

AREA / ACTIVITY / TASK BEING ASSESSED:		Sexual Harassment in the Workplace	
DEPARTMENT:		All	
SERVICE:		All	
REFERENCE NO.	VERSION	DATE OF ASSESSMENT	DATE OF NEXT REVIEW
RA-ALL-SH-001	1	21/10/2024	21/10/2027
Description of operations and scope of assessment: <ul style="list-style-type: none"> • Activities, • Environment(s) • Equipment, materials etc. 		<p>This is an overarching risk assessment to highlight some of the risks from sexual harassment in the workplace and the control measures in place to prevent it.</p> <p>Managers should ensure that they include any specific risks within their service in their activity risk assessments and take any reasonable actions to prevent the opportunity for sexual harassment to employees from both internal and external sources.</p>	
Address / Location where assessment conducted:		All CCC workplace / schools.	
Legislation / Management standards		Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999	

Name of Risk Assessor(s)	Job Title:	Signature(s) of Risk Assessor(s)
Jackie Bergiers	Lead Business Partner (H&S)	<i>J Bergiers</i>
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RISK ASSESSMENT

Item index No.	Identify Hazard(s)	Who/What is likely to be harmed and how?	Existing / Current Control Measures	Risk Rating as per Matrix	Further actions required to reduce risk & person responsible for action	Residual risk(s) as per matrix after additional controls
1.	<p>Inappropriate behaviours within the workplace (internal – between employees)</p>	<p>Employees</p> <p>Use of inappropriate behaviours and language used within the workplace or at workplace related events.</p> <p>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.</p>	<p>The organisation has adopted robust Behavioural Standards Guidance that explicitly addresses sexual harassment. This guidance includes clear examples of sexual harassment, and a comprehensive reporting procedure. The guidance is accessible to all staff via the intranet.</p> <p>The guidance highlights a system of support for those affected or involved in sexual harassment, including access to the Employee Wellbeing Service via Occupational Health, internal facilitation or external workplace mediation.</p> <p>The Authority has also adopted an Equality and Diversity policy. All policies, guidance and support services are accessible to all staff via the intranet.</p>	<p style="text-align: center;">LOW</p>	<ol style="list-style-type: none"> 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 questionnaires, 	<p style="text-align: center;">LOW</p>

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			<p>Mandatory training for all employees and managers on the behaviours expected in the workplace.</p> <p>Other policies and procedures in place to encourage inappropriate behaviours to be reported and action to be taken to address them including the grievance policy, whistleblowing etc.</p>		<p>one-to-one conversations, return-to-work meetings and employee relations groups to identify and address any high-risk issues.</p> <p>4. Engage workplace wellbeing champions who are trained in sexual harassment.</p> <p>5. Ensure Behavioural Standards guidance is reviewed and communicated to staff regularly.</p>	
2.	Power imbalances	<p>Employees</p> <p>Staff who are in subordinate positions, including junior employees and new recruits, may be at higher</p>	The Authority has adopted a robust Behavioural Standards guidance that explicitly addresses sexual harassment. This guidance includes clear examples of sexual harassment	LOW	1. Provide comprehensive training to staff on recognising and reporting sexual harassment, bystander intervention and the	LOW

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		<p>risk of experiencing sexual harassment. This is because the power imbalances that exist in such in such relationships can create opportunities for exploitation. It may also be more difficult for individuals in these subordinate positions to speak up due to fear of negative consequences or retaliation.</p>	<p>and a comprehensive reporting procedure. The guidance 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 guidance is accessible to all staff via the intranet.</p>		<p>consequences of sexual harassment. This training should also cover power imbalances and how they can contribute to sexual harassment.</p> <ol style="list-style-type: none"> 2. 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. 3. Ensure managers involved in handling sexual harassment complaints are given appropriate training to address the 	

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					complexities of cases involving power imbalances and the need to be independent and not influenced by any conflicts of interests.	
3.	Staff attending work-related social events/conferences where alcohol is consumed or there may be substance abuse	<p>Employees</p> <p>Alcohol consumption / substance misuse can impair judgement and lower inhibitions, potentially leading individuals to behave in ways that they would not in a sober state.</p>	<p>The Authority has adopted robust Behavioural Standards Guidance that explicitly addresses sexual harassment. This guidance includes clear examples of sexual harassment, and a comprehensive reporting procedure.</p> <p>The authority has also adopted an Alcohol and Substance Misuse policy which prevents alcohol or substances being consumed on its premises.</p> <p>There is a clearly publicised Employee Code of Conduct and</p>	LOW	<ol style="list-style-type: none"> For work related conferences / events that are due to take place consider whether they require supervision and / or adequate staffing levels to monitor and address any potential incidents of sexual harassment promptly. Designate specific staff members as points of contact for individuals to report concerns or seek assistance. 	LOW

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			<p>the standards of behaviour expected at work related social events which makes it clear that discrimination, bullying or harassment of any kind will not be tolerated.</p> <p>All policies, guidance and corporate messages are accessible to all staff via the intranet.</p>		3. 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.	
4.	Lack of equality and diversity awareness	<p>Employees</p> <p>Underrepresented backgrounds throughout the organisation feeling marginalised, more vulnerable to sexual harassment and less empowered to speak up due to fear of retaliation.</p>	<p>The Authority has adopted robust Behavioural Standards Guidance. This guidance includes clear examples of sexual harassment and a comprehensive reporting procedure.</p> <p>The guidance also contains multiple reporting channels to ensure that staff can safely report incidents of sexual</p>	LOW	<p>1. Provide regular diversity and inclusion training to all employees with a focus on unconscious bias.</p> <p>2. Run a reverse mentorship scheme where senior leaders and managers can learn from others about their lived experiences and the challenges that they</p>	LOW

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			<p>harassment, even if the harasser is in a position of power.</p> <p>The inclusion of multiple reporting channels ensures impartiality and protection against negative consequences or retaliation.</p> <p>The Authority has also adopted an Equality and Diversity policy. All policies and guidance are accessible to all staff via the intranet.</p>		<p>have faced at work because they are from an underrepresented or minority group.</p> <p>3. Set up equality, diversity and inclusion events and workshops through employee relations groups. Ensure senior leaders and managers attend these events and workshops to educate themselves on the challenges faced by others.</p> <p>4. Take reasonable and appropriate steps to encourage job applications for all roles and in particular senior leadership / managerial roles from as diverse a</p>	

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					range of people as possible.	
5.	Particular events that raise tensions locally or nationally	<p>Employees</p> <p>Events that raise tensions locally or nationally can create strong reactions, polarise opinions and create division in the workplace. In such environments, individuals may feel compelled to assert their beliefs forcefully, sometimes leading to harassment or hostile behaviour towards those in the workplace with differing perspectives.</p>	<p>The Authority has adopted robust Behavioural Standards guidance. This guidance includes clear examples of sexual harassment and a comprehensive reporting procedure.</p> <p>The guidance 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.</p> <p>The inclusion of multiple reporting channels ensures impartiality and protection against negative consequences or retaliation.</p>	LOW	<ol style="list-style-type: none"> 1. Provide comprehensive training to staff on recognising and reporting sexual harassment, bystander intervention and the consequences of sexual harassment. 2. Remind staff of the organisation's zero tolerance approach to discrimination, bullying harassment and sexual harassment in the workplace during any such event and reinforce the Behavioural Standards guidance. 	LOW

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			The guidance is accessible to all staff via the intranet.		3. Conduct regular check-ins with workers during any such event to ensure their wellbeing and help identify any potential issues.	
6.	Lone working	Employees Harassment or sexual harassment while lone working due to limited supervision or support.	The organisation has adopted robust Behavioural Standards Guidance that explicitly addresses sexual harassment. This guidance includes clear examples of sexual harassment, and a comprehensive reporting procedure. The guidance is accessible to all staff via the intranet.	MEDIUM	1. Managers should ensure that all risks to employees while lone working are identified in their activity risk assessments and suitable control measures are implemented to reduce the risks. 2. All employees should be reminded of the requirement to report any incidents of violence, aggression, harassment or bullying	LOW

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					that occur whilst at work. 3. Managers must take appropriate action to address any gaps in their arrangements following incidents reported.	
7.	Inappropriate behaviours within the workplace (external – from third party’s)	<p>Employees</p> <p>Roles with higher frequency of interactions from external sources such as members of public, contractors, suppliers etc.</p> <p>Violence, aggression, harassment or bullying due to behavioural related or complex needs from service users.</p>	<p>The organisation has adopted robust Behavioural Standards Guidance that explicitly addresses sexual harassment. This guidance includes clear examples of sexual harassment, and a comprehensive reporting procedure. The guidance is accessible to all staff via the intranet.</p> <p>The guidance highlights a system of support for those affected or involved in sexual harassment, including access to</p>	MEDIUM	<p>1. Managers should ensure that all risks to employees while lone working are identified in their activity risk assessments and suitable control measures are implemented to reduce the risks.</p> <p>2. All employees should be reminded of the requirement to report any incidents of</p>	LOW

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			<p>the Employee Wellbeing Service via Occupational Health, internal facilitation or external workplace mediation.</p> <p>The Authority has also adopted an Equality and Diversity policy. All policies, guidance and support services are accessible to all staff via the intranet.</p> <p>Mandatory training for all employees and managers on the behaviours expected in the workplace.</p> <p>Other policies and procedures in place to encourage inappropriate behaviours to be reported and action to be taken to address them including the grievance policy, whistleblowing etc.</p>		<p>violence, aggression, harassment or bullying that occur whilst at work.</p> <p>3. Managers must take appropriate action to address any gaps in their arrangements following incidents reported.</p> <p>4. Specialist advice and guidance on how to manage behavioural related or complex needs cases available from behavioural support services, social workers and medical professionals.</p>	

EVALUATION MATRIX



LIKELIHOOD OF OCCURRENCE

Certain Expect accident/incident to occur				
Highly Likely A high chance that accident/incident will occur		MR		
Likely Moderate chance that accident/incident will occur				HR
Unlikely Minor probability that accident/incident will occur	TR	LR	MR	
Negligible So little chance that accident/incident will occur that the risk is close to zero				
RISK ACTION LEVELS:	Trivial Loss	Minor Injury	Over 7 Day Injury	Major Injury
TRIVIAL RISK (TR) No further action required.	<ul style="list-style-type: none"> No personal injury Minor inconvenience 	<ul style="list-style-type: none"> First Aid treatment only Scratches, minor cuts, bruises Temporary ill health Nausea, headache, Minor damage to property Reduced Service 	<ul style="list-style-type: none"> Injuries that require medical treatment such as a broken finger, thumb or toe, lacerations requiring stitches. Serious strains, sprains or bruising. Minor burns. Loss of service 	<ul style="list-style-type: none"> Fracture Amputation Loss of sight/hearing Injury, burns or loss of consciousness from electric shock
LOW RISK (LR) Consider reducing risk if little or no cost (time/money/effort) involved.				
MEDIUM RISK (MR) Consider new/additional controls, to reduce the risk to as low as is reasonably practicable.				
HIGH RISK (HR) New/additional controls must be introduced immediately to reduce the risk to an acceptable level. No new work should proceed.				
			Immediate or through a condition that will eventually lead to death	