



Prevention of Sexual Harassment – Risk Assessment

Assessment Details	
Date of Assessment	18/8/2025
Risk Assessor	Peter Hill
People at risk	All workers

Signature:

A handwritten signature in black ink, appearing to read 'Peter Hill', written in a cursive style.

Risks Identified

Risks identified of worker to worker sexual harassment

- Cleaning staff often work alone or in small teams, sometimes in isolated or private areas (e.g bathrooms, offices, storerooms) making it easier for harassment to go unnoticed or unreported
- Workers may not feel confident raising concerns about sexual harassment, particularly if their manager is of the opposite sex
- Cleaning staff may have limited direct contact with management or HR, which could make it harder for them to report harassment or feel confident about the process
- With prolonged periods of working together in close quarters, there could be an increased risk of inappropriate comments, jokes or behaviours that could escalate into harassment. This may be more common when workers have a more casual or informal dynamic.
- Cultural or social differences among cleaning staff can lead to misunderstandings or inappropriate behaviours. Different attitudes towards personal space, humour or communication styles might contribute to an environment where harassment is ignored or tolerated.
- Cleaning staff may fear retaliation or negative consequences for reporting harassment if they are working in a close-knit environment

Risks identified of third party sexual harassment

- Power imbalances - Customers or third-party personnel may hold more authority or have a higher social status compared to cleaning staff, which can lead to inappropriate behaviour or misuse of power. This power dynamic can make it difficult for cleaning staff to feel comfortable reporting harassment or standing up to inappropriate advances.
- Lack of supervision - Cleaning staff are often left alone in private spaces (e.g., offices, bathrooms, meeting rooms) on customer sites, which increases the opportunity for harassment to occur without witnesses or supervision.

Control Measures

Reasonable steps to be taken to reduce risks

- Promote a culture of respect and ensure clear reporting lines where employees feel empowered to speak up without fear of retaliation.
- Regular check ins and supervisory visits and creating an environment where cleaning staff feel comfortable raising concerns. Having clear and accessible reporting systems in place.
- Create open lines of communication with management and send regular reminders about the process for reporting concerns. Use anonymous surveys to gauge employee concerns.
- Clearly define what constitutes unacceptable behaviour and foster a professional environment through training. All employees receive training on sexual harassment and professional boundaries at induction, with refresher training provided annually or following any reported incident.
- Create a zero-tolerance policy for retaliation and ensure employees know it will not be tolerated.
- Implement an anonymous reporting mechanism to reduce fear of retaliation and protect employees.
- If third-party harassment is reported, we will raise the issue with the client's management team and request appropriate action. We reserve the right to remove staff from unsafe sites.
- Ensure that all employees, including cleaning staff, are aware of their rights and that they have access to clear, confidential reporting mechanisms. Encourage them to speak up if they feel unsafe and assure them there will be no retaliation.
- All reports will be acknowledged within 48 hours and investigated in line with our grievance and disciplinary procedures. All complaints will be taken seriously and handled sensitively.