








Risk Assessment





Task / Operation Being Assessed:		Sexual Harassment, Including Third Party Harassment			
Name Of Person Undertaking the Assessment:		Kirsty Miller / Corporate Services Manager	Signature:		
Date Of Assessment:		November 2024	Date Review Due By:	November 2025	
 Hazard	 Risk rating (low / medium / high)	 Who may be harmed & how?	 Controls already in place	 Are additional controls required? (Actions to be included in section 2)	 Risk rating with additional controls in place (low / medium / high)
1. Lone working	Medium	Front facing staff who are required to lone work may face an increased risk of sexual harassment.	<ol style="list-style-type: none"> Sexual Harassment policy that explicitly addresses sexual harassment. This policy includes clear examples of sexual harassment, and a comprehensive reporting procedure. The policy will be accessible to all staff via T100 Lone Working risk assessment and procedure in place which includes use of lone working devices. Mandatory Sexual Harassment training for both managers and staff (Managers in November 24 and staff in Dec 24). Code of conduct in place. 	Yes	low

			<ol style="list-style-type: none"> 5. Regular 121's are carried out by line managers to encourage open/regular dialogue. 6. Health and Wellbeing group meet quarterly to review staff's wellbeing and organise awareness sessions. 7. Anonymous annual staff survey 		
2. Power Imbalance	Low	Staff who are in junior positions, may be at higher risk of experiencing sexual harassment. This is because the power imbalances that exist in such relationships can create opportunities for exploitation. It may also be more difficult for individuals in these positions to speak up due to fear of negative consequences or retaliation	<ol style="list-style-type: none"> 1. Sexual Harassment Policy (see above). 2. Code of Conduct. 3. Whistleblowing Policy and reporting procedures in place 4. Multiple reporting channels 5. Open door culture – HR and SMT approachable and available for all staff. Board visibility encouraged. 6. Health and Wellbeing staff group meet quarterly 7. Employee Assistance Programme in place to provide support and guidance. 	Yes	Low
3. Social Events/ Presence of alcohol	Medium	All staff. Potential for sexual harassment to take place at work-based social	<ol style="list-style-type: none"> 1. Sexual Harassment Policy (see above). 2. Drug and alcohol policy in place. 	Yes	Low

		<p>events or online, including by third parties.</p> <p>Events where alcohol is consumed could lead to an increased risk of sexual harassment.</p> <p>Alcohol consumption can impair judgement and lower inhibitions, potentially leading individuals to behave in ways that they would not do so when sober.</p>	<ol style="list-style-type: none"> 3. Alcohol availability controlled at events. 4. Code of Conduct Policy. 5. Appropriate supervision in place at events to monitor and provide support. 6. Employee Assistance Programme in place to provide support and guidance. 		
4. Third-party contact	Medium	<p>Staff who regularly come into contact with customers (tenants/applicants), contractors and stakeholders, may be more vulnerable to sexual harassment due to a higher frequency of interactions.</p>	<ol style="list-style-type: none"> 1. Sexual Harassment Policy (see above). 2. Regular 121's are carried out by line managers to encourage open/regular dialogue. 3. Contractor appraisal process framework 4. EDI Policy. 5. Anonymous annual staff survey 	Yes	Low
5. Lack of diversity	Low	<p>A lack of diversity in senior leadership and managerial roles can result in a significant power imbalance, which may lead to women and groups from other underrepresented backgrounds throughout</p>	<ol style="list-style-type: none"> 1. EDI Strategy and Policy in place 2. Regular EDI training for all staff / leaders 3. EDI stats regularly reviewed. EDI targets for recruitment. Good 	Yes	Low



		the organisation feeling marginalised, more vulnerable to sexual harassment and less empowered to speak up due to fear of retaliation.	diversity amongst our workforce. 4. Recruitment process actively encourages and promotes applications from diverse backgrounds.		
6. External factors that raise tensions locally or nationally	Medium	Events that raise tensions locally or nationally 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.	1. Sexual Harassment Policy 2. EDI Policy 3. Quick communication showing strong leadership 4. Code of Conduct	Yes	Low

Section 2: Additional controls

 Hazard Requiring Additional Control	 List What Further Action Is Necessary to Control the Risk To An Acceptable Level	 Person Responsible	 Date Completed
Lone working / Power imbalances / Third Party/	Ensure training to all staff on sexual harassment takes place.	CS Manager	28/11/24
Lone working / Power imbalances / third party	Carry out regular anonymous 'pulse' surveys in relation to wellbeing.	CS Manager	

Lone working / Power imbalances / third party	Consider enabling anonymous reporting via website	CS Manager / Exec Assistant	
Lone working	Ensure that mandatory lone working app training (due to be delivered in January 25) is carried out.	CS Manager	
Lone working	Consider appointing a 'speak up' champion within the Health and Wellbeing Group	CS Manager	
Power imbalances	Ensure training for all staff on new Whistleblowing procedures	CS Manager	
Third Party	Consider signage / guidance for 3 rd parties i.e. contractors and customers in relation to standards of behaviour.	Ops Director	
Third Party	Consider whether any additional information/guidance should be given during contractor appraisal process.	Ops Director	
Power imbalances/ Third Party	Ensure all managers involved in handling sexual harassment complaints are given appropriate training to address the complexities of cases and the need to be independent and not influenced by any conflicts of interests (due Nov 24).	CS Manager	28/11/24
Social events	Consideration to be given to updating Code of Conduct 'A' with reference to expected behaviour at social events.	CS Manager	

Social events	Pre-event information to include expectation of professional behaviour.	All event organisers	Ongoing
Lack of diversity	Arrange a face-to-face diversity and inclusion training for leaders and managers which includes a focus on unconscious bias in the new year.	CS Manager	
External factors	Remind staff/tenants of the organisation's zero tolerance approach to discrimination, bullying harassment and sexual harassment during any such event and reinforce the Sexual Harassment/EDI policies/Code of Conduct.	CS Team / event organisers	
External factors	Regular 121's with staff during any such event to ensure their wellbeing and help identify any potential issues	All line Managers	

Assessment Completed By:		Assessment Approved By:	
Name:	Kirsty Miller	Name:	Ulfat Hussain
Signature:		Signature:	
Date:	14.11.2024	Date:	25.11.2024