

Carried out by Helen Lamb
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Step-by-step risk assessment to address harassment and ensure a safe workplace:

1. Identify Hazards

Objective: Recognize situations where harassment could occur.

Methods:

- Conduct confidential staff surveys. — Carried out annually, checked + updated.
- Review past complaints or incidents. — Renewed past questionnaires to issues.
- Assess workplace culture, environment, and any high-risk areas (e.g., isolated areas, inappropriate communication channels). — No high-risk areas detected.

Examples of hazards to look for:

- Inappropriate comments, gestures, or jokes.
- Power imbalances (e.g., supervisor-subordinate relations).
- Unclear reporting processes.

— No inappropriate communication channels identified.

— Reporting by issues or direct to HR or MD.

2. Identify Who Might Be Harmed and How

Objective: Consider who could be affected by these hazards.

Methods:

- Consider employees, contractors, clients, or visitors.
- Identify vulnerable groups (e.g., based on gender, age, race, disability).

We have diverse staff and contacts. None have identified as vulnerable. — To be looked at. Carried out.

Key Questions:

- Are younger or newer employees at risk? No
- Do certain teams or departments experience higher stress or power imbalance?

Sales + marketing. — No reported issues to monitor.

3. Evaluate Risks and Decide on Precautions

Objective: Determine how likely harassment is to occur and its potential impact, then decide on measures to mitigate the risk.

Methods:

- Analyse how risks can be reduced by policies or culture changes.
- Ensure reporting procedures are accessible and clear.

✓ No changes needed at present.

Precautions to Consider:

- Regular training on anti-harassment and inclusivity.
- Clear, visible policies regarding unacceptable behaviour.
- Multiple reporting channels, including anonymous options.

New document gone out
done risk assessment
on Data
Collection of
Sensitive info.
New policy added.

4. Record Findings and Implement Changes

Objective: Document the identified risks and the actions to address them.

Methods:

- Write up a risk assessment report covering hazards, affected employees, and corrective actions.

Staff fill in risk assessment this is then reviewed by HR
No concerns raised this time.

- Implement necessary policy changes, such as updating the anti-harassment policy to clarify reporting options. *when anything occurs we will*

Actions to Implement:

- Introduce or update harassment reporting tools (e.g., anonymous phone line). *ISSUES via Directors or to HR*
- Create a supportive process for handling complaints.
- Assign clear responsibility for investigating complaints.

5. Review and Monitor

Objective: Ensure the risk assessment remains effective and relevant.

renewed annually

Methods:

- Schedule periodic reviews of policies and procedures. *✓*
- Continue to engage employees for feedback on workplace culture and harassment concerns. *✓*

Monitoring Tools:

- Regular feedback sessions. *✓*
- Auditing complaints and resolutions. *✓*
- Reviewing new risks or emerging trends. *✓*

This risk assessment can help your company proactively address harassment risks and create a safer environment for all employees.

*This is a new Risk assessment
Some new documents and processes have
now been added to the document index.
No areas of concern have flagged up.*