

Risk assessment for the prevention of sexual harassment

A number of existing control measures span multiple risks such as the prominence of College Values underpinning day to day working, mandatory diversity training for all staff, staff Disciplinary and Grievance procedures, Student-Staff Relationship Policy, Safeguarding Policy, University of Oxford Alumni, Supporters and Friends Code of Conduct and the Equalities Policy.

The College has also provided in-person training for all line managers, Heads of Department and College Officers on the prevention of sexual harassment and provided separate e-learning on the subject for all other staff. This will be mandatory training for all new staff. Periodic refresher training will also be scheduled.

Identified risk	Area/group potentially impacted	Existing control measures	Level of risk	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan.
Night shift working.	Lodge Receptionists.	Specific night shift risk assessment. Night shift staff are never lone working.	Low	All night staff to be fully trained in Sexual Harassment Awareness
Attending external evening events, off-site.	Development and access team members.	Staff members to let their manager know what they are attending, including details of venue and times.	Low to Medium.	Yes. 1. Write a specific risk assessment for those who attend external events and incorporate prevention of sexual harassment within it.
Use of informal WhatsApp group chats for work.	Staff within the Kitchen, Lodge and SCR/Hall teams.	Staff members are aware of appropriate and inappropriate message content.	Low to Medium.	Yes. 1. Clear guidance to be issued for all Heads of Department on the appropriate use of such groups. 2. Consider adopting the University's Social media guidance . Heads of Department to monitor the group
Staff working events hosted by the College where alcohol may or may not be available.	Welfare, Kitchen, SCR/Hall and Cellar/Bar teams.	Staff/workers double up and make sure – to the extent possible – that no colleagues are left alone with unknown guests etc.	Low to Medium.	Yes. 1. Heads of Department to hold periodic awareness raising sessions with staff/workers on clear reporting mechanisms for instances of unwanted conduct with an onus on empowerment.

				2. Clear 'zero-tolerance' signage at all such events.
Casual, hourly-paid younger staff working evening and weekend shifts.	SCR/Hall workers.	Existing inductions for these workers do include how to respond to inappropriate behaviour from guests/customers.	Low to Medium.	Yes. 1. All SCR/Hall workers to complete sexual harassment awareness training prior to their first shift. 2. All under-18 workers to have a short 'check in' at the end of each shift with a member of staff working the same shift to ask how their shift was.
Use of external contractors for broad range of services.	All staff and Fellows.	To be confirmed.	Low.	Yes. 1. Write and issue information/guidance to contractors who come on site making College standards of conduct clear.
Lone working.	To be confirmed. (Would include access team and academic staff.)	Specific departmental lone working risk assessments.	To be confirmed.	To be confirmed.
Travelling on College business.	To be confirmed. (Including access team.)	To be confirmed.	To be confirmed.	Yes. 1. Write a specific risk assessment for those who travel on College business and incorporate prevention of sexual harassment within it.
Staff/SCR social events/activities.	All staff and Fellows.	To be confirmed.	Low.	Yes. 1. Send out all-staff communications to raise awareness about harassment, ahead of each social event. 2. Display clear 'zero-tolerance' signage on SCR noticeboard. 3. Include college policy in SCR term card notes.
Failure to respond appropriately to reports of sexual harassment.	All staff and Fellows.	Existing Harassment and Grievance procedures.	Low.	Yes. 1. Implement a college-wide awareness raising programme. 2. Display information posters. 3. Training for all staff.

Power imbalance for those on hourly-paid contracts whose ongoing engagement might be felt as insecure.	Casual workers and lecturers and out-tutors.	All managers have been trained in the prevention of sexual harassment and will receive periodic refresher training.	To be confirmed.	To be confirmed. Yes. 1. Implement a college-wide awareness raising programme. 2. Display information posters. 3. Training for all staff. 4. Network of Harassment Advisors available for confidential support and information.
Unwanted attention from student, particularly in context of small group tutorial teaching or support meetings, including one-to-one teaching sessions.	All teaching staff and Fellows, Welfare and Academic Office staff	To be confirmed.	Low	1. Training for all staff. 2. Staff-student relationships policy 3. Senior Tutor and Network of Harassment Advisors available for confidential support and information.
Staff having to enter student bedrooms.	All academic, Welfare, Housekeeping, DWB, Merifield and Works staff.	Current protocol for academic and welfare teams is that two members of staff should visit, never just one.	Low	Investigate if this protocol can be applied to all teams.
Out of hours working where staff might be on their own with a guest or student.	Lodge, Accommodation, Sales & Events and Library teams	To be confirmed.	Low	If not already completed, specific risk assessments to be completed.

Across the College there are also a range of staffing information groups that help to support staff should they have a concern over sexual harassment. These include Peer Staff Supporters, area reps. for the Staff Consultative Committee and the existing network of Harassment Advisors having their remit expanded to include support for staff and which explicitly incorporates sexual harassment in the workplace.

The College also has a network of trained Harassment Advisors who can be approached by staff for confidential support as well as the provision of information to help.