Preventing Sexual harassment in the Workplace Risk Assessment

Name
Assessor:
Date of assessment:
Assessment sign-off: [Name and contact details of person signing off assessment once completed]
Date of assessment sign-off: [Date]

Risk factors:	Who might be at risk and why (list all that apply):	Steps already taken to reduce those risks:	Further action necessary:	Who is responsible for taking action?	Date action to be completed?	Done	Any remaining significant risks:
1. After hours lone working	Staff who are working late alone on the school premises may be at increased risk of harassment from 3rd parties accessing the building during this time.	1) The organisation has adopted and distributed a robust Sexual harassment policy that explicitly addresses sexual harassment. This policy includes clear examples of sexual harassment, and a comprehensive reporting procedure. The policy is accessible to all staff via the Trust website. 2) Access to internal areas of the office are security controlled. 3) Front doors to the offices are locked, or otherwise can only be accessed by keypad entry, in the evening after the school closes.	1) Conduct regular check-ins with all staff members who may be required to work after standard teaching hours to ensure their wellbeing and help identify any potential previously unidentified risks or issues. 2) Supply personal alarms, which may serve as deterrents and provide a sense of security. 3) Make efforts to ensure that there are always two members of staff present whenever possible. 4) Provide comprehensive training to staff on recognising and reporting sexual harassment, bystander intervention and the consequences of sexual harassment. This training should focus on creating a supportive environment and empowering staff to speak up.				
2. Visiting parents and pupils at home appointments	Staff who carry out home visits, wellbeing or safeguarding visits.	Generally, teaching staff will make home visits ahead of September intake for children entering primary school. Wellbeing and/or safeguarding visits are also required from time to time. To minimise risks, visits should be made in pairs with two members of staff.	1) Issue personal alarms. 2) Investigate the viability of a personal safety app. 3) Look at formalising a policy for home vists. 4) Consider making it mandatory to send two members of staff in cases where it may be higher risk. 5) Any off-site visits to carry out home visits, wellbeing or safeguarding visits are logged with a member of SLT with staff undertaking these visits (and always in pairs) phoning the school to confirm they have arrived and also when they leave.				
3. One-to-one meetings with students or staff	Teachers / non teaching staff / mentors in private consultations.	The organisation has adopted a policy whereby doors are always open during all 1-2-1 meetings between teaching staff / non teaching staff and students.	Consider installing glass panels in doors; periodic monitoring. Inform office of when meeting is taking place and time meeting finished.				
4. After-school activities or residential trips	Students and staff involved in overnight stays, or unsupervised activities during trips, may face risks of harassment or inappropriate interactions.	Ensuring adequate staff-to-student ratios for all activities. Designated safeguarding officer appointed for trips. Code of conduct shared with both staff and students.	Conduct pre-event safeguarding briefings to outline acceptable behavior. Provide chaperone training for staff attending trips. Ensure separate accommodations for staff and students during overnight trips. Ensure code of conduct for all staff members is in place which sets out expected standards of conducted between staff members. Adult accommodation : Display poster on each of the adult accommodations confirming who is in specific rooms for pupils to refer to. Pupil accommodation : Display poster on doors i.e. Room 1, Room 2 etc., with staff holding a list confirming which pupils are in each room.				
5. Walking back to car after work in the evening	Staff members walking alone to their cars in poorly lit areas on school grounds after work may be at risk of harassment or feeling unsafe.	Staff to leave in pairs or groups. Provide secure and well-lit parking areas.	Install additional lighting in car parks or walkways. Introduce CCTV coverage in parking areas. Offer personal safety training or alarms for staff.				
6. Presence of alcohol and/or drugs if working offsite on or on school trips / external activities.	Although alcohol and/or drugs are strictly prohibted and not permitted to be taken on school trips / activities, if students were to bring alcohol and/or drugs on school trips / external events, staff may face increased risks of inappropriate behaviour or harassment.	Policies in place for all school events concerning alcohol. Staff briefed on maintaining professional behavior. Designated event supervisors ensure adherence to policies.	Adopt a zero tolerance policy on alcohol and/or drugs at school-organised events, conferences, Christmas parties etc. Ensure a clear reporting process for incidents occurring at such events. Conduct post-event reviews to address any safety concerns.				
7. Presence of alcohol and/or drugs at social events.	Staff attending work-related social events/conferences where alcohol and/or drugs are consumed may be more vulnerable to sexual harassment. Alcohol/drug consumption can impair judgement and lower inhibitions, potentially leading individuals to behave in ways that they would not in a sober state.	The school has adopted a robust Dignity at Work Policy regarding anti harassment and anti-bullying policy together with a separate Preventing Sexual Harassment in the Workplace policy that explicitly addresses sexual harassment. This policy includes clear examples of sexual harassment, and a comprehensive reporting procedure. The Trust's Staff Code of Conduct policy sets out the standard of behaviour expected of staff while attending work-related social events and makes it clear that discrimination, bullying or harassment of any kind will not be tolerated. Policies are available on the Trust website.	1) For events that are due to take place, ensure there is appropriate supervision and adequate staffing levels to monitor and address any potential incidents of sexual harassment promptly. 2) Designate specific staff members as points of contact for individuals to report concerns or seek assistance. 3) Arrange appropriate transportation to mitigate any risk. 4) Reinforce relevant policies leading up to these events to remind staff and attendees about the importance of ensuring a safe environment, free from discrimination, bullying or harassment.				

Hazard	Who may be affected	Existing controls	Further action			
8. Locations like changing rooms, toilets, or isolated classrooms, storerooms and staff offices may present increased risk of harassment.	Students and staff who may use these areas alone or without supervision could be vulnerable to harassment due to lack of oversight.	Monitored access to these locations during school hours. Regular checks conducted by safeguarding personnel. Clear policies restricting inappropriate access to such areas.	Install security features like motion-activated lighting or CCTV outside entrances (while respecting privacy). Establish schedules for supervised access during busy times. Educate staff and students about appropriate behavior in these spaces.			
9. Staff or students engaging in inappropriate online communication or sharing content that leads to harassment.	Staff or students may face harassment through inappropriate emails, social media messages, or the sharing of explicit content.	Implementation of acceptable use policies for school devices. Monitoring of school email accounts and network activity. Cyber safety workshops for students and staff.	Regularly update IT policies to reflect new technologies and risks. Provide anonymous reporting systems for online harassment. Introduce disciplinary actions for breaches of acceptable use policies.			
10. Harassment during sports, arts, or clubs where close and potentially unplanned interactions occur without direct oversight.	Staff participating / supervising extracurricular activities may face inappropriate behavior due to the relaxed setting or insufficient supervision.	Staff trained to identify and report signs of harassment. Minimum supervision ratios adhered to for all extracurricular activities. Activities monitored by safeguarding leads where possible.	Conduct regular safeguarding audits of extracurricular programs. Train club leaders on maintaining boundaries and identifying concerns. Implement clear reporting channels for participants to raise issues.			
11. Power dynamics, such as between senior and junior staff, or between teaching and support staff / non teaching, leading to harassment.	Junior staff and students who may feel unable to challenge inappropriate behavior from senior staff due to hierarchical pressures.	Whistleblowing policy in place to report concerns without fear of retaliation. Safeguarding and professional conduct training for senior staff. Anonymous surveys to monitor workplace culture.	1) Appoint external safeguarding officers to handle complaints. 2) Provide multiple reporting channels. 3) Periodically review power dynamics within the organisation. 4) Introduce a mentoring program to support junior staff. 5) Provide comprehensive training to staff on recognising and reporting sexual harassment, bystander intervention and the consequences of sexual harassment. This training should also cover power imbalances and how they can contribute to sexual harassment. 6) Provide additional training for managers that is aimed at preventing abuses of power and their role in preventing and stopping bullying and harassment from occurring in the workplace. 7) Ensure managers involved in handling sexual harassment complaints are given appropriate training to address the complexities of cases involving power imbalances and the need to be independent and not influenced by any conflicts of interests.			
12. Cultural norms at the workplace.	A workplace culture that tolerates certain attitudes, inappropriate behaviours and stereotypical views where employees are not treated with dignity and respect may make staff more vulnerable to sexual harassment.	The organisation has adopted a robust Dignity at Work Policy which includes anti-harassment and anti-bullying. This Dignity at Work policy includes clear examples of harassment, including sexual harassment, and a comprehensive reporting procedure. The policy highlights a system of support for those affected or involved in sexual harassment, including access to an employee assistance programme, workplace mediation and/or counselling. The organisation has also adopted an Equality, diversity and inclusion policy. Both policies are accessible to all staff via the Trust website.	1) Provide comprehensive training to staff on recognising and reporting sexual harassment, bystander intervention and the consequences of sexual harassment. 2) Provide regular diversity and inclusion training to senior leaders and managers with a focus on unconscious bias and their role in preventing and stopping discrimination, bullying and harassment from occurring in the workplace. 3) Monitor our workplace culture through anonymous surveys, exit interviews, one-to-one conversations, return-to-work meetings and employee resource groups to identify and address any high risk issues. 4) Engage workplace champions who are trained in sexual harassment 5) Ensure Dignity at Work Policy and Preventing Sexual Harassment in the Workplace Policy is reviewed and communicated to staff regularly. 6) These policies should form part of policies to be read at the beginning of each academic year and for new employees joining mid-year. 7) New employees will be required to undertake the National College Preventing Sexual Harassment in the Workplace training and certificates saved within their respective personnel files			
13. Temporary staff or contractors, parents/carers and any other visitors who may not be fully aware of school policies, leading to potential risks.	Staff working who regularly come into contact withparents/carers, suppliers and contractors and temporary staff.	The school has adopted a robust Dignity at Work Anti-harassment and anti-bullying policy, together with a Preventing Sexual Harassment in the Workplace policy, that explicitly addresses third party sexual harassment. The policy is accessible to all staff via the secure Trust website.	1) Provide comprehensive training to staff on recognising and reporting sexual harassment, bystander intervention and the consequences of sexual harassment. This training should also cover how to handle difficult interactions with third parties, setting boundaries, and empowering individuals to remove themselves from difficult situations. 2) Provide additional training for managers to ensure that they are able to support individuals who have been subjected to harassment by a third party and their role in preventing and stopping bullying and harassment from occurring in the workplace. 3) Ensure that the organisation's zero tolerance approach to sexual harassment is communicated to third parties via email and notices displayed in public areas of the workplace.			

14. A lack of clear leadership on safeguarding or inconsistent enforcement of HR policies could enable harassment.	Individuals from minority ethnic backgrounds, LGBTQ+ and communifities, those with disabilities as without strong safeguarding their concerns may be overlooked or dismissed. Junior or entry-level staff often have less power or visibility and may feel unable to speak up regarding inappropriate behaviour. They may not be fully aware of their rights or the reporting procedures available. Contractors, freelancers or temporary workers may not feel fully integrated into the Trust culture or training programs. In addition, they may fear retaliation or losing work if they report issues. Whistleblowers who raise concerns about misconduct may fear retaliation if not actively protected by SLT. Victims of previous incidents that were mishandled may remain vulnerable or feel unsafe. Managers without proper training in respect of safeguarding or HR policies may inadvertently mishandle situations, exposing themselves and the Trust to liability.	Robust Dignity at Work, Preventing Sexual Harassment in the Workplace and Conduct policies are shared with all staff and directly available to all employees. Policies are included with all Offer Letters, which employees are asked to confirm they have read and understood. New employees are signposted to specific training in Preventing Sexual Harassment in the Workplace for Staff as part of the pre-employment/onboarding process. SLT and Managers receive training on safeguarding responsibilities and how to model appropriate behaviour. SLT is held accountable for creating a safe and respectful culture.	Mandatory staff training on harassment prevention, unconscious bias and reporting procedures. Refresher courses are scheduled at the beginning of each academic year regarding training in retaliation. Employee surveys to assess workplace culture and identify areas for improvement. Access to the Trust Employee Assistance Programme. Designated Safeguarding Leads.	SLT are ultimately accountable for creating a safe and respectful workplace, ensuring safeguarding is a strategic priority. Everyone is responsible for safeguarding and in addition maintaining a respectful environment who are expected to follow policies, report concerns and support colleagues.		
15. Lack of diversity.	A lack of diversity in senior leadership and managerial roles can result in a significant power imbalance, which may lead to employees, third parties and groups from other underrepresented backgrounds throughout the organisation feeling marginalised, more vulnerable to sexual harassment and less empowered to speak up due to fear of retaliation.	The organisation has adopted a robust Dignity at Work anti-harassment and anti-bullying policy, together with a Preventing Sexual Harassment in the Workplace policy. This policy includes clear examples of sexual harassment and a comprehensive reporting procedure. The policy contains multiple reporting channels to ensure that staff can safely report incidents of sexual harassment, even if the harasser is in a position of power. The inclusion of multiple reporting channels ensures impartiality and protection against negative consequences or retaliation. The organisation has also adopted an Equality, diversity and inclusion policy. Both policies are accessible to all staff via the Trust website.	1) Provide regular diversity and inclusion training to senior leaders and managers with a focus on unconscious bias. 2) Run a reverse mentorship scheme where senior leaders and managers can learn from others about their lived experiences and the challenges that they have faced at work because they are from an underrepresented or minority group. 3) Set up equality, diversity and inclusion events and workshops through employee resource groups. Ensure senior leaders and managers attend these events and workshops to educate themselves on the challenges faced by others. 4) Take reasonable and appropriate steps to encourage job applications for senior leadership and managerial roles from as diverse a range of people as possible.			