**Preventing Sexual Harassment – Risk Assessment**

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| **Company:** |
| **Work activity:**  |
| **Department:** | **Assessment date:** | **Review date:** |

All findings from this risk assessment should be thoroughly documented. The documentation should include:

* A list of identified risks and contributing factors
* The assessment of current controls and their effectiveness
* Any new control measures implemented
* A timeline for reviewing and monitoring risks

This documentation will not only provide a clear record for internal review but will also serve as evidence of the organisation's commitment to preventing harassment.

**LOW RISK:** Minor impact or unlikely to have impact. However, action can still be taken to reduce the risk.

**MEDIUM RISK:** Mid-way between Low and High risk and could have an impact or cause of concern for the worker.  Review control measures and do what you can to reduce the risk.

**HIGH RISK:** Significant impact and major cause of concern for worker/s.  Special control measures must be in place and training provided.

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| **Risk area** | **Does it apply to the workplace?** | **Level of risk identified (L/M/H)** | **Measures currently in place** | **Further action required** | **Review date** | **Outcome of review** |
| Working at night |  |  |  |  |  |  |
| Working alone |  |  |  |  |  |  |
| Adequate lighting and space in work areas |  |  |  |  |  |  |
| Interaction with third parties (E.g. customers, suppliers, contractors) |  |  |  |  |  |  |
| Workplace language (e.g. use of banter, swearing) |  |  |  |  |  |  |
| Consuming alcohol with colleagues outside of work |  |  |  |  |  |  |
| Socialising with third parties (customers, suppliers, etc.) |  |  |  |  |  |  |
| Socialising outside of work |  |  |  |  |  |  |
| Use of social media to communicate at work |  |  |  |  |  |  |
| Use of social media to communicate outside of work |  |  |  |  |  |  |
| Hierarchical management structure |  |  |  |  |  |  |
| **Risk area** | **Does it apply to the workplace?** | **Level of risk identified (L/M/H)** | **Measures currently in place** | **Further action required** | **Review date** | **Outcome of review** |
| Small teams with only one manager |  |  |  |  |  |  |
| Diversity in workforce |  |  |  |  |  |  |
| Diversity in management |  |  |  |  |  |  |
| Awareness of reporting processes for complaints |  |  |  |  |  |  |
| Number of complaints received in last 3 years – split between open and anonymous |  |  |  |  |  |  |
| Trends or hotspots in instances seen from complaints |  |  |  |  |  |  |
| Underreporting? |  |  |  |  |  |  |
| Management behaviour – training on sexual harassment |  |  |  |  |  |  |
| *Insert your own workplace specific risks areas here* |  |  |  |  |  |  |

Signed (Assessor):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Signed (Employee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_