

# Risk Assessment

Date:	27/12/24
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Assessors Name:	Steve Gerring	Risk Assessment Reference Number:	27/12/SHR
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Description of assessment	Sexual Harassment in the Workplace
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Location Details	Offices, Client meetings and social functions.
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In accordance with the Company's policy on avoiding sexual harassment in the workplace and to comply with the Worker Protection (Amendment of Equality Act 2010), it is the Company's duty to assess risks and circumstances that could bring about unwanted conduct of a sexual nature. This Risk Assessment identifies areas that we need to evaluate to ensure appropriate controls measures are in place.

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R					
		S	L	R	RR					S	L	R	RR		
Making unacceptable comments of a sexual nature in the workplace.	Employees, Contractors or Visitors					<ul style="list-style-type: none"> <li>We have a policy in place for employees and contractors to read and adhere to.</li> <li>We provide training every six months to all employees to explain why this behaviour is not tolerated.</li> <li>Robust and effective response to reports or issues raised informally.</li> </ul>	Communicate our policy to third parties including customers, suppliers and contractors  Put up signage in communal and public areas to advise that sexual harassment is not acceptable.								

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Threat of physical sexual abuse in the workplace	Employees, Contractors or Visitors					<ul style="list-style-type: none"> <li>We have a policy in place for employees and contractors to read and adhere to.</li> <li>We provide training every six months to all employees to explain why this behaviour is not tolerated.</li> <li>Robust and effective response to reports or issues raised informally.</li> </ul>	<p>Communicate our policy to third parties including customers, suppliers and contractors</p> <p>Put up signage in communal and public areas to advise that sexual harassment is not acceptable.</p>							
Banter and Innuendo being used in the workplace	Employees, Contractors or Visitors					<ul style="list-style-type: none"> <li>We have a policy in place for employees and contractors to read and adhere to.</li> <li>We provide training every six months to all employees to explain why this behaviour is not tolerated.</li> <li>Robust and effective response to reports or issues raised informally.</li> </ul>	<p>Communicate our policy to third parties including customers, suppliers and contractors</p> <p>Put up signage in communal and public areas to advise that sexual harassment is not acceptable.</p>							
Any of the above when offsite, in client's premises or in Company social settings	Employees, Contractors or Visitors					<ul style="list-style-type: none"> <li>We have a policy in place for employees and contractors to read and adhere to.</li> <li>We provide training every six months to all employees to explain why this behaviour is not tolerated.</li> </ul>	<p>Send out reminders on acceptable behaviour 48 hours before the event or trip.</p> <p>Support to make safe(r) travel arrangements.</p> <p>Where possible deter solo travel after dark.</p>							

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Lack of availability of management or HR if unacceptable behaviour needs to be reported.	Employees, Contractors or Visitors					<ul style="list-style-type: none"> <li>We have a policy in place for employees and contractors to read and adhere to.</li> <li>Line Managers and Directors trained in dealing with sexual harassment grievances</li> </ul>	Ensure that there are also designated senior officers of the Company who can be contacted in an emergency.						
Imbalance of power between male and female directors and managers.	Employees and Contractors					<ul style="list-style-type: none"> <li>Promote minority recruitment and promotion within the organisation.</li> </ul>							
Organisation employs male or female dominated workforces.	Employees, Contractors or Visitors					<ul style="list-style-type: none"> <li>Train recruiting managers to look for positive traits and behaviours in candidates.</li> </ul>							
Lone, unsociable or out of hours working.	Employees and Contractors					<ul style="list-style-type: none"> <li>Compliance with lone working policy to ensure that the whereabouts of lone workers are known at all times.</li> <li>Code of conduct.</li> </ul>	Taxis arranged for unsociable hours travel to and from work.  Implement a system to allow better tracking of employees for safety purposes.  Ensuring those who are most vulnerable aren't left alone.						

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Harassment via social media, Messenger Services or Email.	Employees, Contractors or Visitors					<ul style="list-style-type: none"> <li>IT and Social Media usage policies in place that cover harassment.</li> <li>Training on the above policies carried out during induction and twice yearly.</li> </ul>	Use AI to track and flag if electronic media is being used for nefarious reasons.						
Transient workforce and/or irregular working patterns/hours	Employees, Contractors or Visitors					<ul style="list-style-type: none"> <li>Ensure that the workforce reads and understands the Organisation's policies on sexual harassment.</li> </ul>	Review patterns of work and make employees permanent if they have a regular pattern of work.						
Consumption of alcohol at events.	Employees, Contractors or Visitors					<ul style="list-style-type: none"> <li>Jr colleagues aren't left alone</li> <li>Known risky individuals are watched and interventions agreed to prevent harassment</li> <li>Employees supported to get home safely.</li> <li>Appropriate security put in place for company events.</li> </ul>							

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A workplace culture that tolerates certain attitudes, inappropriate behaviours and stereotypical views where they are not treated with dignity may result in more vulnerable people being subject to sexual harassment.	Employees, contractors or visitors					<p>The organisation has a robust policy framework covering acceptable behaviours, sexual harassment and sexual misconduct.</p> <p>There is a range of support for those affected or involved in sexual harassment, including access to an employee assistance programme and/or workplace mediation.</p> <p>The organisation also has strategy and policy around equality and diversity.</p> <p>Training for staff on EDI including recognising and reporting sexual harassment.</p>	Workshops on bystander interventions are provided to staff and students							

### Additional comments:

1. This risk assessment needs to be discussed with employees to ensure compliance with all control measures through their understanding
2. Employees are to be given a copy (or given access to an electronic copy) and sign an acknowledgement sheet for their understanding of this risk assessment. This could be incorporated into the induction process / employee annual review process.
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the building or working practices, or after an accident/near miss
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

# Risk Assessment

## Guidance Notes

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

LIKELIHOOD	
5	Certain – Very High Risk
4	Very Likely – High Risk
3	Likely – Medium Risk
2	Unlikely – Low Risk
1	Very Unlikely – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Major Injury – High Risk
3	> 3 days – Medium Risk
2	< 3 days – Low Risk
1	Minor – Very Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.