



Risk Assessment Number:	College Wide 016	Issue No:	1	Issue Date:	DRAFT 25 November 2024	Review Date:	Not more than 18 months
Title of Risk Assessment:	Duty to prevent sexual harassment in the workplace						
Description of Task: (what is to be done)	To comply with the amendments to the Equality Act 2010 which gives employers a duty to prevent sexual harassment in the workplace. This came into force on 26 October 2024.						
Details of Activity: (what happens)	Conduct a sexual harassment risk assessment to understand the risk factors within the College and identify the steps needed to comply with the new preventative duty.						
Frequency of task:	Once and keep under review.						
Additional Information to be read:	<ul style="list-style-type: none">• Equality Act 2010• The Worker Protection (Amendment of Equality Act 2010) 2023• The above came into force on 26 October 2024 and introduces a proactive duty on employers. Under it, Colleges must now take “ ‘reasonable steps’ to prevent sexual harassment of workers in the course of their employment.”						
Assessor Name:	Beverley Gafney – HR Manager			Assessor Signature:			
Line Manager Name:	Christopher Lawrence – Bursar			Line Manager Signature:			

Levels of Risk Methodology:

Risk Matrix Findings:

LIKELIHOOD \times SEVERITY = RISK LEVEL

LIKELIHOOD OF HARM CATEGORIES	SEVERITY O.F HARM CATEGORIES		
	SLIGHT HARM (1)	MODERATE HARM (2)	EXTREME HARM (3)
UNLIKELY (1)	Very low risk (1)	Low risk (2)	Medium risk (3)
LIKELY (2)	Low risk (2)	Medium risk (4)	High risk (6)
VERY LIKELY (3)	Medium risk (3)	High risk (6)	Very high risk (9)

Risk Assessment Action Plan based on the Risk Level

Risk Level	TOLERABILITY: guidance on necessary action and timescale
Very low risk	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Medium	Considerations should be given as to whether the risks can be lowered, where applicable, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
High risk	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently it might be necessary to consider suspending or restricting the activity. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with very harmful consequences
Very high	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Hazards:	Who may be harmed and how? <i>All members of College (this term includes: staff, students, Fellows, senior members, special supervisors, all members of the SCR, and casual workers).</i>	Existing Controls:	Controlled Risk Level			Further Controls Required
			L	S	Risk Level	
Power imbalances	<p>All members of College could be vulnerable where:</p> <ul style="list-style-type: none"> There is an imbalance of power between two individuals which is being leveraged, whether with intent or not, by one over and could lead to sexual harassment or some other kind of inappropriate behaviour. 	<ul style="list-style-type: none"> Policies and procedures are in place to support all members of College to make a complaint. All members of staff complete three relevant iHasco training modules appropriate to their status in the College: <ul style="list-style-type: none"> Sexual Harassment Awareness Equality, Diversity and Inclusion Bullying and Harassment for Employees Bullying and Harassment for Managers 	1	x 2	= 2	<ul style="list-style-type: none"> Ensure students are receiving regular training. Ensure that all training is current and up to date and takes account of the recent amendments to the Equality Act 2010. Consider staff doing the training mentioned every two or three years rather than once only. Casual Workers, senior members and Fellows should be included in those who do the training.
Lone working and/or working at night or out of normal office hours	<p>All members of College could be vulnerable where:</p> <ul style="list-style-type: none"> They are working alone in College buildings/the grounds out of office hours, at the weekend and/or at night due to the lack of colleagues or other people being about and 	<ul style="list-style-type: none"> The Porters' Lodge is staffed at all times. Some staff carrying out higher risk lone working, for example, the gardeners, and maintenance team carry radios. There are panic alarms provided for those working in the Health Centre. 	1	x 2	= 2	<ul style="list-style-type: none"> Awareness raising amongst all members of College of the Lone Working Policy, and how to make a complaint. <p>PP-Staff-LoneWorkingPolicy - Approved by College Council 13 March 2024.pdf</p>

	<p>having no means of immediate help.</p>	<ul style="list-style-type: none"> ▪ The College has a Lone Working Policy which should be observed. ▪ Staff required to work alone should inform their Line Manager, HOD and/or another colleague, so that they can be monitored. ▪ Out of standard working hours, access to the office area is by key-card only. ▪ Office door to be kept locked if other colleagues are not working in the office area. ▪ Porters routinely inspect the office areas in the evening in the DG building, identifying who is working late and their likely departure time. ▪ If working during a day on which College is closed, or out of standard office hours staff will notify the Porters on arrival and on departure. 				
<p>The presence of alcohol at College functions and events</p>	<p><i>All members of College could be vulnerable where:</i></p> <ul style="list-style-type: none"> ▪ Alcohol is present at functions and events. There is the risk that those attending could have too much to drink which in turn could lead sexual harassment or another form of inappropriate behaviour. 	<ul style="list-style-type: none"> ▪ There are always catering and portering staff on hand to whom inappropriate behaviour can be reported. ▪ The College staff are trained in the sale and service of alcohol and would therefore refuse service to a member of College who appeared to be intoxicated. ▪ There is the possibility that action can be taken by using the College's disciplinary procedures or if 	<p>1</p>	<p>x 2</p>	<p>= 2</p>	<ul style="list-style-type: none"> ▪ All those attending functions or events must be made aware of the College's zero tolerance approach to sexual harassment and the consequences of too much alcohol. ▪ Move away from providing alcohol at some events.

		external customers/suppliers are involved with the use of fines or using contractors reporting mechanisms.				
A lack of diversity in the workforce (currently at Newnham 75% of the workforce is female)	All members of College could be vulnerable where: <ul style="list-style-type: none"> Groups or departments are predominantly made up of one sex which could lead to inappropriate behaviour and potential sexual harassment. 	<ul style="list-style-type: none"> Peer pressure to behave appropriately. Training which staff and students undertake. 	1	x 2	= 2	<ul style="list-style-type: none"> Stress that inappropriate behaviour does not always come from men, but also from women.
Admissions activities and school visits	All members of College could be vulnerable where: <ul style="list-style-type: none"> Their work, or day to day activities in College brings them into contact with children. 	<ul style="list-style-type: none"> The College has safeguarding procedures in place and those directly involved in these activities have been DBS checked. These activities taking place in College have their own specific risk assessment. 	1	x 2	= 2	
Interaction with the general public, external customers such as conference guests and speakers, B&B guests, contractors and suppliers	All members of College could be vulnerable where: <ul style="list-style-type: none"> Their work, studies, or day to day activities brings them into contact with external visitors, guests or contractors. 	<ul style="list-style-type: none"> No or limited controls currently in place therefore risk is increased. 	2	x 2	= 4	<ul style="list-style-type: none"> Signs up in public areas which shows the College's commitments to a zero tolerant policy with regards to sexual harassment in all its forms. Notes to contractors in advance which include our zero tolerance policy Notes in packs to external conference and events organisers Notes in rooms to guests