

School: The Federation of Abbey Infant & Junior

Location: **School based or wherever they carry out their work**

Assessment Date: **March '25**

Name of Assessor(s): **Dr R Kentish**

Assessment Ref No: **001**

Note: if assessing a task/activity/event, please give detail here: (outline the activities, tasks, work practices, equipment/materials used, environment, people involved etc)

This assessment identifies the generic control measures that SMBC has in place to prevent, so far as is reasonably practicable, the sexual harassment of our employees.

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness
4	Specified injury or illness
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Sexual Harassment and	All employees of the school through interactions with other	<ul style="list-style-type: none"> Familiarisation with the Sexual Harassment and Victimisation policy 	Training around the policy	School leaders –	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Victimisation of workforce	workers and third parties.			within 1 year				
		<ul style="list-style-type: none"> Reporting mechanisms of complaints to allow investigation through the grievance procedure 	Any actions or recommendations identified to be incorporated into the policy and/or risk assessment where appropriate.	School leaders - Ongoing	2	4	8	
		<ul style="list-style-type: none"> Monitoring process - Confidential monitoring form available to all employees 	Staff training of the process	School leaders - effective immediately	2	4	8	
		<ul style="list-style-type: none"> Training available for all employees on Sexual Harassment awareness, Victimisation and Diversity. 	Managers to ensure all employees complete the training within the specified period	School leaders – within 1 year	2	4	8	
		<ul style="list-style-type: none"> Ongoing review and evaluation of the policy to determine effectiveness and if further control measures are required. 		Governors – annually	2	4	8	
		<ul style="list-style-type: none"> Report incidents to the police for further investigation where relevant 		School leaders – effective immediately	2	4	8	
		<ul style="list-style-type: none"> Employees will not be put into any known vulnerable situation where there have been previously founded allegations 	RA to be reviewed following any reported incidents.	School leaders - when made aware of	1	4	4	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		of sexual harassment by third parties. <ul style="list-style-type: none"> If perpetrator is MoP, they will be added to the service areas local flagging information system. 		any incidents				
		<ul style="list-style-type: none"> Communication and engagement with staff on policy and expectations of staff behaviour. 	School engagement plan	School leaders and employees	1	4	4	

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
10-3-25	Dr R Kentish	New policy and LA RA