

<b>Questions</b>	<b>Yes or No</b>	<b>Level of Risk Low/Medium or High</b>	<b>Severity of harm Low/Medium/High</b>	<b>Possible Preventative Action (this could include policy and training or ensuring supervision)</b>
Do staff know what constitutes sexual harassment?	YES	LOW	LOW	Training and supervision
Is there evidence of a culture of sexual harassment, be that through banter or jokes or reports of sexual harassment in the workplace?	NO	LOW	LOW	1-1 meeting with both parties
Are there procedures in place such as appraisals or job chats where you can gauge workplace environment and identify issues?	NO			
Are members of staff required to work alone?	YES	MEDIUM	LOW	Class Assistant
Are members of staff required to work with third parties alone? Third parties include contractors, clients and customers.	YES	MEDIUM	LOW	Class Assistant
Do staff travel for work?	NO			

Do staff come into contact with third parties when travelling for work?	NO				
Do staff attend social events with third parties?	YES	LOW	LOW	Controlled environment	
Is there staff accommodation?	NO				
Are there trainee staff or volunteers who may feel they have less power to raise issues about other staff or third parties?	YES	MEDIUM	LOW	Constant observation.	
Do staff members know who they can report sexual harassment to?	YES	LOW	LOW	Training	
Do self employed workers and contractors know the rules?	YES	LOW	LOW	Training	
Do self employed workers and contractors know who to report any concerns to about themselves or others?	YES	LOW	LOW	Training	