**Harassment and Victimisation Risk Assessment Guidance**

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The following risk assessment can be used when considering potential risks of harassment and victimisation in the workplace.

The Harassment and Victimisation Risk Assessment template can be used as a guide to assist those conducting the assessment in looking at the possible factors and ways in which risks can be removed or reduced, an example of cause and possible intervention is included.

**Who Should Conduct the Harassment and Victimisation Risk Assessment?**

In most instances the risk assessment will be conducted in conjunction with Senior Leaders, Health and Safety and HR. This is because they have the ability to take a holistic view of potential risks and have authority to alter or control a number of the factors.

**How to Conduct the Harassment and Victimisation Risk Assessment**

Consider the factors within your workplace that may present a risk of harassment and victimisation occurring. For example, this might include:

* Power imbalances between staff
* Lone working
* Customer-facing duties
* Particular events that raise tensions
* Lack of diversity in the workplace

There are several ways to identify potential risks, this might include:

* Asking employees about their experiences, through 1-1 meetings, surveys or support/resource groups
* Looking at the working environment and how people work
* Looking back at records of previous complaints raised formally, informally and via exit interviews
* Utilising information on known patterns of when harassment may occur, e.g. government surveys, information shared by trade unions

Once the factors have been identified, assess the risk of an employee being harmed and how serious it could be, as well as considering if any employees are at a greater risk.

Identify control measures to minimise the risks identified. For example, this might include:

* Mandatory training for all employees on Equality, Diversity and Inclusion
* Raising awareness of the school/trust policy and zero tolerance approach
* Dedicated internal or external contact where concerns or complaints can be raised
* Reminders of expectations around particular events

[School/Trust Name] **Harassment and Victimisation Risk Assessment**

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| **Assessing Manager:** |  |
| **Job Title:** |  |
| **Date of Assessment:** |  |
| **Date of Assessment:** |  |

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| **Hazard or risk factor:** | **Who might be harmed and how:** | **What is already in place to control the risks:** | **What further action is needed:** | **By who and when:** | **Monitoring and review:** |
| *Power imbalances* | *New starters, trainees, junior staff, vulnerable workers**Experience harassment by a more senior colleague**Effect on mental health* | *DEI Policy, Anti-Bullying and Harassment Policy and Code of Conduct readily available.**Training at induction and regular updates.**Buddy scheme for new joiners.**Confidential reporting process in place.**EAP scheme.*  | *Further signposting of policies and reporting process.**Further signposting of EAP scheme.**Facilitating / encouraging set up of employee resource / support groups for particular groups of people.* |  |  |
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| **Assessing Manager Signature:** |  |