



Sexual Harassment Risk List

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

[illegible]

[illegible]

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

	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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