Assessment completed by	JW – Director of HR	Work area or activity being assessed. Describe what goes on there / what is involved:
Assessment date	October 2025	
Review date	October 2026	

General		9. Attendance at events outside the usual working environment		Activity	
General 1. Lack of, or inadequate, policies and procedures		9. Attendance at events outside the usual working environment		**Activity** 17. Staff Parties / Social Events	
2. Lack of, or inadequate, staff training and awareness		10. Social Media		18. Lessons	
3. Lack of or inadequate training for leaders		**Individuals** 11. Colleagues		19. Breaks / Non-teaching time	
4. Culture		12. Parents		20. Drama / Music / Sports Events	
5. The presence of alcohol		13. Students		21. Parent teacher meetings	
6. Gender Imbalance		14. Contractors		22. Residential Visits	
7. Power Imbalance		15. Visitors		**Location** 23. Offices	
8. Public facing roles/duties		16. Other – Suppliers/hirers		24. Toilets and Changing areas	

STEP 2 – Now assess the risks from the hazards identified on the previous page by completing the form below.

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
A lack of policies and procedures, or inadequate policies and procedures, to prevent or respond to harassment, sexual harassment and victimisation will heighten risks and reduce the likelihood of staff coming forward with concerns.	Staff, Students, Visitors – unaware of expected standards so less likely to recognise a problem.	Preventing Sexual Harassment Policy in place, along with a published risk assessment.	Low	Yes – Include the Risk Assessment within the Policies Declaration bundle given to all new staff, volunteers, contractors in advance of them coming on site,
A lack of training, or inadequate training, may increase the risk of instances of harassment and victimisation and reduce the likelihood of staff feeling able to bring concerns to the attention of the school.	Staff, feeling unsupported without clear guidance	Training on the prevention of sexual harassment in the workplace and clear signposting on how to report it.	Low	Yes – Provide training on the prevention of Sexual Harassment to Staff
staff who may receive a report of sexual harassment and/or be responsible for investigating and applying sanctions may need additional training.	Staff – Not being properly prepared to manage a complaint of sexual harassment.	Clear policies in place, along with support from the HR department and additional training as required.	Low	No
an environment where sexual banter, rowdy or other disrespectful behaviour is accepted would be higher risk.	Staff, Students, Visitors, Contractors	Staff code of conduct in place, along with a separate preventing sexual harassment policy, all published on the school intranet.	Low	No

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
Presence of alcohol can lower individual inhibitions, blur boundaries and/or lead to rowdy, group behaviour.	Staff, visitors	Staff code of conduct in place	Low	No
If the staff body, or a department/office is dominated by one gender this can increase the risk of an intimidating environment for the minority, even when this is unintended.	Staff, Students, Visitors, Contractors	Staff code of conduct, EDI / Harassment Training	Low	No
Harassment often takes place and goes unreported where there is a power imbalance in the workplace. For example, there may be a power imbalance between a senior manager and someone junior to them,	Staff, Visitors, Contractors	Staff code of conduct, harassment training	Low	No
roles that require a high degree of interaction with third parties, e.g. parents, suppliers or visitors to school, may be more at risk of third-party harassment.	Visitors, Volunteers, Contractors	These groups are required to read the following policies: Safeguarding Computer usage Safeguarding Code of Conduct Prior to them starting and must sign to state that they have read them.	Low	Yes - Add the Prevention of Sexual Harassment Policy to the policies declaration pack that we send to all new employees, volunteers and contractors, to read and sign prior to coming on site,
school trips, excursions or work-related social events.	Staff, Students, Volunteers	Risk assessment completed for each individual school trip or event,	Low	No

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
contact between workers through social media poses a risk of harassment and schools should ensure that appropriate social media policies are in place and communicated to staff	Staff, students, visitors	Social media policy in place along with a code of conduct, which is publicized on the school intranet.	Low	No
Colleagues: Inappropriate behaviour or comments could occur at any time. Uneven power dynamics or dominant groups may result in additional risk	Staff	Code of conduct in place, training given, clear reporting guidelines.	Low	No
Parents: Inappropriate interactions during meetings, events, or via other communications (online/email).	Parents, Staff	Code of conduct, training and support given, regular communications from School to Parent body.	Low	No
Students: Inappropriate behaviour or comments during lessons, around school or even outside school. Older Students may be more sexually aware. Some behaviour may be due to immaturity or inexperience. Groups of Students may be more likely to cross boundaries than individuals.	Students. Staff	Pupil behaviour policy in place, clear guidance given on expectations of behaviour given to Students from teaching staff.	Low	No

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
Contractors: Risk during maintenance, construction, or other on-site activities, including language and interactions between contractors not intending to be overheard by staff	Contractors, Staff, Visitors, Students	Risk assessment completed for works involving outside contractors, to include a copy of our sexual harassment policy and staff code of conduct.	Low	No
Visitors: Potential for inappropriate behaviour during school events.	Staff, visitors, Students	Risk assessment completed for school events,	Low	No
Suppliers/hirers/others who may interact with staff.	Staff, Contractors, Visitors	Risk Assessment completed, staff code of conduct and sexual harassment policy provided in advance of coming on site.	Low	No
Staff parties/social events: Relaxed environment/alcohol can lower individual inhibitions and/or lead to rowdy, group behaviour.	Staff, Contractors	Staff code of conduct, training and policy on the prevention of sexual harassment in the workplace published and widely available.	Low	No
Lessons: especially in subjects covering topics of a romantic or sexual nature e.g. RSE, PSHE, English literature. Risk may increase with vulnerable staff, older Students or where Students are of the opposite sex to the teacher.	Staff, Students	Pupil behaviour policy in place, Staff code of conduct in place, safeguarding training given along with KCSIE read and published.	Low	No
Breaks/Non-teaching time: Behaviour of a group might make an individual uncomfortable. Higher chance of 1-2-1 interactions outside whole school break times.	Students, Staff	Behaviour policies, Staff code of conduct, safeguarding training already in place.	Low	No

What could cause harm? (taken from Step 1)	Who might be harmed and how? (students, staff, visitors, contractors)	Control measures What is already done to stop people getting hurt?	Residual risk* High / Medium / Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan
Drama/music/sport events: Emotions may run high. Alcohol may occasionally be served at some such events which can lead to a lowering of inhibitions among adults/blurred boundaries if Students are present.	Students, Staff, Contractors	Behaviour policies, staff code of conduct, safeguarding training already in place.	Low	No
Parent teacher meetings: Risk may increase if meetings are 1-2-1 either online or in a classroom with only one teacher present.	Students, Staff, Parents	Computer usage policy, Staff code of conduct policy in place, along with regular communications to parents on standards already in place.	Low	No
Residential Visits: Boundaries between staff and between staff and Students may become blurred on school visits due to concentrated time together, shared new experiences and shared accommodation.	Students, Staff, Volunteers	Risk assessment in place for visits, Staff code of conduct and behaviour policy in place.	Low	No
Offices: Risk may be higher if only two colleagues are sharing or where a larger group sharing is predominantly male or female.	Students, Staff, Volunteers	Staff Code of conduct, training provided, Prevention of Sexual harassment policy in place.	Low	No
Toilets and changing areas: Layout should ensure privacy and reduce opportunity for interaction.	Students, Staff, Visitors	Staff code of conduct, Behaviour policy, risk assessments completed at time of building works.	Low	No

STEP 3 – ACTION PLAN **(Give details of actions to be taken that will reduce risks to health and safety)**

Describe as fully as possible the action to be taken	Who is responsible for ensuring the action is carried out?	Date by which action is to be completed	Confirmation that required action has been completed (Signature of person responsible for ensuring action completed and date)
Provide training on the prevention of Sexual Harassment to Staff	HR Department	November 2024	Completed January 2025 - JW
Include the Risk Assessment within the Policies Declaration bundle given to all new staff, volunteers, contractors in advance of them coming on site,	HR Department	November 2024	Completed January 2025 - JW
Add the prevention of Sexual Harassment Policy to the policies declaration pack that we send to all new employees, volunteers and contractors, to read and sign prior to coming on site,	HR Department	November 2024	Completed January 2025 - JW

Table 1 - Classification of risk

Risk analysis / priority of action matrix

Severity	Likelihood				
	1 **Very Unlikely** **(Freak event – no known history)**	**2** **Unlikely** **(Unlikely sequence of events)**	**3** **Possible** **(Foreseeable under unusual circumstances)**	**4** **Likely** **(Easily foreseeable-odd incident may have occurred)**	**5** **Very Likely** **(Common occurrence – aware of incidents)**
1 **Negligible** **(No visible injury – no First Aid required)**	Low	Low	Low	Low	Medium
2 **Slight** **(Minor cuts, bruises – no long term effects)**	Low	Low	Low	Medium	Medium
3 **Moderate** **(Heavy bruising, deep flesh wound. Lost time accident)**	Low	Low	Medium	Medium	High
4 **Severe** **(Lost time accidents and major injuries)**	Medium	Medium	Medium	High	High
5 **Very Severe** **(Long term disability or death)**	Medium	Medium	High	High	High