|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Potential consequence / severity of outcome | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood of harm occurring / frequency of occurrence | | None  no injury or adverse effects | Minor  first aid injury | Moderate  lost time injury | Major  hospital treatment | Catastrophic  disabling injury or death |
| Could happen, but probably never will. | 1 - Rare | 1 | 2 | 3 | 4 | 5 |
| Not likely to occur in normal circumstances. | 2 - Unlikely | 2 | 4 | 6 | 8 | 10 |
| May occur at some time. | 3 - Possible | 3 | 6 | 9 | 12 | 15 |
| Expected to occur at some time. | 4 - Likely | 4 | 8 | 12 | 16 | 20 |
| Likely to occur on many occasions. | 5 – Almost certain | 5 | 10 | 15 | 20 | 25 |

|  |  |  |
| --- | --- | --- |
| Total | Level of risk | Timescale / action |
| 1 to 5 | Low | No additional physical control measures are required however monitoring is necessary to ensure controls are maintained. |
| 6 to 10 | Medium | 3-6 months - efforts should be made to reduce the risk to an acceptable level. |
| 12 to 25 | High, or stop | Immediate - work should not be started until the risk has been reduced to an acceptable level. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce risk even with unlimited resources, work will have to be stopped. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Step 1**  What are the hazards? | **Step 2**  Who might be harmed and how? | **Raw risk rating** | **Step 3**  What do you have in place? | **Step 4**  Is anything further needed?  Yes / No | **Step 5**  Action and review | **Residual risk rating** |
| Spot hazards by:   * Walking around your workplace. * Asking those doing the task what they think. * Checking manufacturers’ instructions. * Considering health hazards. | Identify groups of people:   * employees * lone workers * pupils * service users * temporary / agency staff * contractors * volunteers * members of the public * children (including work experience). | When there are no control measures are in place.  State total score. | List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include:   * guarding * training * procedures, safe systems of work * personal protective equipment (PPE). | You need to make sure that you have reduced risks ‘so far as is reasonably practicable’.  An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, indicate ‘yes’ and list what needs to be undertaken in the action column. | Remember to prioritise hazards that are high-risk and have serious consequences first:   * List the actions required and who needs to complete and by when. * Check actions are correctly completed. * Check controls remain in place. * Review the risk assessment annually, or earlier if there is an incident or if the work activity changes. | Level of risk when all control measures are in place.  State total score. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity / operation/ event:** | | | | | | | | | |
| **Establishment:** | | | | | | **Assessment date:** | | | |
| **Assessor name / position:** | | | | | | **Review date:** | | | |
| **Step 1**  Identify the hazards | **Step 2**  Who might  be harmed and how? | **Raw risk rating**  state total score | **Step 3**  What do you have in place? | **Step 4**  Anything further  needed?  **Yes / No** | **Step 5**  Action and review | | | | |
| **Action required** | | **Residual risk rating**  state total score | **Responsible**  **person** | **Date completed** |
| Gendered power imbalance between managers and staff e.g. areas where junior staff are predominantly female, and managers are male). | Employees, agency workers, contractors, and volunteers.  Staff who are in subordinate positions (including junior employees and new recruits) may be at higher risk of experiencing sexual harassment. The power imbalances that exist 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. Stress, Intimidation, and/or anxiety may be caused. |  |  |  |  | |  |  |  |
| Use of permanent relief contracts, agency staff or contractors (a casual workforce may be targeted). | Employees, agency workers, contractors, volunteers.  Intimidation, stress, and/or anxiety caused. |  |  |  |  | |  |  |  |
| Lone working including out of hours working | Employees, agency workers, contractors, volunteers.  May face increased risks of sexual harassment due to limited supervision or support. Intimidation, stress, and/or anxiety caused by sexual harassment which also may result in a physical assault. |  |  |  |  | |  |  |  |
| Socialising outside of work. | Employees, agency workers, contractors, volunteers.  Risk of stress, anxiety, and/or harm caused. Perpetrators may not realise unwanted behaviours of a sexual nature apply outside of the workplace; a more informal, relaxed environment may lead to unwanted behaviours. |  |  |  |  | |  |  |  |
| Presence of alcohol (at work-related events). | Employees, agency workers, contractors, volunteers.  Staff attending work-related social events or conferences where alcohol is consumed may be more vulnerable to sexual harassment. Alcohol consumption can impair judgement and lower inhibitions potentially leading individuals to behave in ways that they would not in a sober state. Risk of stress, anxiety, and/or harm. Staff and perpetrators may be influenced by drink not realising behaviours of a sexual nature are not acceptable. |  |  |  |  | |  |  |  |
| Staff in customer facing roles. | Employees, agency workers, contractors, volunteers.  Staff who regularly come into contact with clients, customers, suppliers and contractors may be more vulnerable to sexual harassment due to a higher frequency of interactions. Intimidation, stress, and/or anxiety caused by sexual harassment which also may result in a physical assault. |  |  |  |  | |  |  |  |
| Working from home. | Employees, agency workers, contractors, volunteers.  Intimidation, stress, and/or anxiety caused by sexual harassment experienced in via virtual meetings. |  |  |  |  | |  |  |  |
| Attendance at events/conferences outside of the workplace (with/without presence of alcohol). | Employees, agency workers, contractors, volunteers.  Risk of stress, anxiety, and/or harm. Perpetrators may not realise unwanted behaviours of a sexual nature apply outside of the workplace. A more informal, relaxed environment may lead to unwanted behaviours. |  |  |  |  | |  |  |  |
| Cultural norms at the workplace | Employees, agency workers, contractors, volunteers.  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. |  |  |  |  | |  |  |  |
| Events that raise tensions locally or nationally. | Employees, agency workers, contractors, volunteers.  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.  Levels of stress and anxiety rise due to local or national news. |  |  |  |  | |  |  |  |
| Lack of diversity in senior management. | Employees, agency workers, contractors, volunteers.  Can result in a significant power imbalance, which may lead to women and groups from other underrepresented backgrounds throughout the organisation to feel marginalised, more vulnerable to sexual harassment and less empowered to speak up due to fear of retaliation.  Intimidation, stress, and/or anxiety caused. |  |  |  |  | |  |  |  |
| Secondment arrangements. | Employees  Intimidation, stress, and/or anxiety caused. |  |  |  |  | |  |  |  |
| Social media contact between workers and the public.  *HR are updating policies and procedures to explicitly reference the duty to prevent sexual harassment and the circumstances where this applies.*  *HR communications will be promoted to raise awareness of examples of unwanted conduct of a sexual nature.* | Employees, agency workers, contractors, volunteers.  Intimidation, stress, and/or anxiety caused by sharing personal details online. |  |  |  |  | |  |  |  |
| Workforce demographics e.g. areas where there is a predominantly male workforce. | Employees, agency workers, contractors, volunteers.  Intimidation, stress, and/or anxiety caused. |  |  |  |  | |  |  |  |
| No acknowledgement, understanding or support provided, or issue not taken seriously. | Employees, agency workers, contractors, volunteers.  Chronic stress and anxiety associated with harassment may contribute to a range of health problems including headaches, gastrointestinal and cardiovascular issues. |  |  |  |  | |  |  |  |
| Insufficient or lack of reasonable steps to prevent sexual harassment of staff.  *(Equality Act 2010)* | Employees, agency workers, contractors, volunteers.  Chronic stress and anxiety associated with harassment may contribute to a range of health problems including headaches, gastrointestinal and cardiovascular issues. |  |  |  |  | |  |  |  |
| Reporting procedures for sexual harassment are not known - incidents are not reported by staff. | Employees, agency workers, contractors, volunteers.  Levels of stress and anxiety rise due to incident and possibly ongoing sexual harassment. |  |  |  |  | |  |  |  |
| Wellbeing of staff affected by sexual harassment. | Employees, agency workers, contractors, volunteers.  Chronic stress and anxiety associated with harassment may contribute to a range of health problems including headaches, gastrointestinal and cardiovascular issues. |  |  |  |  | |  |  |  |
| The complainant is not protected from ongoing harassment or is being victimised during an investigation. | Employees, agency workers, contractors, volunteers.  Increased stress and anxiety caused resulting in health problems. |  |  |  |  | |  |  |  |
| Sexual harassment cases are not investigated. | Employees, agency workers, contractors, volunteers.  Levels of stress and anxiety rise due to incident and possibly ongoing sexual harassment. |  |  |  |  | |  |  |  |
| Lessons learnt meetings are not held after complaints resolved. | Employees, agency workers, contractors, volunteers.  Risk of harm to others if reasonable steps are not implemented to prevent a reoccurrence(s). |  |  |  |  | |  |  |  |
| Insufficient or no guidance or training provided to staff. | Employees, agency workers, contractors, volunteers.  Intimidation, stress, and/or anxiety caused. |  |  |  |  | |  |  |  |