Sample harassment risk assessment

This is an illustrative example of the kind of assessment PolicyPilot helps you produce. It is for a fictional company. The risks, scores, controls and actions are examples only and won't match your organisation.

In PolicyPilot you answer straightforward questions about how your people work. Structured risk rules use your answers to suggest risks and controls, and for each suggested risk you can see why it has been included. You review and change everything, allocate actions and set the next review date before approving it.

How to read the table: each risk is scored by likelihood (1-5) x impact (1-5). 1-4 Low, 5-9 Moderate, 10-15 High, 16-25 Critical. Initial risk is the level with existing controls; residual risk is the expected level once the further actions are complete.

This sample is general information, not legal advice, and using it does not guarantee legal compliance. Your organisation remains responsible for assessing its own risks and approving its own assessment. See https://policypilot.willerbyhill.co.uk/risk-assessments

Harassment Risk Assessment

Company	Example Services Ltd (fictional)
Assessment	SAMPLE - Workplace harassment risk assessment
Type	Workplace harassment (sexual and third-party)
Scope	Whole organisation (office, field service and sales teams)
Assessment owner	Operations Director
Date created	01 October 2026
Date approved	20 October 2026
Approved by	Managing Director
Version	1
Next review date	20 October 2027
Status	Approved

Area / Activity	Risk	Who may be affected	Existing controls	Initial risk	Further action required	Owner / Due	Residual risk
Day-to-day working between colleagues	Employees may experience sexual harassment from colleagues, including comments, jokes or unwanted contact, in the office or online.	All employees	Harassment policy; anti-harassment training at induction; more than one reporting route	8 MODERATE	- Refresh training for all managers on recognising and responding to concerns	HR Manager / 31 January 2027	4 LOW
Customer-facing employees	Employees may experience inappropriate comments or behaviour from customers at reception, by phone or by email.	Reception and customer service team	Harassment policy; customer behaviour notice in reception	9 MODERATE	- Make clear employees can end an interaction and how to report it - Add a short behaviour statement to customer emails	Operations Manager / 15 December 2026	4 LOW
Client entertainment involving alcohol	Employees may experience inappropriate behaviour from clients or colleagues during work-related social events where alcohol is available.	Sales team, particularly junior staff	Harassment policy; manager reporting route	12 HIGH	- Introduce client behaviour expectations for events - Name a senior contact at each event - Confirm employees can leave work social activity at any time	Sales Director / 30 November 2026	6 MODERATE
Lone working at customer premises	Employees visiting customers alone may be harassed somewhere the employer doesn't control, with no one nearby to help.	Field service engineers	Visit log	16 CRITICAL	- Introduce check-in calls for each visit - Confirm in writing that engineers may leave a visit if they feel unsafe	Service Manager / 30 November 2026	8 MODERATE
Business travel and overnight stays	Employees travelling with colleagues or clients may be exposed to harassment in shared transport, hotels or after-hours settings.	Sales and senior management	Travel policy; separate rooms booked	8 MODERATE	- Add harassment expectations to the travel policy (complete)	Office Manager / 28 February 2027	4 LOW
Messaging groups and out-of-hours contact	Employees may receive inappropriate messages, images or comments through work chat groups or personal social media.	All employees	IT acceptable use policy	6 MODERATE	- Set expectations for work messaging groups in the code of conduct	HR Manager / 31 January 2027	3 LOW

Risk score = likelihood (1-5) x impact (1-5). 1-4 Low, 5-9 Moderate, 10-15 High, 16-25 Critical. Scores are the employer's own judgement to help prioritise action; they are not a legal conclusion, and a Low score does not mean no further action should be considered.