

Form No: CRA047	Issue No: 1	Catena GENERAL RISK ASSESSMENT
Risk: Sexual Harassment	Date: 01/25	

Company	Catena Inspection & Engineering Services Ltd		Location	Brookhill Road, Brookhill Industrial Est. Pinxton Nottinghamshire NG16 6NS		
Type of Assessment	Tick	Initial Assessment Date	Review Period (Months)	Planned Review Date	Assessed By	
Site Specific		24/01/25	6	Refer to page 7	KM / MOM	
Generic	✓	Name of Supervisor / Person Responsible			Assessment Reference	
Review		Kat Moss			CRA047	
Persons at Risk	Person(s) Undertaking Task		✓	Other Site Staff	✓	Public ✓

Task / Hazard	1	<i>Travel to different locations</i>	Sev.	Lik.	R.R.	
Travelling in pairs or small groups, travelling alone at night, or staying alone/sharing rooms in hotels can create greater risk of harassment from other staff or members of the public.			2	2	4	
			Risk (No Controls)			
			Medium			
Ref.	Control Measures Required		<i>Are the following controls in place</i>		Yes	No
a	Single rooms are booked (no sharing)				✓	
b	Some lone travelling have breakdown cover in place				✓	
c	Not a regular occurrence to do overnight stays, contact details shared so can stay in touch throughout				✓	
Residual Risk Assuming ALL controls in place					Low	

Task / Hazard	2	<i>Night work</i>	Sev.	Lik.	R.R.	
Smaller numbers of employees working, and fewer managers/ supervisors working at the same time leads to greater risk of harassment from other staff or members of the public.			2	2	4	
			Risk (No Controls)			
			Medium			
Ref.	Control Measures Required		<i>Are the following controls in place</i>		Yes	No
a	Minimal evening work				✓	
b	No night work shifts				✓	
c	No lone working				✓	
d	Contact details shared so can stay in touch throughout				✓	
Residual Risk Assuming ALL controls in place					Low	

Risk Selection Criteria

Severity Range	3 = Major	2 = Serious	1 = Slight
Likelihood	3 = High	2 = Medium	1 = Low

Risk Ratings

High	Medium	Low
9 - 7	6 - 4	3 - 1

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Task / Hazard	3	Lone working in customer-facing roles, including site work, customer/supplier visits, deliveries	Sev.	Lik.	R.R.
Lack of witnesses or immediate management support on site increases risk of sexual harassment from clients or members of the public.			3	2	6
			Risk (No Controls)		
			Medium		
Ref.	Control Measures Required		<i>Are the following controls in place</i>		
			Yes	No	
a	Employees have mobile phones and contact details are shared		✓		
b	Digital clock in/out system so we can see if staff are working		✓		
c	Vans have trackers		✓		
d	Support always available via phone call / text / whatsapp		✓		
Residual Risk Assuming ALL controls in place			Low		

Task / Hazard	4	Work-related or client events where alcohol is consumed and socialising outside off work	Sev.	Lik.	R.R.
Alcohol consumption likely to impair judgement and lower inhibitions making employees at risk of behaviour that amounts to harassment.			2	2	4
			Risk (No Controls)		
			Medium		
Ref.	Control Measures Required		<i>Are the following controls in place</i>		
			Yes	No	
a	Employees advised that disciplinary procedure applies in social situations, included in induction process			✓	
b	Posters displayed in key areas with reminders			✓	
c	Annual reminder issued to all staff at the start of the year			✓	
Residual Risk Assuming ALL controls in place			Low		

Risk Selection Criteria

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Task / Hazard	5	<i>Social media (work and non-work related)</i>	Sev.	2	Lik.	2	R.R.	4
Social media communications, including in groups where managers are not represented, raises the risk of behaviour that amounts to sexual harassment.			Risk (No Controls)			Medium		
Ref.	Control Measures Required		<i>Are the following controls in place</i>			Yes	No	
a	Only one company agreed whatsapp group, contains 2 managers and only used for work related communications such as job updates, absence etc. Social Media policy or statement in CHR023 and / or CHR016 would be beneficial						✓	
Residual Risk Assuming ALL controls in place						Low		

Task / Hazard	6	<i>Workplace banter or casual sexism</i>	Sev.	2	Lik.	2	R.R.	6
Where certain language is tolerated as part of the work culture and difficult to challenge this puts workers at greater risk of sexual harassment and makes it less likely they will report it.			Risk (No Controls)			Medium		
Ref.	Control Measures Required		<i>Are the following controls in place</i>			Yes	No	
a	Posters displayed in areas of the business which include the details of how to report an incident, CHR011 Whistleblowing Policy in place						✓	
Residual Risk Assuming ALL controls in place						Low		

Task / Hazard	7	<i>Significant hierarchies and power imbalances in the workplace</i>	Sev.	2	Lik.	2	R.R.	4
Abuse of power is at the root of sexual harassment. Where certain individuals hold more decision-making power, that could potentially lead to an opportunity for sexual harassment and workers being more afraid to report it.			Risk (No Controls)			Medium		
Ref.	Control Measures Required		<i>Are the following controls in place</i>			Yes	No	
a	Diverse management structure					✓		
b	Open office and workshop areas					✓		
c	Option to speak to a different manager, both male and female managers available					✓		
d	Anonymous reporting option						✓	
Residual Risk Assuming ALL controls in place						Low		

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Task / Hazard	8	<i>Gender imbalances in the workplace, e.g. female-dominated workforce with male managers, or male dominated workforce</i>	Sev.	2	Lik.	2	R.R.	4
These can lead to power imbalances and/or crude, sexist “banter” or other disrespectful behaviour.			Risk (No Controls)			Medium		
Ref.	Control Measures Required		<i>Are the following controls in place</i>		Yes	No		
a	Diverse management structure				✓			
b	Open office and workshop areas				✓			
c	Option to speak to a different manager, both male and female managers available				✓			
d	Anonymous reporting option						✓	
Residual Risk Assuming ALL controls in place						Low		


Task / Hazard	9	<i>Harassment of staff by third parties such as clients, suppliers and customers, college tutors</i>	Sev.	2	Lik.	3	R.R.	6
All workers with regular customer/client contact are at risk, and the nature of the working relationship may make them reluctant or unwilling to report inappropriate behaviour.			Risk (No Controls)			Medium		
Ref.	Control Measures Required		<i>Are the following controls in place</i>		Yes	No		
a	Update the online Visitor link advising Sexual Harassment not tolerated and what the outcomes might be based on CHR026						✓	
b	Anonymous reporting option						✓	
Residual Risk Assuming ALL controls in place						Low		

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Task / Hazard	10	<i>Workers with more than one protected characteristic.</i>	Sev.	Lik.	R.R.	
Disabled people, ethnic minorities and people from the LGBT community are more likely to experience sexual harassment than workers who do not have these characteristics			2	3	6	
			Risk (No Controls)			
			Medium			
Ref.	Control Measures Required		<i>Are the following controls in place</i>			
			Yes	No		
a	Diverse management structure		✓			
b	Option to speak to a different manager, both male and female managers available		✓			
c	Anonymous reporting option				✓	
Residual Risk Assuming ALL controls in place			Low			

Task / Hazard	11	<i>Lack of structured opportunities for employees to raise issues</i>	Sev.	Lik.	R.R.	
Lack of regular, diarised 121s with own manager, and clear communication about who else a worker might be able to report concerns about harassment to (if the concerns are about their manager) increases the risk of sexual harassment not being reported.			2	2	4	
			Risk (No Controls)			
			Medium			
Ref.	Control Measures Required		<i>Are the following controls in place</i>			
			Yes	No		
a	Diverse management structure		✓			
b	Option to speak to a different manager, both male and female managers available		✓			
c	Anonymous reporting option				✓	
d	1:1's Conducted with all staff				✓	
Residual Risk Assuming ALL controls in place			Low			

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Task / Hazard	12	<i>Confined working spaces</i>	Sev.	Lik.	R.R.	
Working alone, or in small rooms with other colleagues or customers, creates opportunities for sexual harassment to occur without other witnesses passing by.			2	2	4	
			Risk (No Controls)			
			Medium			
Ref.	Control Measures Required		<i>Are the following controls in place</i>		Yes	No
a	Office staff have staggered lunch breaks which keeps kitchen access more available as this is a small space				✓	
b	Doors to rooms left open as required				✓	
c	Works area has breaks at same time but have several large areas to use so risk is minimal				✓	
Residual Risk Assuming ALL controls in place					Low	

Task / Hazard	13	<i>Insecure workforce</i>	Sev.	Lik.	R.R.	
Agency staff, zero hours, temporary employees, freelancers, contractors, and those with limited knowledge of English language are potentially less likely to know how to/be able to report sexual harassment and may also worry about the consequences of doing so.			2	2	4	
			Risk (No Controls)			
			Medium			
Ref.	Control Measures Required		<i>Are the following controls in place</i>		Yes	No
a	Permanent staff, or occasional temp to perm staff, only				✓	
b	If translation required we out-source this or use online translation tools to produce documents in a different language if required				✓	
c	Contractors are pre-approved before admitting to site, so no unknown contract companies should be able to access areas on site					✓
Residual Risk Assuming ALL controls in place					Low	

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OVERALL RISK OF CARRYING OUT THIS TASK		
Highest Risk Before Controls in Place	Highest Residual Risk after controls	If the Residual risk after control measures are in place, is HIGH DO NOT UNDERTAKE THIS TASK
MEDIUM	LOW	

Ref	Action(s) Required	Can task continue		Date Actioned	Initial
		Yes	No		
4a/4b/4c	Address all points	✓			
5a	Create social media policy or consider adding statement(s) to CHR023 IT and Cyber Policy and / or CHR016 Staff Handbook	✓			
6a/7d/8d /9b/10c/ 11c	Posters in key areas with Anonymous reporting link	✓			
9a	Update Visitor Link	✓			
11d	Consider 1:1's for staff not currently in the program of having them or a more formal way to allow them to report concerns	✓			
13c	New contractor site link to be generated with housekeeping / safety details, include reporting SH if required	✓			

Sexual Harassment Risk Assessment - Guidance for Managers

This document should be considered a dynamic assessment that is reviewed regularly (at least twice a year) and automatically after any incident or allegation of sexual harassment in the workplace.

REVIEWS				
Type	Print Name	Signature	Date	Reason for Review
Initial	K Moss		24/01/25	Initial Issue of Document
1				Interim / After Incident
2				Interim / After Incident
3				Interim / After Incident

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