

## Harassment and Sexual Harassment Risk Assessment.

<b>Name of person carrying out risk assessment</b>		<b>Role</b>	
<b>Date of assessment</b>		<b>Review Date</b>	

<b>Hazard</b> Add any hazards specific to your setting	<b>Who may be harmed and how</b> List here employees, students, parents, third party workers, etc. Include the method of harm	<b>Current control measures</b> Detail your present control measures If further action is required add this to the end of the document	<b>Risk rating</b> Severity X Likelihood
<b>Workforce demographic and structure</b>			
Identify any significant power imbalances, e.g. gender			
Identify if any age groups are more vulnerable, e.g. younger are more likely to experience harassment			
Identify if staff with disabilities are more vulnerable			
<b>Working conditions</b>			
Consider how lone working could affect the risk of harassment			
<b>Cultural environment</b>			
Assess how common inappropriate banter or jokes are, as these can contribute towards harassment			

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Evaluate past incidents and feedback around how incidents were handled			
Review whether the setting has a genuine zero-tolerance culture for harassment and sexual harassment			
<b>Policy</b>			
Review staff access to relevant policies and updates			
Assess staff understanding of your anti-harassment policies and procedures			
<b>Training</b>			
Assess staff confidence in recognising what harassment and sexual harassment looks like and what to do if they see or experience it			
Assess manager confidence in effectively handling complaints about harassment and sexual harassment			

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<b>Reporting procedures</b>			
Review whether your reporting channels are clear, confidential and anonymous			
Assess whether all employees are aware of the reporting mechanisms			

Area for improvement	Action needed	Priority High, medium or low	Who will take action	Target date	Date achieved

Risk rating		Severity				
		Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Likelihood	Almost certain (5)	Medium	High	High	Extreme	Extreme
	Likely (4)	Medium	Medium	High	High	Extreme
	Possible (3)	Low	Medium	Medium	High	High
	Unlikely (2)	Low	Medium	Medium	Medium	High
	Rare (1)	Low	Low	Low	Medium	Medium