

Appendix 1 – Sexual Harassment Risk Assessment (to be reviewed annual and more frequently if there are significant workplace changes, complaints or updates to legislation)

Risk – Questions to consider	Yes	No	Level of Risk Low	Level of Risk Medium	Level of Risk High	Preventative Action	Review Date
Section 1. Working Environment							
Do staff report a culture of banter or casual sexism which is hard to challenge?		No	√			• Freedom to speak up guardian. • Anti-Bullying Harassment and Sexual Harassment Policy. • Staff Survey. • Anonymous reporting • Complaints Policy • Complaints reporting system (Datix) • Values based organisation, promoting positive culture • Bullying and Harassment Training • Reporting available through Line Managers, Freedom to Speak Up, HR and reporting form on Staff Zone • Zero Tolerance Policy and materials including telephone messages and posters Action: Review Zero Tolerance telephone message and posters to ensure includes sexual harassment Action: Review Bullying and Harassment Bluestream training to ensure relates to sexual harassment - Complete	

Risk – Questions to consider	Yes	No	Level of Risk Low	Level of Risk Medium	Level of Risk High	Preventative Action	Review Date
Are members of staff required to work at night?		Yes	√			- Shift end times on site do not exceed 6:30pm - A low number of staff are required to work until 8pm but this is from home. - Staff working in practice and lone workers hold panic alarms and are required to complete regular check ins via WhatsApp/EMIS in line with lone worker Standard Operating Procedure - Security is available on site at Hodge Hill Family Practice	April 2026
Do members of staff work alone or in isolated workplaces (consider lighting etc)?		Yes		√		- Many teams complete home visits to patient's alone but are required to follow Lone Working policies and procedures. - Communications sent to practices regarding not leaving staff on their own - Staff member works alone at head office, has measures in place including security alarm, WhatsApp group check-in and building alarm - Zero Tolerance Policy and materials including telephone messages and posters. Action: Security light at head office not in use, to chase building manger	April 2026
Specifically do members of staff work alone at night?	Yes		√			- Staff are required to work into early evenings. - Shift end times on site do not exceed 6:30pm, staff required to lock head office alone.	April 2026

Risk – Questions to consider	Yes	No	Level of Risk Low	Level of Risk Medium	Level of Risk High	Preventative Action	Review Date
						- Practices rostered to ensure 2 staff members leave together. - Hodge Hill Family Practice has onsite security guard. - CCTV available at Hodge Hill Family Practice. - Staff working in practice and lone workers hold panic alarms and are required to complete regular check ins via WhatsApp/EMIS/System One in line with lone worker Standard Operating Procedure.	
Do staff interact with third parties (contractors or members of the public) at work?	Yes				√	- Interactions with both contractors and members of the public - Meeting patients regularly and alone, lone worker policies and procedures must be adhered to. - Work related social events occur where alcohol maybe involved, staff are encouraged to behavior professionally and responsibly. - Staff to adhere to CRGPA Code of Conduct Action: Code of Conduct Policy to be reviewed and updated. - Complete	April 2026
Is social media used as a mode of communication within work?	Yes			√		- WhatsApp used for staff groups to communicate work related information, safety alerts, concerns and status. Monitored by managers. - Organisational social media including Facebook, Instagram and Linked In,	April 2026

Risk – Questions to consider	Yes	No	Level of Risk Low	Level of Risk Medium	Level of Risk High	Preventative Action	Review Date
						monitored and managed by the Communications Team. Staff to adhere to WhatsApp Policy, Social Media Policy and Code of Conduct.	
Is social media used as a mode of communication outside work?	Yes			√		- Fit and Proper Persons Test (FPPT) is complete for The Board and Executives which includes review of all social media accounts. - Staff to adhere to WhatsApp Policy, Social Media Policy and Code of Conduct.	April 2026
Are staff expected to work alone with third parties?	Yes				√	- Staff could work alone with both contractors and members of the public - Meeting patients regularly and alone, lone worker policies and procedures must be adhered to. - Staff to adhere to CRGPA Code of Conduct	April 2026
Do staff have to leave their main place of work often for work based activities?	Yes			√		- Head office can be classed as a staff members usual place of work however, remote working and mobile working is common. - Staff working in practice and lone workers hold panic alarms and are required to complete regular check ins via WhatsApp/EMIS/System One in line with lone worker Standard Operating Procedure. - Staff calendars are used to monitor managers by events that they are attending.	April 2026

Risk – Questions to consider	Yes	No	Level of Risk Low	Level of Risk Medium	Level of Risk High	Preventative Action	Review Date
Are there certain staff who may often be placed on night shifts where they are lone working or working with only one other colleague?		No				N/A	April 2026
Do staff work in high pressurised, competitive or stressful environments?	Yes		√			- Bullying and Harassment Training - Reporting available through Line Managers, Freedom to Speak Up, HR and reporting form on Staff Zone - Grievance Policy - Disciplinary Policy	April 2026
Is alcohol consumed whilst staff are working (by staff or others)?		No	√			- Work related social events occur where alcohol maybe involved, staff are encouraged to behavior professionally and responsibly. - Staff to adhere to CRGPA Code of Conduct	April 2026
Section 2. Outside the working environment							
Do staff often socialise?		No	√			It is our understanding that staff do not socialise often however we will conduct a survey and update as a result if necessary. Action: Pulse Survey to be conducted to ask the question – BH	April 2026
Is alcohol present when they do?	Yes		√			Alcohol maybe present but it is our understanding that staff do not socialise often outside of work but a pulse survey will be conducted to seek further information	April 2026

Risk – Questions to consider	Yes	No	Level of Risk Low	Level of Risk Medium	Level of Risk High	Preventative Action	Review Date
Section 3. Management structures and reporting processes							
Are there strong hierarchies in place with some people having more power than others?	Yes		√			• Bullying and Harassment Training • Reporting available through Line Managers, Freedom to Speak Up, HR and reporting form on Staff Zone • Grievance and Disciplinary Policy • Staff to adhere to CRGPA Code of Conduct • Line manger training delivered by HR Dept which included specific training on sexual misconduct • Values driven organisation	April 2026
Do staff members have limited networks or not many ways of interacting with more than one manager?		No	√			• Work or own phones maybe available • Microsoft teams used through the organisation. • Email communications available • Organisational structure within corporate induction • Employee handbook • Staff Zone • Reporting available through Line Managers, Freedom to Speak Up, HR and reporting form on Staff Zone	April 2026
Does the organisation have a lack of diversity? Or is it segregated against vertical and horizontal occupations or levels?	Yes			√		• Bi-monthly HR reports including workforce demographics to S&Q • EDI Strategy and working group in place • Staff Survey in place annually • Gender pay Gap report completed annually	April 2026

Risk – Questions to consider	Yes	No	Level of Risk Low	Level of Risk Medium	Level of Risk High	Preventative Action	Review Date
						- WRES/WDES submissions annually - Anonymised job applications through NHS jobs	
Does the leadership of the organisation have a lack of diversity. Think of key characteristics, race, age, gender.	Yes		√			- Higher levels of female leadership within the executive team - The Board have varied representation on gender, race and age,	April 2026
How are decision relating to ways to work, working patterns, shifts decided across the organisation is there a consistent formal approach for this across the organisation or is it more informal. Who has responsibility for deciding hours, working patterns and rotas.		No	√			- Organisational Policies and Procedures to be followed. - Working patterns are decided by line managers, based on service requirements and funding. - In line with areas budgets with Chief Finance Officer oversight - In line with contracts issued by CRGPA - Flexible Working Policy - Employee Handbook Action: Review and Update Flexible Working Policy - Complete	April 2026
Do staff member know who is trained and can support them if they experience sexual harassment?	Yes			√		- Anti-Bullying Harassment and sexual harassment Policy available to all staff - Reporting available through Line Managers, Freedom to Speak Up, HR and reporting form on Staff Zone - For managers of staff who have reported harassment, HR Dept available for advice and support	April 2026

Risk – Questions to consider	Yes	No	Level of Risk Low	Level of Risk Medium	Level of Risk High	Preventative Action	Review Date
						Action: Committee sign off, implementation and communications to staff of Policy and reporting processes - Complete	
Do staff members know the informal process for reporting sexual harassment?	Yes			√		• Anti-Bullying Harassment and sexual harassment Policy available to all staff • Reporting to line manager in adherence with Grievance Policy, following the Informal Reporting process • Reporting anonymously via online form	April 2026
Do staff members know the formal process for reporting sexual harassment?	Yes			√		• Anti-Bullying Harassment and sexual harassment Policy available to all staff • Reporting to line manager in adherence with Grievance Policy, following the Formal Reporting process • Reporting anonymously via online form	April 2026
Do freelancers/contractors have access to safe reporting mechanisms and know who to reach out to if they experience sexual harassment?		No			√	• Can approach their line manager or HR. Action: Contractors/Agency staff contracts to be reviewed to include where to report, discuss. - Complete	April 2026
Do informal anonymous reports of sexual harassment outnumber formal reports made to the management team? (Low rates of formal reporting but high informal could be indicative of low trust in process or how concerns will be dealt with)		No		√		• Policy and process developed April 2025, to be reviewed April 2026 Action: Pulse Survey to be completed to obtain information Action: Ask HR for further information - Complete Action: Review Datix - Complete	April 2026

Risk – Questions to consider	Yes	No	Level of Risk Low	Level of Risk Medium	Level of Risk High	Preventative Action	Review Date
Within the organisation how many concerns have flagged linked to sexual harassment over the last 3 years?		No	√			Confirmation from HR in April 2024 that we have had no instances within the last 3 years Action: Ask HR for further information - Complete Action: Review Datix during thematic review - Complete	April 2025
Are there any trends or hotspots?		No		√		N/A, would have further information once the above actions have been completed	April 2026

Preventative Action

What steps based on the above can be taken to ensure that the workplace is free from Sexual Harassment:

Action	To be Completed By:	Completion Date:
Review Zero Tolerance telephone message and posters to ensure includes sexual harassment.	Rebecca Haughton, Comms and Engagement Manager	End of May 2025  CRGPA Zero Tolerance Posters (V1)
Review Bullying and Harassment Bluestream training to ensure relates to sexual harassment.	Sarah Forsyth, Chief Nurse and Head of Clinical Patient Services	End of April 2025 – Yes there is a section on Sexual Harassment

Security light at head office not in use, to chase building manger	Kallie French, Governance Manager	End of April 2025 – Chased multiple times, building management have confirmed this will not be completed until the Summer. Emailed for an update on this 21 st May 2025, building manager not getting back to KF 25/7/25 – Still no update from management company as of September 2025
Code of Conduct Policy to be reviewed and updated.	Kallie French, Governance Manager	End of May 2025 – Approved at PRG September 2025
Pulse Survey to be conducted to ask the question	Rebecca Houghton, Comms and Engagement Manager Kallie French, Governance Manager	End of May 2025 Proposed questions  20250910 Sexual Harassment Pulse Sur
Questions taken to SLT for approval	Sarah Forsyth, Chief Nurse and Head of Clinical Patient Services	End of May 2025 – Ratified at July S&Q
Committee sign off, implementation and communications to staff of this Policy and reporting processes	Kallie French, Governance Manager Rebecca Houghton, Comms and Engagement Manager	End of May 2025 – Ratified at July S&Q Mid-June 2025 – Comms out August 2025
Contractors/Agency staff contracts to be reviewed to include where to report, discuss.	Sarah Forsyth, Chief Nurse and Head of Clinical Patient Services – Sent to HR dept to update 25/7	End of June 2025
Ask HR for further information	Sarah Forsyth, Chief Nurse and Head of Clinical Patient Services	End of April 2025

Review Datix back to April 2022, during thematic review	Sarah Forsyth, Chief Nurse and Head of Clinical Patient Services – Kallie French, Governance Manager	End of June – Review complete nothing reported
Sexual Harassment/Misconduct log to be created and sit within HR	Sarah Forsyth, Chief Nurse and Head of Clinical Patient Services	End of April 2025

Assessment completed by: Sarah Forsyth, Chief Nurse and Head of Clinical Patient Services and Kallie French, Governance Manager.
Date of assessment: 8th April 2025
Next assessment date: April 2026