

A woman with her hand raised, palm facing forward, in a dark setting.

# Sexual Harassment Risk List

**HROES**  
THE VIRTUAL WORKPLACE

# HOW TO USE THIS RISK ASSESSMENT:

Consider each question and how it applies to your workforce  
- try and answer as honestly as possible.

To answer each question, select from **the scale of 1-5.**  
**1 is the best score you can give yourself.**  
**5 is the worst.**

So, when answering how likely poor behaviour is to happen, **1 would be rarely, 5 would be very often.**

When answering, a 'yes' or 'no' answer, **1 would be a definitive yes, 5 a definitive no.**

Consider then, what your risk level is, this is for you to reflect on and provide you with a list of priorities. **1 is your top risk level, something that needs attention, 3 is your lower priority.**

Finally then consider for each question, what steps you need to take to lower your risk. **When finished, you will have: your risk profile score your top priority items; and how you are going to deal with your identified risk.**

You should **review this risk assessment quarterly** and monitor improvement, any negatives that have arisen and also track your progress of the tasks you have set yourself.

# Sexual Harassment

## Risk List



	<b>Outside of Work</b>	<b>On a scale of 1 - 5</b>	<b>What is the risk level?</b>	<b>Steps you can take</b>
				<b>What can you do to reduce the risk?</b>
<b>1</b>	Do employees socialise outside of work?			
<b>2</b>	Are work social events arranged by the business?			
<b>3</b>	Are any social events arranged by employees without business oversight?			
<b>4</b>	Is alcohol a common element in socialising?			
<b>5</b>	Are any 'non alcohol' events outside of work held?			
<b>6</b>	Are there policies that govern behaviour at work related social events?			
<b>7</b>	Is there a policy for alcohol consumption at work related social events?			
<b>8</b>	Is attendance at work social events outside of working hours ever mandatory?			

	<b>Management Structure</b>	<b>On a scale of 1 - 5</b>	<b>What is the risk level?</b>	<b>Steps you can take</b>
				<b>What can you do to reduce the risk?</b>
<b>1</b>	Are there clear or strong hierarchies, with certain staff holding significantly more power than others?			
<b>2</b>	Do cliques occur or exit in your workplace?			
<b>3</b>	What is the level of diversity within your leadership?			
<b>4</b>	Are there clear and accessible reporting mechanisms for complaints generally?			
<b>5</b>	Are managers trained on how to handle sexual harassment complaints sensitively?			
<b>6</b>	Are informal reports of sexual harassment more common than formal ones?			
<b>7</b>	Are reporting mechanisms for harassment accessible and easy to use?			
<b>8</b>	Is there a regular review of harassment incidents, trends or areas where there is a risk of harassment?			
<b>9</b>	Do staff members know who the trained people are that they can report an incident of sexual harassment to?			
<b>10</b>	Do staff members know how to informally report sexual harassment?			
<b>12</b>	Do freelancers, agency workers, and self employed contractors have the ability to report sexual harassment within your business?			
<b>13</b>	Do staff members know and understand what sexual harassment is?			
<b>14</b>	Do informal and anonymous reports of sexual harassment outnumber formal reports made to the management team?			
<b>15</b>	Within the organisation, how many reports of sexual harassment are the management team aware of in the last 3 years?			
<b>16</b>	Are there any trends or hotspots in the management team's records of sexual harassment reports over the last three years?			
<b>17</b>	Has a member of senior management ever been accused of sexual harassment in this employment?			
<b>18</b>	Has senior management ever issued a settlement or confidentiality agreement to a complainant instead of concluding a sexual harassment investigation involving a senior management team member?			

	Live Environment Risk	On a scale of 1 - 5			What is the risk level?	Steps you can take
						What can you do to reduce the risk?
1	Has a staff member ever been dissuaded or persuaded against pursuing a sexual harassment complaint?					
2	Have complaints of sexual harassment been denied and/or rejected without an impartial investigation being conducted?					
3	Are there any trends where certain complaints are ignored or dismissed?					
4	Has an investigatory or disciplinary officer ever been given instructions on rejecting a finding of sexual harassment?					
5	Have there been multiple instances of sexual harassment reported within the last three years?					

Preventative Action	On a scale of 1 - 5	What is the risk level?	Steps you can take
What can you do to reduce the risk?			
1 Does the organisation conduct regular climate surveys to assess work culture?			
2 Are harassment prevention programs part of ongoing training for all staff?			
3 Is there a formal review process for complaints and handling outcomes?			
4 Does harassment prevention training include all levels of staff including senior leadership?			
5 Does the organisation conduct regular reviews of workplace practices to minimise risks?			
6 Where a finding of sexual harassment is it treated as an allegation of gross misconduct?			

# The scores are in...

## Low Risk: (60 - 100)

Low risk or likelihood of harassment due to the use of effective policies and practices in the workplace.

## Moderate Risk (100 - 200)

Moderate risk but areas need improvement, regular review and consideration of a move towards a culture of zero tolerance towards sexual harassment.

## High Risk: (200 - 300)

Immediate corrective actions are required. There is a high likelihood of harassment due to weak policies, poor management actions and past unresolved issues.

## Our recommendations:

- Introduce **strict policies** on sexual harassment
- Improve **reporting mechanisms and train management** to handle complaints appropriately
- Regularly **review workplace culture** and **gather staff feedback**
- Implement **more robust training** and awareness campaigns
- Reassess **leadership diversity** and reporting processes
- Ensure marginalised groups have **strong support structures**
- Continue monitoring workplace culture and **conduct regular surveys**
- Publically make a policy summary poster and our '**stop harassment poster**' available in public areas, toilets, etc...



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