

**Risk Assessment Form: Prevention of Sexual Harassment at Work**

Date of Assessment                      01 March 2025  
Assessor Name(s)                      Neil Edwards  
Assessment review date                      01 March 2027

	Potential Risk Area	Description of Risk	Who might be affected	Likelihood (Low / Medium / High)	Impact (Low / Medium / High)	Control Measure	Details	Effectiveness (Low / Medium / High)	Additional control measures needed	Responsible Persons	Deadline
<b>1</b>	<b>Workplace culture:</b>										
(a)	<b>Behavioural Norms</b>	Tolerance for borderline jokes and bad language which might cause offence	All employees and volunteers	Medium	Low	1. Peer pressure Harassment policy / Training	2. Anti- Workforce engage in well intentioned "banter" and occasionally poor language within generally acceptable boundaries without malicious intent. Staff comfortable to challenge behaviour if necessary and know reporting chains.	High	No	Trustees	
(b)	<b>Leadership Influence</b>	Acceptability of low standards giving impression that poor behaviour is tolerated	All employees and volunteers	Low	Medium	1. High quality trustees and management team; Harassment policy / Training	2. Anti- Trustees and senior employees foster respectful and inclusive culture in workplace	High	No	Trustees	
<b>2</b>	<b>Power Dynamics</b>										
(a)	<b>Hierarchical Structures</b>	Abuse of power to cause discomfort / harass particularly if there might be perceived job insecurity	All employees and volunteers, but in particular new volunteers or employees	Low	High	1. High quality trustees and management team; 2. Anti-Harassment policy / Training	3. Availability of peer support 4. Availability of redress within IWA (ie via trustees) and beyond	High	No	Trustees	
(b)	<b>Dependence on Authority figures</b>	Employees and volunteers may feel unable to report misconduct due to fear of retaliation	All employees and volunteers, but in particular new volunteers or employees	Low	High	1. High quality trustees and management team; 2. Anti-Harassment policy / Training	3. Availability of peer support 4. Availability of redress within IWA (ie via trustees) and beyond	High	No	Trustees	
<b>3</b>	<b>Physical Workplace design</b>										
(a)	<b>Isolated Areas</b>	Secluded spaces where harassment could occur without witnesses	Volunteers at events and work parties	Low	High	1. Anti-Harassment policy / Training 2. Proximity of other volunteers generally close by 3. Availability of redress within IWA (ie via trustees) and beyond 4. Clear policy of zero-tolerance to any such harassment	Low risk but the impact would be high if such harassment occurred. Potentially greater risk from third parties.	High	No	Trustees	
(b)	<b>Shared Spaces</b>	Potential incidents in shared spaces including on residential working holidays (Canal Camps, etc)	All employees and volunteers	Low	High	1. Anti-Harassment policy / Training 2. Proximity of other volunteers generally close by 3. Availability of redress within IWA (ie via trustees) and beyond 4. Clear policy of zero-tolerance to any such harassment	Low risk but the impact would be high if such harassment occurred. Potentially greatest risk from new volunteers on residential working holidays.	High	Yes - WRG leaders to make clear such behaviour will not be tolerated as part of induction briefing.	Trustees	By first Camps of 2025.

4	<b>Risk from third Parties</b>	Potential incidents in public spaces including during residential working holidays (Canal Camps, etc)	All employees and volunteers	Low	High	1.Operation of law and risk of being caught; 2. Proximity of other employee or volunteer support (generally close by) 3. Availability of redress to external authorities	Low risk but the impact would be high if such harassment occurred.	Medium	No	Trustees	
5	<b>Working alone or night working</b>	Vulnerability to harassment of every sort	Any employees who work alone or during hours of darkness	Medium	High	1.Operation of law and risk of being caught; 2.Anti-harassment policy / training 3. Daytime: Proximity of peer / management support (generally close by); Night time: Availability of police / peer support when contacted by phone 4. Availability of redress within and beyond company (Trustees, police, etc)	Few employees or volunteers work during hours of darkness, but it is more likely in winter. For those who work alone, they are generally not alone for long and colleagues or other known third parties are generally close by. The risk of harassment is therefore low risk but the impact would be high if such harassment occurred	Medium	No	Trustees	
6	<b>Alcohol</b>	Where employees or volunteers are in situation where alcohol is consumed such as residential working holidays and work-related social events.	Employees or volunteers attending events where alcohol is consumed may be at risk of harassment from colleagues or third parties under the influence of alcohol	Low	High	1.Operation of law and risk of being caught; 2.Anti-harassment policy / training 3. Daytime: Proximity of peer / management support (generally close by); Night time: Availability of police / peer support when contacted by phone 4. Availability of redress within and beyond company (Trustees, police, etc)	Low risk at Social functions because work related social events are infrequent and culture of mutual respect; Low risk on residential working holidays because of high quality leadership - but, in both cases, the impact would be high if such harassment occurred.	High	Yes - WRG leaders to make clear alcohol consumption must not lead to adverse behaviour as part of induction briefing.	Trustees	By first Camps of 2025.