




# Sexual Harassment Risk Assessment Template

## Identify Hazards & Controls Measures

Task / Operation Being Assessed:	Preventing Sexual Harassment (including Third Party)		
Company Name & Address:	West Bedlington Town Council	Reference Number:	N/A
Name Of Person Undertaking the Assessment:	Steven Young - Town Clerk	Signature:	<i>Steven Young</i>
Date Of Assessment:	November 2025	Date Review Due By:	

Steps to the risk assessment	
Identify the hazards:	
Hazard:	A hazard is a situation where the chance of sexual harassment may occur
Evaluate the risk	
What harm could be caused?	What harm could come from the hazard
How likely is the risk to occur (high, medium or low)	What is the probability the incident will occur low/medium or high probability
Who might be harmed?	Who will be affected by the activity
Decide on what precautions to put in place	
What are you already doing to control the risk?	The existing control measures are what you already have in place to control the risk, an example of this is servicing equipment, staff training, supervision etc.
Further action/control measures required?	Further measures that could reduce or remove the level of risk. Such as elimination or substitution of a product, item or process, keeping items locked away/out of reach, administrative controls etc.

					
Hazard - Include Hazards associated with the work here.	Who May Be Harmed & How? List Here Employees, Workers and Others who May Be Harmed by The Activity, Including The Method of Harm.	How Will the Risk Be Controlled? Detail Here Your Present Control Measures, If Further Action Is Required, Include This at The End Of The Document.	How Likely Is the Risk to Occur (Low, Medium or High)	Further Action/Control Measures Required	Action by Who and When

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<p>Lone Working - Sexual Harassment.</p>	<p>Workers Potential risk of bodily harm/stress for staff working in isolated environments due to the nature of their job related or the location. Non-consensual harassment and violence/aggression. This can also apply to those who are based from home, as well as those who work outside of 'normal' office hours, face service users, public and court staff and travel to different locations on a regular basis.</p>	<p>Addressing Power Imbalances</p> <ul style="list-style-type: none"> <li>• Support staff by training on how to deliver their role professionally within a work environment</li> <li>• Training to be delivered at induction and annually on Sexual Harassment.</li> </ul> <p>Effective Policies and Procedures</p> <ul style="list-style-type: none"> <li>• Ensure staff are made aware of the following policies               <ul style="list-style-type: none"> <li>- Sexual Harassment Policy</li> <li>- Discrimination Policy</li> </ul> </li> </ul> <p>Ensure staff have a Clear Reporting Pathway and always adhere to the following:</p> <ol style="list-style-type: none"> <li>1. Get yourself to safety</li> <li>2. Call 999 if your life is in danger</li> <li>3. Call 101 if you need to report an incident</li> <li>4. Call a line manager or member of the Senior Leadership Team. Report the incident.</li> <li>5. Complete a reporting document.</li> <li>6. Line manager to undertake any reporting actions e.g., contact commissioning body, site manager etc</li> </ol> <p>Implement Support Structures</p> <ul style="list-style-type: none"> <li>• Provide support and counselling for victims of harassment, ensuring they have access to resources throughout the reporting and investigation process.</li> <li>• Employees partake in regular supervisions and have regular touch points with more experienced workforce e.g., mentors/team leaders.</li> <li>• Lone worker risk assessment is carried out.</li> <li>• For roles that involve customer interaction, provide specific training on handling harassment from third parties, including strategies for de-escalation and reporting.</li> </ul>	<p>Low</p>		<p>All - Annually</p>
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		<p>Regular Monitoring and Review</p> <ul style="list-style-type: none"> <li>Monitor the workplace environment through surveys and feedback mechanisms to gauge the prevalence of harassment and the effectiveness of policies.</li> </ul> <p>Training and Awareness</p> <ul style="list-style-type: none"> <li>Conduct regular training sessions for all employees on recognising and preventing harassment. Tailor training for managers and supervisors to include handling complaints and supporting affected workers.</li> </ul>			
Power Imbalances - Harassment	<p>Workers: Potential for workers to be sexually harassed by those in power within the organisation. For instance, a more junior employee, feeling under pressure from a senior leader to tolerate harassment / abuse in order to retain their job. This can also apply to workers who are on secondment and away from their regular support structures, workers deployed to unfamiliar locations where there are local tensions, and where there is a lack of diversity in the senior leadership team which may re-enforce poor behaviours. This abuse may also take the form of a third-party interaction where a worker is pressured into activities they do not wish to consent to.</p>	<ul style="list-style-type: none"> <li>Documented and communicated Sexual Harassment Policy, working arrangements and procedures. e.g., complaints</li> <li>Workers reminded of policies and procedures</li> <li>All employees are regularly supervised and have multiple contact points with line manager and/or mentor.</li> <li>Training and education of those in positions of senior management and leading by example</li> <li>Training on sexual harassment is in place for all staff. Refresher training undertaken.</li> <li>Whistleblowing Policy and procedures and ways of reporting harassment are in place and communicated effectively.</li> <li>Freedom to Speak Guardian in place to alleviate fears of staff who may feel frightened to speak up</li> </ul>	Medium		
Work-Sponsored Social Occasions / Social Interaction - Sexual Harassment	<p>Workers: Potential for sexual harassment to take place at work-sponsored social events including online, and by third parties.</p>	<ul style="list-style-type: none"> <li>Conduct outside of the office policy in place.</li> <li>Zero tolerance approach to drugs.</li> <li>Behaviour Policy in place.</li> <li>Reporting procedures for sexual harassment in place and followed.</li> <li>Workers reminded of policies and procedures Sexual Harassment policies are in place which cover social media and external events prior to attending the event.</li> </ul>	Low		All - Annually

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		<p>Third Party Harassment:</p> <ul style="list-style-type: none"> <li>Workers are to alert Line Manager in the event that harassment takes place so that this can be addressed with the event organiser, where this isn't possible, the worker will not be left unattended and will be taken to safety where required. If required, the police will be informed.</li> </ul>			
Verbal Abuse - Verbal abuse directed at workers from colleagues and / or third parties	Workers: Potential for stress and mental health impacts due to verbal abuse.	<ul style="list-style-type: none"> <li>Recording of phone calls within the work environment if able to and reviewed.</li> <li>Reporting structure in place for lone workers and head office team in the event of abuse over the phone.</li> <li>Behaviour and customer service policy in place.</li> <li>Visitor rules system operated.</li> <li>Restricted access to office sites to prevent any unauthorized visitors.</li> <li>Supportive measures in place and access to external employee assistance programmes.</li> <li>Regular supervisions, one to ones and touch points.</li> </ul>	Medium		
Travel	Workers: Potential for stress and mental health impacts due to harassment of any type by members of the public.	<p>Reporting Pathways</p> <ul style="list-style-type: none"> <li>Ensure practitioners and lone workers are aware of the reporting structures (outlined above) e.g., Get self to safety, call 999, call 101, report to member of train staff, contact team leader or senior team member, fill out a risk form.</li> </ul> <p>Policies</p> <ul style="list-style-type: none"> <li>Overnight stays policy in place to encourage people to stay in a safe hotel (consider location of hotel) and avoid travel late at night or in the dark.</li> <li>Encouraging practitioners to take a taxi if they need to.</li> </ul>	Low		

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Remote Working	Workers: The impersonal nature of online communication and the absence of immediate manager/supervisor can inadvertently facilitate inappropriate behaviours.	<ul style="list-style-type: none"> <li>Regular supervisions, one to ones and touch points.</li> <li>Sexual Harassment, Remote Working, Behaviours and Social Media Policy in place.</li> <li>Follow etiquette for on-line meetings.</li> </ul>	Medium		
Third Party Contact and Partnership Working	Workers: Potential for sexual harassment and bullying to take place at work when staff are at customer, patient sites	<ul style="list-style-type: none"> <li>Third parties to be aware of our policies and approach to zero tolerance around sexual harassment</li> <li>Request customers risk assessment, policies and escalation process for any complaints received in order to protect our workers on their premises. These should form part of any contract for services,</li> <li>Third parties to provide training on bullying and harassment to their staff in order to protect our staff.</li> </ul>	Low		
Diversity in the workplace	Workers: Lack of diversity awareness can lead to biases, stereotypes and result in misconceptions leading to harassment.	<ul style="list-style-type: none"> <li>Take proactive measures to promote a diverse workforce and providing support for underrepresented groups</li> <li>Diversity awareness training to raise awareness about different dimensions of diversity.</li> <li>Unconscious Bias training to help colleagues/line managers recognise and address unconscious biases.</li> </ul>	Medium		

### Assessing the Risk of each identified hazard

**Negligible** - An event that is highly unlikely to occur and the risk of harassment and impact would be very low. Negligible risk events require no monitoring or control.

**Low** - An event is unlikely to occur and the risk of harassment and impact would be low. Low risk events should be monitored regularly, but generally require minimal control.

**Medium** - In the absence of controls an event is reasonably likely to occur and the risk of harassment could result in longer term mental & physical issues which, may include periods of absence from work. Medium risk events should be monitored and a control plan should be developed and implemented as soon as possible.

**High** - An event is very likely to occur and may have some harassment implications. These may include physical longer term injuries or severe psychological trauma. High risk events require special control measures and training to be put in place.

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**Very High** – An event that will occur and would have some harassment implications. These would include physical longer term injuries or severe psychological trauma. Very High risk events require special control measures, safeguarding, management oversight and training to be put in place.

Assessment Completed By:		Assessment Approved By:	
Name:			
Signature:			
Date:			

Employee / Worker Acknowledgement:					
By signing below, you confirm you have read and understood the contents of this assessment and agree to abide by the safe methods of working contained within it.					
Name:	Date:	Signature:	Name:	Date:	Signature: