


Preventing Harassment Risk Assessment

Department: Steelite International Ltd (UKI)	Assessed By: Louise Griffin Patrick Griffin Daniel Stone	Also See: Employee Handbook Anti-Harassment Policy Sexual Harassment Policy Whistleblowing Policy	
Assessment Number: H 2024	Date: 29/10/2024		

Main Activity:
 Steelite International Ltd - all UKI employees, visitors, contractors, customers, clients, and any other interested parties / stakeholders.
 Manufacturing – Dalehall Works, Stoke on Trent. Ceramic tableware manufacturer operating 24/7 handling all stages from raw materials to finished product.
 Distribution – Station Street, Stoke on Trent. Traditional warehouse operating 24/7 for receiving, storing, picking, and dispatching goods.
 Cross 50 – Newcastle under Lyme. Packing facility operating daily, handling both manual and automated packing lines. Goods received from the factory, packed, and then dispatched to the main warehouse.
 Offices – Orme Street, Stoke on Trent. On-site work offices. Most employees will work core days in the office, with some having flexibility i.e. hybrid work arrangements.
 Showroom(s) – Various Location. Self-service showrooms in various city centre locations to engage with visitors / customers.
 Remote / Travelling Workers (i.e. Sales, Marketing, Commercial) – National Coverage UKI. Our remote workers typically in the Sales, Marketing, Commercial Teams that frequently travel to meet customers.

For this harassment risk assessment, it is acknowledged that some activities in these areas may overlap and have a cumulative effect.

	(1) Employees	(2) Contractors	(3) Site Services	(4) Visitors	(5) Trespassers		
People affected:							
Hierarchy of control:	(1) Eliminate	(2) Substitute	(3) Engineer	(4) Admin/Procedure	(5) PPE/RPE		
	Actions			Risk Matrix			
17-25	Unacceptable – Stop activity and make immediate improvements			5	10	15	20
10-16	Tolerable – Look to improve within specified timescale			4	8	12	16
5-9	Adequate – Look to improve at next review			3	6	9	12
1-4	Acceptable – No further action, but controls are to be maintained			2	4	6	8
				1	2	3	4
							5
	Severity x Probability						

Activity	Hazards	(B)	(C)	BxC	Control Measures	Responsible Person	New	New	New	Affects Whom	Further Action	Status
							B	C	BxC			
Apprentices / Work Experience / 'Younger Workers'	Harassment due to 'inexperience' and desire to 'impress' and or 'please' others.	5	2	10	<ul style="list-style-type: none"> Targeted support specifically for apprentices / 'young workers' re how to report harassment. Awareness training for managers/supervisors Awareness training and understanding re how to report harassment. Encourage the use of whistle-blowing procedures if needed. Support via P&C team, external tutor support, line manager support. 	All	5	1	10	All	Regular communication with relevant persons.	Ongoing.
Business Travel	Harassment in external settings	5	3	15	<ul style="list-style-type: none"> Provide awareness and support re handling harassment in external settings. Provide safety devices (where appropriate), equip employees with relevant guidelines, and conduct regular check-ins with remote employees. Book 'secure' accommodations. Using virtual meetings if appropriate (i.e. MS Teams). Support via P&C team and line manager support. Encourage the use of whistle-blowing procedures if needed. 	All 'people managers'.	5	3	15	All employees that travel for business.	Provide awareness and support re handling harassment in various external settings.	Action required. Q1, 2025.
Dinners and Entertainment	Risk of inappropriate behaviour due to alcohol	5	4	20	<ul style="list-style-type: none"> Awareness re effects of alcohol including Company Drug and Alcohol Policy. Communications and policies re expected behaviour, including reminders. Provide awareness training re harassment. Awareness training and understanding re how to report out of hours / remote working. Encourage the use of whistle-blowing procedures if needed. 	All 'people managers'.	5	4	20	All	Explore the introduction of a safeguarding monitoring lone work safety systems.	Action required. Q4, 2024.
'High Activity' Zones (i.e. clocking stations / smoking shelter / changing rooms)	Inappropriate comments or behaviour in high-activity zones	5	3	15	<ul style="list-style-type: none"> Internal communications via notice boards. Access to reporting channels i.e. P&C Team, Line Manager. Awareness training. Encourage the use of whistle-blowing procedures if needed. 	All	5	2	10	All	Notice board communications.	Action required. Q4, 2024.

Activity	Hazards	(B)	(C)	BxC	Control Measures	Responsible Person	New	New	New	Affects Whom	Further Action	Status
							B	C	BxC			
High-Pressure Roles / Stressful Environments	Stress may lead to lowered inhibitions and behaviour	5	2	10	<ul style="list-style-type: none"> Support via P&C Team, line manager, mental health first aiders. Provide mental health resources, as required. Communications re respect and relevant reporting channels. Signposting re self-care practices / how to manage stress, as required. Ensure adequate staff breaks, wellness check-ins as required, allow employees to 'cool-down' as needed. Encourage the use of whistle-blowing procedures if needed. 	All	5	2	10	All	Individual & team support as required.	Ongoing.
Interaction with the Public (On Site)	Exposure to harassment from the members of the public	5	3	15	<ul style="list-style-type: none"> CCTV in operation with signage. Secure site boundaries via high walls and fencing. Internal communications re reporting harassment. Provide safety devices (where appropriate) and equip employees with relevant guidelines. Ensuring immediate access to support. Send regular reminders about public interaction expectations. Encourage the use of whistle-blowing procedures if needed. 	Site Services Director	5	2	10	All	None.	Complete.
International Travel	Risks associated with cultural norms, isolation	5	4	20	<ul style="list-style-type: none"> Offer support / resources where appropriate. Using virtual meetings if appropriate (i.e. MS Teams). Travellers to review 'travel-specific behaviour expectations' incl. cultural norms in location of travel. Awareness training and understanding re how to report out of hours / remote working overseas (access to the relevant reporting channels i.e. P&C Team, Line Manager, etc). Perform regular check-ins. Book 'secure' accommodations (i.e. trusted hotel chains). Encourage the use of whistle-blowing procedures if needed. 	All 'people managers'.	5	3	15	All employees that travel for business overseas.	Where possible book accommodation via Travel Coordinator Kelly Brown. Ensure employees have relevant contact information. Review process re 'check ins'.	Action required. Q1, 2025.
Lone Working / Isolated Areas / Remote Working	Increased risk of harassment due to 'isolation'	5	2	10	<ul style="list-style-type: none"> Use of personal safety alarms and CCTV (where possible). Perform regular check-ins. Management to outline the process for responding to / escalating harassment concerns. Awareness training and understanding re how to report out of hours / remote working. Encourage the use of whistle-blowing procedures if needed. 	All 'people managers'. Security Team.	5	2	10	All	Personal safety alarms. Review process re 'check ins'.	Action required. Q1, 2025.
Night Shift Operations	Reduced supervision, therefore increased risk of harassment.	5	2	10	<ul style="list-style-type: none"> Security Team on site. Use of CCTV monitoring. 24/7 management support. Peer to peer check-ins during night shifts (from other areas / jobs). Use of safety devices as needed. Relevant communications in key areas about reporting protocols Encourage the use of whistle-blowing procedures if needed. 	All 'people managers'. Security Team.	5	2	10	All employees that travel work nights.	Internal communication.	Action required. Q4, 2024.
Non-Compliance re Dress Code	Risk of discriminatory comments	5	4	20	<ul style="list-style-type: none"> Managers must respectfully enforce Dress Code Policy. Communication re respect related to dress choice. Review of Dress Code Policy as appropriate. 	All	5	3	15	All	None.	Complete.
Power/Position	Abuse of power and or position	5	3	15	<ul style="list-style-type: none"> Encourage employee feedback. Awareness training and remind employees of how to report i.e. P&C Team, Line Manager. Targeted communication on reporting / how to report. Encourage the use of open spaces for meetings, where possible. Encourage the use of whistle-blowing procedures if needed. 	All 'people managers'.	5	2	10	All	Refresher training. Internal communication. Encourage people managers to use appropriate meeting rooms / set up.	Ongoing.
Protected Characteristics	Risk of harassment and discrimination based on protected characteristics	5	4	20	<ul style="list-style-type: none"> Provide harassment training. Display internal communications as appropriate. Run targeted communications to encourage reporting, especially for those who may feel uncomfortable coming forward otherwise. Awareness training and remind employees of how to report i.e. P&C Team, Line Manager. Encourage the use of whistle-blowing procedures if needed. 	All	5	3	15	All employees with protected characteristics	Internal communication.	Action required. Q4, 2024.

Activity	Hazards	(B)	(C)	BxC	Control Measures	Responsible Person	New	New	New	Affects Whom	Further Action	Status
							B	C	BxC			
Shared Workspaces / Facilities / Vehicles etc.	Privacy concerns, risk of harassment in confined spaces, risk of inappropriate behaviours.	5	3	15	<ul style="list-style-type: none"> CCTV coverage where possible incl. clear signs for its use. Communications in all areas to reinforce expectations of behaviour. Awareness training and remind employees of how to report i.e. P&C Team, Line Manager. Encourage the use of whistle-blowing procedures if needed. 	All	5	2	10	All	Internal communication.	Action required. Q4, 2024.
Team Meetings and Group Activities	Harassment through inappropriate comments	5	3	15	<ul style="list-style-type: none"> Awareness training and remind employees of how to report i.e. P&C Team, Line Manager. Use visual reminders in meeting spaces. Provide harassment training. Display internal communications as appropriate. Encourage the use of whistle-blowing procedures if needed. 	All	5	2	10	All	Internal communication.	Action required. Q4, 2024.
Temporary Staff (FTCs, Zero Hours, etc)	Harassment due to desire to 'impress' and or 'please' others.	5	2	10	<ul style="list-style-type: none"> Awareness training and remind employees of how to report i.e. P&C Team, Line Manager. Use visual reminders in meeting spaces. Provide harassment training. Display internal communications as appropriate. Encourage the use of whistle-blowing procedures if needed. 	All 'people managers'.	5	2	10	All temporary employees	Internal communication.	Action required. Q4, 2024.
Use of Social Media / Work Chats (i.e. Microsoft Teams, Zoom, WhatsApp, Skype, etc)	Risk of harassment via inappropriate messages / images.	5	3	15	<ul style="list-style-type: none"> Awareness training and remind employees of how to report i.e. P&C Team, Line Manager. Recording of virtual meetings (i.e. MS Teams, Zoom, etc). Encourage the use of AI notetaking that joins virtual meetings and automatically records and transcribes (i.e. Fireflies.ai). IT monitoring of and access to appropriate channels (where possible). Encourage the use of whistle-blowing procedures if needed. 	All	5	2	10	All	Communication to PC users re AI notetaking.	Action required. Q4, 2024.
Visitors / Clients / Customers / Trainers Interaction	Harassment from clients or customers	5	3	15	<ul style="list-style-type: none"> Provide awareness training re harassment. Communications about 'zero-tolerance' in client / customer interaction areas (i.e. Security Lodge, Notice Boards). Including Company vehicles as appropriate. Use of the visitor management system. Provide visitors / contractors with clear conduct guidelines, and ensure employees know how to report visitor / contractor related incidents. Encourage the use of whistle-blowing procedures if needed. 	All 'people managers'.	5	3	15	All	Explore the introduction of a safeguarding monitoring lone work safety systems. Signage/communications.	Action required. Q4, 2024.