  Training [details]  Reporting mechanisms  Arrangements with host company [eg assurance of their policy and training programmes in place] |  |  |  |  |
| Job insecurity – insecure status may make reporting less likely | Policies applicable to all [eg casual, zero hours, agency, contractors]  Reporting mechanisms applicable to all [eg casual, zero hours, agency, contractors]  [Anonymous reporting system]  [Harassment champions/guardians who are representative of those in insecure/junior positions] |  |  |  |  |
| Agency workers | Policies [List]  Training [details]  Reporting mechanisms  Arrangements for investigation of complaints |  |  |  |  |

| **Reporting** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Risk identification | What are we already doing to control risks? | What further action is reasonable to control risks? | Who should carry out the action? | When is the action needed by? | Done |
| Reports of sexual harassment in the past three year as follows: [details] |  |  |  |  |  |
| Trends identifiable from the reports of sexual harassment received: [details] |  |  |  |  |  |
| Staff reporting sexual harassment and risk of victimisation | Policies [list]  Training [details, eg training for employees and managers covers victimisation]  Reporting mechanisms  [Anonymous reporting]  Training for those dealing with sexual harassment complaints  Support and resources for complainants (eg EAP)  Clear and fair investigations into complaints |  |  |  |  |

| **Outside of work** | | | | | |
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| Risk identification | What are we already doing to control risks? | What further action is reasonable to control risks? | Who should carry out the action? | When is the action needed by? | Done |
| Staff often socialise outside of work [with alcohol involved] | Policies [list]  Training [details]  Reporting mechanisms |  |  |  |  |
| Staff are required to attend events outside of work [with alcohol involved] | Policies [list]  Training [details]  Reporting mechanisms  [Alcohol guidance/limits]  Pre-event reminders about conduct standards |  |  |  |  |
| Staff are required to attend events outside of work with third parties [with alcohol involved] | Policies [list]  Training [details]  Reporting mechanisms  [Alcohol guidance/limits]  Pre-event reminders about conduct standards |  |  |  |  |
| Staff are required to go on overnight business trips [with alcohol involved] | Policies [list]  Training [details]  Reporting mechanisms  [Alcohol guidance/limits]  Pre-event reminders about conduct standards |  |  |  |  |

| **Industry specific risks** | | | | | |
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| Risk identification | What are we already doing to control risks? | What further action is reasonable to control risks? | Who should carry out the action? | When is the action needed by? | Done |
| The Company operates in an industry with historically high incidences of sexual harassment, with industry specific risks: [details] | Policies [list]  Training [details]  Reporting mechanisms |  |  |  |  |