

## Prevention of Sexual Harassment – Risk Assessment

Use this risk assessment to assess the risk of sexual harassment with your business and supply chain and identify reasonable steps to take to comply with your duty to protect employees from sexual harassment in the workplace.

Risk Assessment Details	
<b>Date of assessment</b>	
<b>Risk Assessment reference</b>	
<b>Risk Assessor</b>	
<b>People involved in making this assessment</b>	<i>Tip; ensure the right people are involved in completing this risk assessment to ensure your full business operation is considered.</i>
<b>People at Risk</b>	<i>Tip; consider who or what groups might be more at risk and why. E.g. young persons, apprentices, those who travel for work, those in high-pressure roles or teams, those who work the night shift, those who work in isolation.</i>
Risks identified	
<b>Risks identified of worker-to-worker sexual harassment</b>	<i>Tip: use internal data to help (grievances, exit interviews), consider scenarios when harassment might take place. E.g. workplace socials (planned or not), poor culture – inappropriate behaviour is accepted/tolerated (banter, casual sexism), communications between employees using WhatsApp/Teams/Slack, imbalances of power, lone working, night work.</i>

<b>Risks identified of third-party sexual harassment</b>	<i>Tip: identify third-party groups and consider scenarios where there might be a risk of sexual harassment. E.g. Contractors, Workers, Service Providers/Users, Customers, Suppliers. Off-site, Customer/Supplier meetings. Lone working.</i>
<b>Current Policies and activity to prevent sexual harassment</b>	<i>Tip: consider what you already have in place to protect employees from sexual harassment, e.g. Bullying &amp; Harassment Policy, previous training/awareness, communications.</i>
<b>Control Measures</b>	
<b>Reasonable steps to be taken to reduce identified risks</b>	<i>Tip: you have a duty to protect your employees from sexual harassment – worker-on-worker, and soon this will extend to third parties. Ensure the reasonable steps you take go further than general Policy &amp; Employee Training. Think long-term cultural change, monitoring, reporting methods, support and protection for reporting sexual harassment.</i>  You can find further information on your duty here: <a href="https://www.acas.org.uk/sexual-harassment/steps-for-employers-to-prevent-sexual-harassment">https://www.acas.org.uk/sexual-harassment/steps-for-employers-to-prevent-sexual-harassment</a>
<b>Assessment review date</b>	
<b>Risk assessor signature</b>	