



Sexual Harassment Risk Assessment

Date: 13/11/25

Review Period: Annual (or after any incidents)

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Area	Identified Risk	Risk Level	Preventative Controls	Responsible Person	Review Notes
Workplace Environment	Occasional lone working (especially in warehouse/office areas in separate buildings)	Medium	<ul style="list-style-type: none"> - Lockable doors - Ensure all lone workers have contact method 	Line Managers / HR	No issues to date. Continue monitoring.
Third Party Interaction	Rare in-person interaction with customers/suppliers (mainly with warehouse supervisor)	Low	<ul style="list-style-type: none"> - Staff trained to report any inappropriate behaviour - Visitor policy in place 	Warehouse Supervisor / HR	Risk minimal due to limited contact.
Internal Messaging System	Risk of inappropriate jokes or offhand comments via internal messaging tools	Medium	<ul style="list-style-type: none"> - Reinforce professional use in training - Monitor for patterns if concerns arise - Clear reporting channel if anything inappropriate occurs 	Line Managers / IT	No incidents reported. Include in training reminders.
Power Imbalance	Small team with defined leadership roles; risk of perceived favouritism or undue influence	Low	<ul style="list-style-type: none"> - Balanced gender representation at director/management level - Confidential feedback available - Open-door HR policy 	Directors / HR	Structure provides balance. Monitor for staff concerns.
Work-from-Home Setting	Staff may feel isolated or unsure how to report concerns remotely	Medium	<ul style="list-style-type: none"> - Ensure remote staff receive same training - Easy access to online reporting or HR contact - Managers to check-in regularly 	Line Managers / HR	Regular contact and meetings
Social Events (e.g. Christmas party)	Risk of inappropriate behaviour or unwanted attention during out-of-office	Medium	<ul style="list-style-type: none"> - Remind staff policies apply at all work-related events - Ensure safe travel options if needed 	HR / Event Coordinator	Only one event per year; no past concerns.

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Gender Balance	events				
	Relatively even gender split across departments	Low	<ul style="list-style-type: none"> - Monitor for any future department-specific imbalances - Maintain open culture - Maintain reporting options 	HR / Directors	No trends identified needing intervention.
Historic Complaints	None reported	Low	<ul style="list-style-type: none"> - Reinforce zero-tolerance policy - Encourage early discussion of concerns 	HR	Good record, but remain proactive.
