



Prevention of sexual harassment – Risk Assessment

| Assessment details | |
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| Date of Assessment | 28 May 2025 |
| Risk Assessment Reference | RA-SH |
| Risk Assessor | Lydia Hopton |
| People involved in making this assessment | Personnel Committee |
| People at risk | All workers, volunteers, and councillors |
| Risks identified | |
| Risks identified of worker to worker sexual harassment | <ul style="list-style-type: none"> Risk that workers could be sexually harassed by colleagues |
| Risks identified of third party sexual harassment such as | <ul style="list-style-type: none"> Contractors Volunteers Members of the public e.g. meetings Service users Councillors |
| Control measures | |
| Reasonable steps to be taken to reduce risk | <ul style="list-style-type: none"> Communication to staff of zero tolerance approach which means recognising that no worker should have to experience sexual harassment at work Taking all concerns raised about sexual harassment seriously Acting to promptly take appropriate action when concerns are raised Encouraging staff to report any instances of sexual harassment, including third party sexual harassment, that occur Add to contractor sign-in information that there is a zero-tolerance policy Add to booking forms that there is a zero-tolerance policy Notices are displayed in public areas to advise there is a zero-tolerance policy Link with lone working RA – staff to have phone with them when working on own and lock staff areas if working on own to reduce risk Training for all staff, and volunteers on expected conduct, including recognising and preventing harassment – induction and refresher training Maintain CCTV according to policy to support staff safety |
| Assessment review date | May 2027 |
| Risk assessor signature | |