



RISK ASSESSMENT SUMMARY - AUTHORISED

Sexual Harassment Risk Assessment

Risk Rating



High

Residual Risk



Low

Reference	ALL/-/RA/00005
Person responsible	Emma Delaney
Assessor	Karen Moffat
Name(s) of employee(s) consulted	Sarah Gibson
Job title(s)	People Business Partner UK&I
No of people at risk	1 person
People at risk	Agency/Temp staff, Contractors, Employees
Activity being assessed	Description of risks and controls to address sexual harassment in the workplace and out of work on company time
Date assessed	06/11/2024

Likelihood	Severity				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
5 - Certain	Low 5	Moderate 10	High 15	Extreme 20	Extreme 25
4 - Likely	Low 4	Moderate 8	High 12	High 16	Extreme 20
3 - Occasional	Low 3	Low 6	Moderate 9	High 12	High 15
2 - Unlikely	Low 2	Low 4	Low 6	Moderate 8	Moderate 10
1 - Rare	Low 1	Low 2	Low 3	Low 4	Low 5

Keys:

Severity

1. Insignificant - No injury
2. Minor - First Aid Treatment
3. Moderate - Medical treatment, over 7 day injury
4. Major - Injury or illness causing long term disability
5. Catastrophic - Fatality('s)

Probability

1. Rare - Uncommon
2. Unlikely - Unlikely although Conceivable
3. Occasional - Could occur, been known to happen
4. Likely - Not surprised, to be expected once in a while
5. Certain - Certain to happen

Task/Hazard Analysis

Hazard	Details/Effects	Risk Rating (S x L)	Controls	Residual Risk Rating (S x L)
Lone Working	Employees who work alone may face increased risks of sexual harassment due to limited supervision or support. Risk to lone workers and those who are based from home is considered here, including those who work nights, face customers and travel to different locations on a regular basis.	4 x 4 = 16	1) The organisation has adopted a robust Dignity at Work policy that explicitly addresses sexual harassment. This policy includes clear examples of sexual harassment, and a comprehensive reporting procedures. The policy is accessible to all staff via Knauf Home - DMS. 2) Make efforts to ensure that lone working is last resort whenever possible 3) Provide comprehensive training to all employees on recognising and reporting sexual harassment, bystander intervention and the consequences of sexual harassment. 4) Lone working procedure in place when on site	4 x 1 = 4
Power Imbalances Potential for employees to be sexually harassed by those in power within the organisation, for instance a worker 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 away from their regular support structures, workers deployed to unfamiliar locations, and where there is a lack of diversity in the senior leadership team which may re-enforce poor behaviours. This may also take the form of a third party interaction where a worker is pressured into activities they do not wish to consent to.	Power Imbalances Potential for employees to be sexually harassed by those in power within the organisation, for instance a worker 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 away from their regular support structures, workers deployed to unfamiliar locations, and where there is a lack of diversity in the senior leadership team which may re-enforce poor behaviours. This may also take the form of a third party interaction where a worker is pressured into activities they do not wish to consent to.	3 x 3 = 9	(1)The organisation has adopted a robust Dignity at Work policy that explicitly addresses sexual harassment. This policy includes clear examples of sexual harassment, and a comprehensive reporting procedure. The policy is accessible to all staff via Knauf Home - DMS. (2) Provide comprehensive training to staff on recognising and reporting sexual harassment, bystander intervention and the consequences of sexual harassment. This training should also cover power imbalances and how they can contribute to sexual harassment. (3) Provide additional training for managers that is aimed at preventing abuses of power and their role in preventing and stopping bullying and harassment from occurring in the workplace. (4) Ensure managers involved in handling sexual harassment complaints are given appropriate training to address the complexities of cases involving power imbalances and the need to be independent and not influenced by any conflicts of interests.	3 x 1 = 3
Work-Based Social Occasions / Social Interaction - Presence of Alcohol Potential for sexual harassment to take place at work-based social events or online, including by third parties. Also employees attending events where alcohol is consumed may be more vulnerable to sexual harassment. Alcohol consumption can impair judgement and lower inhibitions, potentially leading individuals to behave in ways that they would not in a sober state.	Work-Based Social Occasions / Social Interaction - Presence of Alcohol Potential for sexual harassment to take place at work-based social events or online, including by third parties. Also employees attending events where alcohol is consumed may be more vulnerable to sexual harassment. Alcohol consumption can impair judgement and lower inhibitions, potentially leading individuals to behave in ways that they would not in a sober state.	4 x 4 = 16	(1) Dignity @ Work policy incl of Sexual harassment are in place which cover Social Media and external events. (2) Employees reminded of policies and procedures. (3) Provide comprehensive training to staff on recognising and reporting sexual harassment, bystander intervention and the consequences of sexual harassment. (4) Provide additional training for managers that is aimed at preventing harassment and bullying occurring in the first place. (5) Refresher training in place for all. (6) Drugs & Alcohol Policy in place (7) Mobile phones used in the event of an emergency. (8) Employees to monitor/control their alcohol consumption. (9) Employees are to inform a colleague or manager in the event that harassment takes place so that this can be addressed immediately. If required, the police will be informed.	4 x 1 = 4

Third-party contact Potential for employees who regularly come into contact with clients, customers, suppliers and contractors, may be more vulnerable to sexual harassment due to a higher frequency of interactions.	Third-party contact Potential for employees who regularly come into contact with clients, customers, suppliers and contractors, may be more vulnerable to sexual harassment due to a higher frequency of interactions.	3 x 3 = 9	(1)The organisation has adopted a robust Dignity at Work policy that explicitly addresses sexual harassment. This policy includes clear examples of sexual harassment, and a comprehensive reporting procedure. The policy is accessible to all staff via Knauf Home - DMS. (2) Provide comprehensive training to staff on recognising and reporting sexual harassment, bystander intervention and the consequences of sexual harassment. This training should also cover how to handle difficult interactions with third parties, setting boundaries, and empowering individuals to remove themselves from difficult situations. (3) Provide additional training for managers to ensure that they are able to support individuals who have been subjected to harassment by a third party and their role in preventing and stopping bullying and harassment from occurring in the workplace; (4) Ensure that the organisation's zero tolerance approach to sexual harassment is communicated to third parties via email and notices displayed in public areas of the workplace.	3 x 1 = 3
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Additional Information

Training requirements			
Health surveillance	Dignity at Work Policy Drugs and Alcohol Policy		
Authorisation			
Authoriser comments	Authoriser comments by Jim Auckland on 6/11/2024 Comments - Authoriser comments by Ryan Stephens on 18/12/2025 Comments -		
Authoriser	Ryan Stephens	Date authorised	18/12/2025

Actions

Hazard	Action Required	Person Responsible	Action Taken	Target Completion	Date Completed

Linked Assessments

Type	Assessment Reference	Title

Linked Documents

ALL/-/RA/00005	Sexual Harassment Risk Assessment	Review date	18/12/2026	Rev No	2	3/4
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