

PREVENTING SEXUAL HARASSMENT

RISK ASSESSMENT GUIDANCE

PURPOSE

This guidance and template risk assessment support the council's duty to take proactive steps to prevent sexual harassment in the workplace and should be read in conjunction with the following council policies:

• Policy and Procedure on Bullying and Harassment in the Workplace • Code of Practice on Preventing Sexual Harassment • Corporate Risk Assessment Procedure • Personal Safety at Work and Lone Working Procedures • Policy on Equality in Employment and Service Provision • Disciplinary Code	• Code of Conduct for Employees • Managing Personal Relationships at Work Guidance • Employee Gender Based Violence Policy • Internet, Email and Social Media Policy • Unacceptable Actions Policy • Whistleblowing Policy
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The council has a responsibility under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health safety and welfare of its employees, which includes protection from sexual harassment. This responsibility is enhanced by the Prevention of Sexual Harassment Duty introduced by the Workers Protection (amendment of the Equality Act 2010) Act 2023.

These two pieces of legislation combined, place a responsibility on the council to anticipate and prevent sexual harassment by assessing our workplace and ensuring that proper control measures are in place to eliminate or minimise risks where possible.

This means that workplace sexual harassment should be dealt within in the same way as any other hazard at work. This includes undertaking risk assessments to prevent harm occurring in the first place and not just focusing on the problem once it has happened.

MANAGING THE RISK

The council's Code of Practice on the Prevention of Sexual Harassment places a responsibility on Managers to identify, monitor and mitigate risks of sexual harassment in their areas of responsibility, including risks from colleagues, third parties, customers, and services users.

Service Managers/Head Teachers are responsible for ensuring risk assessments are in place for their areas of responsibility in line with the Risk Areas identified on Sphera and as attached at Appendix 1. An appropriate delegated Manager who has completed the mandatory Prevention of Sexual Harassment e-learning module should complete the risk assessment. Risk assessments should be reviewed at least annually, or following significant organisational change, a change to team demographics or where incidents/concerns indicate a need for review.

Risk assessments should be conducted in consultation with teams, taking care to include staff from groups who may be at greater risk. Consideration should also be given to any available evidence from bullying and harassment complaints, incident reporting, disciplinary cases, employee surveys, exit interviews, sickness absence data, whistleblowing reports, wellbeing insights, informal concerns or trade union feedback. Assessing the risk in this way will assist you in identifying the control measures required to eliminate or reduce instances of sexual harassment.

RISK FACTORS

The Equality and Human Rights Commission have identified factors which may increase the risk of sexual harassment. These risk factors are considered in the table below. When conducting a risk assessment consideration should be given to whether each risk factor applies within the Risk Area being assessed and identify any additional controls required.

Risk Factor	Why is it a risk?	Corporate Measures in Place	Consideration/Potential Mitigation by Services
Power imbalances between staff	Sexual harassment is often found to have been perpetrated where there is a power imbalance between the perpetrator and the victim. Power imbalances can create opportunities for exploitation. It may also be more difficult for individuals in subordinate positions to speak up due to fear of negative consequences or retaliation. Power imbalances may exist in relationships involving managers, supervisors, elected members, trainees, apprentices, students, agency workers,	Policy and Procedure Framework The council's Policy and Procedure on Dealing with Complaints of Bullying and Harassment at Work; and accompanying Code of Practice on Promoting Appropriate Working Relationships and Behaviour sets out the difference between bullying and harassment and appropriate performance management. These documents and the Code of	Consider how managers and supervisors should treat those that report to them and where risks related to power imbalances might be more likely. In addition to Corporate Training which covers power imbalances and how they can contribute to sexual harassment, potential control measures/mitigation as appropriate to the service, role, employee, contacts might include: How to ensure managers understand the risks related to abuses of power and their role in

	volunteers, new staff, younger staff, people with learning difficulties, and people with protected characteristics. Practice on the Prevention of Sexual Harassment confirm the council's zero tolerance approach to sexual harassment. Where incidents of sexual harassment involve the individual's line manager, the employee has the option to report the matter to a more senior manager or Human Resources. The Code of Conduct for employees sets out the standards expected of employees where personal relationships exist between colleagues. Employees are made aware of these policies and standards at induction and through annual refresher training. Training All employees are required to complete mandatory training modules delivered via e-learning or face to face as follows: • Preventing Sexual Harassment • Health and Safety • Equality and Diversity	preventing and stopping bullying and harassment in the workplace. • Ensure that managers involved in handling sexual harassment complaints are appropriately trained to address the complexities of cases involving power imbalances and the need to be independent and not influenced by any conflicts of interest. • Regularly reminding staff (including managers) of their responsibilities under the council's Code of Conduct and Code of Practice on Sexual Harassment. Consider: • how staff are made aware of corporate and local policies and how they access them. • What service specific policies are relevant • how do services ensure compliance with mandatory training and how do they measure/monitor staff understanding. • any action taken to address concerns/incidents that have occurred. • how staff are made aware of support available and any action taken to support staff wellbeing.
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		Managers are required to complete mandatory training modules as follows: • Bullying and Harassment • Discipline and Grievance • Mentally Healthy Workplace Incident Recording The council has clear reporting mechanisms in place. Incidents of bullying and harassment are reported through the Policy and Procedure on Dealing with Complaints of Bullying and Harassment at Work Violent incidents, accidents and near misses are reported through the online Health and Safety Management system Sphera Employees can also report serious wrongdoing or malpractice to the council's Whistleblowing Hotline Support for Staff Staff who experience or witness workplace harassment can access support and counselling through the Employee Assistance	• How are incidents monitored and how do services ensure appropriate action is taken to prevent future incidents
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		Programme and the Four Pillars of Wellbeing toolkit. Monitoring and review Incidents of workplace harassment are recorded on case management and reported to the Risk and Governance Board in the annual Compliance Statement. Complaints of sexual harassment are reported to the HR Services Manager.	
Lone working, out of hours working and night working.	Risk may be increased due to isolation, hours of work, limited supervision, witnesses and/or available support. Risks to employees working alone with colleagues, service users, contractors, carers, tenants, pupils, parents or members of the public should be considered. Home visits, inspections, outreach work, housing visits, family support, community based services and work in isolated locations may increase risk. Risks of out of hours working/night working where there are reduced staffing levels, limited travel arrangements and limited supervision may increase exposure to inappropriate conduct.	Policy Framework Health and Safety related policies are in place including: Corporate Health and Safety Policy Personal Safety at Work Procedures Lone Worker Device Procedure In line with HSE Lone Worker Guidance Risk Assessment Services have risk assessments in place to identify work related risks (including lone working) and detail control measures required to minimise those risks so far as is reasonably practicable. Risk assessments are reviewed on an annual basis and at other points as situations require e.g. following	Services should ensure appropriate lone working control measures are in place. In addition to corporate training, managers/supervisors for this group of staff should focus on creating a supportive environment that empowers staff to speak up. Potential control measures/mitigation as appropriate to the service, role, employee, contacts might include: • Conducting regular check-ins with lone workers to ensure their wellbeing and help identify any potential issues. • Use of lone worker devices. • Installation of panic buttons or CCTV cameras which may serve as deterrents and provide a sense of security.

		an incident, changes in working practices, legislation changes. Staff are made aware of the outcomes of risk assessments.	- Ensuring that two members of staff work together where risks cannot otherwise be mitigated appropriately - Staff who feel they are in immediate danger should contact the Police and will be supported to report criminal acts.
Customer facing duties	Risk may be increased due to contact with third parties whose conduct is not within the council's control. Clients/Customers may be known to be aggressive, or client history may indicate concern. Staff may be required to have difficult conversations with clients/customers which may increase risk of aggression. Staff may be required to undertake personal care or work with individuals with diminished capacity or understanding of appropriate behaviours which may increase risk of sexual harassment.	Policy Framework The Unacceptable Actions Policy sets out the council's duty of care to its employees and provides a framework for managing the unacceptable actions of third parties that employees come into contact with. Warning Flag Guidance has been developed to ensure appropriate safeguards are in place to protect employees from customer behaviour which is violent, abusive or aggressive. Warning flags are a means of identifying and recording individuals who pose, or who the council consider/ have reason to believe may pose a risk to council employees who come into contact with them. The Personal Safety at Work Procedure sets out the council's	Services should consider appropriate control measures relevant to the client/customer group and any known concerns. Consider how clients/customers should be made aware of the council's zero tolerance of sexual harassment. In addition to corporate training, managers/supervisors for this group of staff should focus on ensuring staff know how to handle difficult interactions with third parties, setting boundaries and empowering individuals to remove themselves from difficult situations. Potential control measures/mitigation as appropriate to the service, role, employee, contacts might include: Ensure that the council's zero tolerance approach to sexual harassment is communicated to third parties including clients, customers, service users, pupils,

		obligation to assess, minimise or prevent the risk of work-related violence and requires services to supplement the procedure with specific procedures appropriate to their particular needs. Public Messaging The council communicates a message of zero tolerance of violence and aggression by third parties through the display of posters, banners and messaging on digital screens in public spaces. Training Mandatory Customer Service e-learning addresses the subject of dealing with difficult customers and provides direction and support to employees who may encounter abusive customers in person or in other forms of communication. Incident Recording Violent incidents, accidents and near misses are reported through the online Health and Safety Management system Sphera	parents, members of the public, contractors, agency workers and site visitors. This might be achieved through procurement contracts, emails, notices displayed in public spaces, schools and the workplace.
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The presence of alcohol or other substances	Being under the influence of alcohol or other substances can make an individual more vulnerable to sexual harassment or more likely to perpetrate sexual harassment as a result of impaired judgement and lowered inhibitions. Staff may be at increased risk where clients/customers may be under the influence of alcohol or other substances.	Policy Framework The Misuse of Alcohol, Drugs and Other Substances Policy sets out the council's zero tolerance approach to alcohol and drug misuse and its commitment to taking all reasonable steps to protect employees, recipients of council services and members of the public from the associated risks. The Code of Conduct for employees sets out the standards expected of employees and sets out guidance on the School Events and Professional Conduct. The Unacceptable Actions Policy sets out the council's duty of care to its employees and provides a framework for managing the unacceptable actions of third parties that employees come into contact with. Employee Wellbeing The Misuse of Alcohol, Drugs and Other Substances Policy sets out the council's approach to supporting employees who have an alcohol or drug	Services should consider what control measures will protect staff where clients/customers may be under the influence of alcohol or other substances. What control measures will protect staff when at a work related social event where alcohol may be present? Potential control measures/mitigation as appropriate to the service, role, employee, contacts might include: • Designate appropriately trained staff as points of contact for clients/customers known to often be under the influence of alcohol. • Ensure that two members of staff work together where risks cannot otherwise be mitigated appropriately.

		dependency and signposts staff to local support available. Counselling is available through the Employee Assistance Programme for staff who may be struggling with a dependency or who experience an incident. Other supports are available through the Four Pillars of Wellbeing toolkit.	
Work-related social events	The inhibitions of staff present in the workplace may be relaxed in a social setting resulting in over familiar behaviour with colleagues. Alcohol may be present at work-related social events which has the potential to impair judgement and lower inhibitions.	Policy Framework The Policy and Procedure on Dealing with Complaints of Bullying and Harassment at Work makes it clear that the standards of behaviour expected of employees extends to situations out with normal work locations where it can reasonably be considered to be 'in the course of employment'. This could include work related social events. Additionally, the Code of Conduct for employees sets out standards expected of employees and sets out guidance on School Events and Professional Conduct.	Services should consider what control measures will ensure that the council's messaging around zero tolerance to sexual harassment transfers to work-related social events? What control measures will protect staff when at a work related social event where alcohol may be present? Potential control measures/mitigation as appropriate to the service, role, employee, contacts might include: • At events where alcohol may be present, ensure appropriate supervision and adequate staffing levels to monitor and address any potential incidents promptly. • Ensure staff are aware of the direction to refrain from the consumption of alcohol at events

			where others may be drinking – see School Events and Professional Conduct Guidance. • Before a workplace social event, reinforce council policies and guidance including: - Policy and Procedure on Dealing with Bullying and Harassment at Work - Bullying and Harassment Code of Practice - Sexual Harassment Code of Practice - Code of Conduct for Employees - School Events and Professional Conduct Guidance - Misuse of Alcohol, Drugs and Other Substances Policy
Travelling for work, including overnight stays	The inhibitions of staff present in the workplace may be relaxed in a setting away from the normal workplace resulting in over familiar behaviour with colleagues. Travel and accommodation arrangements should be considered when assessing risk.	The Policy and Procedure on Dealing with Complaints of Bullying and Harassment at Work makes it clear that the standards of behaviour expected of employees extends to situations out with normal work locations where it can reasonably be considered to be 'in the course of employment'. This could include travelling for work and overnight stays. Additionally, the Code of Conduct for employees sets out standards expected of	Consider posts that may involve travelling for work or overnight stays eg school camps, sleepover shifts and what control measures should be in place to minimise risk.

		employees and sets out guidance on School Events and Professional Conduct .	
Remote Working / Working from home	Working from home means employees are working in an isolated environment, where sexual harassment could be perpetrated remotely online. A lack of supervision may lead an employee to make comments or use language that they wouldn't use in a communal workplace. There may be an increased risk of inappropriate messages, emails, social media contact, sharing of images while working in a digital environment.	The Homeworking Guidance for Employees confirms that all terms and conditions of employment continue to apply, and that employees remain subject to the council's policies, procedures and codes of conduct while working from home. Employees working from home are encouraged to tell their line manager about any health and safety risks or any homeworking arrangements that need to change, and are encouraged to report any work related incidents or accidents that occur. The Home and Hybrid Working Guidance for managers states that it is important that managers are in regular contact with their team and that arrangements to hold regular one-to-ones by telephone or video conferencing should be agreed between you and team members. While the council's People Strategy recommends	What control measures could be put in place to support staff working from home to identify and report sexual harassment or behaviour that makes them uncomfortable.

		that one to-ones are held at least every 4 weeks, it is recommended that contact with remote workers should be much more frequent, at least weekly, to discuss work. Managers also have a responsibility to monitor the well being of workers on a more day to day basis. The Internet, Social Media and Email Policy states that use of the Internet, Social Media or E-Mail in a manner that harasses, bullies, intimidates, threatens or demeans another council employee whether within or out with work breaches the council's Policy and Procedure on Dealing with Complaints of Bullying and Harassment at Work, Policy on Equality in Employment and Service Provision and the Disciplinary Code.	
The workforce demographic	Staff groups that are predominantly male or predominantly female could pose a risk to individuals of the minority sex. Displays of sexually offensive materials may be more likely in a workplace that is predominantly of one sex.	The Code of Practice on the Prevention of Sexual Harassment [LINK] provides examples of behaviours that may be sexual harassment and are inappropriate in the workplace. Some examples might be more likely in staffing	What control measures could be put in place to ensure individuals of the minority group are not made to feel uncomfortable at work. Think about how your service can further support employees from protected groups to ensure they are not at increased risk.

	Other minority groups also more vulnerable to sexual harassment include: • disabled people; • black and minority ethnic people; and • the LGBT community. The Integrated Impact Assessment [LINK] on Code of Practice outlines some of the reasons for the additional vulnerability of protected groups and why they might be less likely to report concerns.	groups that are predominantly of one sex such as: • suggestive remarks, innuendoes, jokes or language; • sexual banter; • making sexual remarks about someone's body, clothing or appearance; • telling sexually offensive jokes, making sexual innuendoes or using sexually offensive language; • leering, whistling, catcalling; • insults or ridicule of a sexual nature including derogatory reference to a person's sexual orientation or gender identity; • displaying or sharing of sexually offensive material. The Policy on Equality in Employment and Service Provision states the council's commitment to prevent discrimination, victimisation and harassment against employees on any grounds, but particularly in relation to protected characteristics.	
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CONDUCTING A RISK ASSESSMENT

The council's [Corporate Risk Assessment Procedure](#) requires the officer conducting the risk assessment to identify the hazard, evaluate the hazard and calculate the risk rating by considering the likelihood of the hazardous event occurring, and the severity or consequence of harm. An evaluation of existing control measures should be carried out and consideration should be given to whether any new or amended control measures are required.

An example Workplace Harassment Risk Assessment is appended to this guidance (Appendix 2). The blank template risk assessment is available on Sphera and should be completed for each Risk Area and reviewed annually or earlier where there are any changes which will impact the risk rating or control measures such as organisational change or incidents/concerns that have arisen. Guidance on accessing and reviewing risk assessments on Sphera is available [here](#).

Human Resources
27 October 2026

RISK AREAS

A risk assessment should be undertaken and stored on Sphera for each of the following risk areas:

CORPORATE SERVICES AND CHIEF EXECUTIVE'S OFFICE	
WLC - Ch. Exec Civic Centre Chief Executive Office WLC - Corp Civic Centre Committee Services WLC - Corp Civic Centre Administration Services WLC - Corp Civic Centre Communications Team WLC - Corp Civic Centre Contact Centre WLC - Corp Civic Centre Health and Safety WLC - Corp Civic Centre HR Services WLC - Corp Civic Centre IT Services	WLC - Corp Civic Centre Legal Services WLC - Corp Civic Centre Member Services WLC - Corp Civic Centre Performance and Improvement Services WLC - Corp Civic Centre Procurement Services WLC - Corp Civic Centre Transformation Team WLC - Corp Kirkton Centre Archive and Records WLC - Corp Kirkton Service Centre Contact Centre
EDUCATION	
WLC - Ed Active Schools and Community Sports Hub WLC - Ed Addiewell Nursery School WLC - Ed Addiewell Primary School WLC - Ed Armadale - Early years Centre WLC - Ed Armadale Academy PPP WLC - Ed Armadale Primary School WLC - Ed Autism Resource Balbardie Primary School WLC - Ed Autism Resource Blackburn Primary School WLC - Ed Autism Resource Linlithgow Academy WLC - Ed Autism Resource St Kentigern's Academy WLC - Ed Autism Resource St Mary's Primary School WLC - Ed Autism Resource The James Young High School WLC - Ed Balbardie Primary School WLC - Ed Bankton Primary School WLC - Ed Bathgate Academy PPP WLC - Ed Bathgate Early Years Centre WLC - Ed Bathgate Nursery School WLC - Ed Bathgate West Nursery	WLC - Ed Inveralmond Community High School Adult Learning WLC - Ed Inveralmond Early Years Centre WLC - Ed Kirkhill Nursery School Ed WLC - Ed Kirkhill Primary School Ed WLC - Ed Kirknewton Primary School WLC - Ed Knightsridge Early Years Centre WLC - Ed Knightsridge Primary School and EYC WLC - Ed Ladywell Nursery School WLC - Ed Letham Primary School WLC - Ed Linlithgow Academy WLC - Ed Linlithgow Bridge Primary School PPP WLC - Ed Linlithgow Primary School PPP WLC - Ed Livingston Village Primary School WLC - Ed Longridge Primary School WLC - Ed Low Port Primary School PPP Linlithgow WLC - Ed Meldrum Primary School WLC - Ed Mid Calder Primary School WLC - Ed Murrayfield Primary School Ed

WLC - Ed Beatlie School Campus	WLC - Ed Ogilvie House School Campus
WLC - Ed Beatlie School Campus TRANSPORT	WLC - Ed Ogilvie School Campus TRANSPORT
WLC - Ed Bellsquarry Primary School	WLC - Ed Our Lady Of Lourdes's RC Primary School
WLC - Ed Blackburn Nursery School	WLC - Ed Our Lady's RC Primary and Stoneyburn Nursery School
WLC - Ed Blackburn Primary School	WLC - Ed Parkhead Primary and Nursery School
WLC - Ed Blackridge Primary School Ed	WLC - Ed Peel Primary School
WLC - Ed Boghall Primary School Ed	WLC - Ed Pinewood School
WLC - Ed Bonnytoun Nursery School	WLC - Ed Pinewood School TRANSPORT
WLC - Ed Bridgend Primary School	WLC - Ed Polbeth Nursery School
WLC - Ed Broxburn Academy PPP	WLC - Ed Polkemmet Primary School
WLC - Ed Broxburn Primary School Ed	WLC - Ed Pumpherston and Uphall Station Primary School
WLC - Ed Burnhouse Skills Centre	WLC - Ed Riverside Primary School
WLC - Ed Burnhouse Skills Centre School Transport	WLC - Ed Seafield Primary School
WLC - Ed Calderwood Primary and Nursery School	WLC - Ed Simpson Primary School
WLC - Ed Carmondean Nursery School	WLC - Ed Sinclair Academy
WLC - Ed Carmondean Primary School	WLC - Ed Southdale Primary and Nursery School
WLC - Ed Cedarbank School	WLC - Ed Springfield Primary School
WLC - Ed Civic Centre Community Arts and Instrumental Music	WLC - Ed St Anthony's RC Primary School
WLC - Ed Civic Centre Community Learning and Development	WLC - Ed St Columba's RC Primary School
WLC - Ed Civic Centre Customer Services	WLC - Ed St John Ogilvie RC PS and Woodlands Nursery
WLC - Ed Civic Centre Educational Psychologists	WLC - Ed St John The Baptist RC PS and Fauldhouse Nursery
WLC - Ed Civic Centre Inclusion and Wellbeing	WLC - Ed St Josephs RC Primary School Linlithgow
WLC - Ed Civic Centre Interrupted Learning Service	WLC - Ed St Josephs RC Primary School Whitburn
WLC - Ed Civic Centre Quality Improvement	WLC - Ed St Kentigern's Academy
WLC - Ed Civic Centre Strategic Resources	WLC - Ed St Margaret's Academy
WLC - Ed Civic Centre Working with Youths Team	WLC - Ed St Mary's RC Primary School Bathgate
WLC - Ed Civic Centre Youth Services	WLC - Ed St Mary's RC Primary School Polbeth
WLC - Ed Connolly School Campus	WLC - Ed St Nicholas RC Primary School
WLC - Ed Connolly School Campus School Transport	WLC - Ed St Ninian's RC Primary School
WLC - Ed Craigshill Primary School	WLC - Ed St Paul's RC Primary and Nursery School
WLC - Ed Croftmalloch Primary School	WLC - Ed St Thomas's Primary School
WLC - Ed Deans Community High School	WLC - Ed Stoneyburn Primary School
WLC - Ed Deans Community High School ICT Development	WLC - Ed The James Young High School
WLC - Ed Deans North Nursery	WLC - Ed Toronto Primary School
WLC - Ed Deans Primary School	WLC - Ed Torphichen Primary School

WLC - Ed Dechmont Infant School Primary School WLC - Ed Dedridge Primary School / Glenvue Nursery WLC - Ed East Calder Primary and Nursery School WLC - Ed Eastertoun Primary and Nursery School WLC - Ed Eliburn Nursery School WLC - Ed Fallahill Primary School WLC - Ed Greenrigg Primary School WLC - Ed Harrysmuir Primary School WLC - ED Hawkhill Primary School WLC - Ed Holy Family RC Primary School WLC - Ed Howden St Andrew's RC Primary School WLC - Ed Inveralmond Community High School	WLC - Ed Uphall Primary and Nursery School WLC - Ed West Calder High School WLC - Ed Westfield Primary School WLC - Ed Whitburn Academy PPP WLC - Ed Whitdale Primary School WLC - Ed Whitedale Early Years Centre WLC - Ed Williamston Primary School WLC - Ed Winchburgh Academy WLC - Ed Winchburgh Primary and Nursery School WLC - Ed Winchburgh Sports and Wellbeing Centre WLC - Ed Windyknowe Primary School WLC - Ed Woodmuir Primary School
FINANCE AND PROPERTY SERVICES	
WLC - F&P Civic Centre Audit and Risk Teams WLC - F&P Civic Centre Buildings Management WLC - F&P Civic Centre Construction Services WLC - F&P Civic Centre Corporate Financial Services WLC - F&P Civic Centre CS Asbestos External Reported Incidents	WLC - F&P Civic Centre Finance and Anti-Poverty Advice Services WLC - F&P Civic Centre Property Management and Development WLC - F&P Civic Centre Revenues and Benefit Services WLC - F&P The Jim Walker Partnership Centre Anti Poverty Service WLC - F&P The Jim Walker Partnership Centre Revenues
HOUSING CUSTOMER & BUILDING SERVICES	
WLC - H.C.B.S. Polbeth Village Hall WLC - H.C.B.S. 7-12 Adelaide Street WLC - H.C.B.S. Addiewell Community Centre WLC - H.C.B.S. Addiewell Community Centre Community Education WLC - H.C.B.S. Almond Heritage Centre WLC - H.C.B.S. Almondbank Customer Services WLC - H.C.B.S. Almondvale Crescent Supported Accommodation WLC - H.C.B.S. Annet House Museum & Offices WLC - H.C.B.S. Annet House Museum and Offices WLC - H.C.B.S. Armadale Area Housing Office WLC - H.C.B.S. Armadale Partnership Customer Services WLC - H.C.B.S. Arrochar House Livingston Area Housing Office WLC - H.C.B.S. Arrochar House Livingston C.I.S. WLC - H.C.B.S. Bathgate Community Hse- Day Centre	WLC - H.C.B.S. Kirkton Service Centre Responsible Person WLC - H.C.B.S. Kirkton Service Standby Team WLC - H.C.B.S. Lanthorn Community Centre WLC - H.C.B.S. Lanthorn Community Centre Community Education WLC - H.C.B.S. Linlithgow Partnership Customer Services WLC - H.C.B.S. Livingston North Partnership Centre WLC - H.C.B.S. Livingston Station Community Centre WLC - H.C.B.S. Livingston Station Youth Centre WLC - H.C.B.S. Longridge Community Centre WLC - H.C.B.S. Mid Calder Community Centre WLC - H.C.B.S. Mid Calder Community Centre Community Ed WLC - H.C.B.S. Mosswood Community Centre WLC - H.C.B.S. Mosswood Community Centre Community Ed WLC - H.C.B.S. Murieston Community Centre Community Education

WLC - H.C.B.S. Bellsquarry Village Hall	WLC - H.C.B.S. Murieston Village Hall
WLC - H.C.B.S. Blackburn Homeless Unit	WLC - H.C.B.S. Newton Community Centre
WLC - H.C.B.S. Blackburn Partnership Customer Services	WLC - H.C.B.S. Newton Community Centre Community Education
WLC - H.C.B.S. Blackridge Library	WLC - H.C.B.S. Newyearfield Community Centre
WLC - H.C.B.S. Blackridge OAP Pavilion	WLC - H.C.B.S. Newyearfield Community Centre Community Ed
WLC - H.C.B.S. Breich Village Hall	WLC - H.C.B.S. Philipstoun Community Centre
WLC - H.C.B.S. Bridgend Community Centre	WLC - H.C.B.S. Philipstoun Community Centre Community Ed
WLC - H.C.B.S. Bridgend Community Centre Community Education	WLC - H.C.B.S. Pumpherston Library
WLC - H.C.B.S. Broxburn Old Town Centre Hall	WLC - H.C.B.S. Refugee Team
WLC - H.C.B.S. Broxburn Village Hall	WLC - H.C.B.S. Safer Neighbourhood Team
WLC - H.C.B.S. Carmondean Centre	WLC - H.C.B.S. Seafield Community Centre
WLC - H.C.B.S. Carmondean Community Centre	WLC - H.C.B.S. Seafield Community Centre Community Education
WLC - H.C.B.S. Carmondean Community Centre Community Ed	WLC - H.C.B.S. Simpson Community Education Centre
WLC - H.C.B.S. Carmondean House	WLC - H.C.B.S. St David House Contact Centre
WLC - H.C.B.S. Carmondean Library - Livi North PC	WLC - H.C.B.S. Stoneyburn Community Centre
WLC - H.C.B.S. Chalmers Hall	WLC - H.C.B.S. Stoneyburn Community Centre Community Ed
WLC - H.C.B.S. Civic Centre	WLC - H.C.B.S. Strathbrock Homeless Unit
WLC - H.C.B.S. Civic Centre Homeless Team	WLC - H.C.B.S. Strathbrock Partnership Centre Housing Office
WLC - H.C.B.S. Civic Centre Housing, Strategy and Development	WLC - H.C.B.S. Strathbrock Partnership Customer Services
WLC - H.C.B.S. Civic Centre Performance & Change	WLC - H.C.B.S. The Dave King Partnership Customer Services
WLC - H.C.B.S. Civic Centre Registrar	WLC - H.C.B.S. The Jim Walker Partnership Centre AHO
WLC - H.C.B.S. Civic Centre Youth Housing Support Team	WLC - H.C.B.S. The Jim Walker Partnership Customer Services
WLC - H.C.B.S. Community Arts Linlithgow Burgh Halls	WLC - H.C.B.S. Torphichen Community Centre
WLC - H.C.B.S. Craiginn Community Centre	WLC - H.C.B.S. Torridon House Library
WLC - H.C.B.S. Craiginn Community Centre Community Education	WLC - H.C.B.S. Uphall Community Centre
WLC - H.C.B.S. Craiginn Library	WLC - H.C.B.S. Uphall Community Centre Community Education
WLC - H.C.B.S. Crofthead Farm Community Centre	WLC - H.C.B.S. Uphall Station Institute Hall
WLC - H.C.B.S. Crofthead Farm Community Centre Community Ed	WLC - H.C.B.S. Vehicular Accidents
WLC - H.C.B.S. Deans Community High School Community Wing	WLC - H.C.B.S. West Calder Area Housing Office
WLC - H.C.B.S. Dechmont Memorial Hall	WLC - H.C.B.S. West Calder Community Centre
WLC - H.C.B.S. East Calder Village Hall	WLC - H.C.B.S. West Calder Community Centre Community Ed
WLC - H.C.B.S. East Whitburn Community Centre	WLC - H.C.B.S. West Calder Library C.I.S.
WLC - H.C.B.S. East Whitburn Community Centre Community Ed	WLC - H.C.B.S. Whitburn Community Centre
WLC - H.C.B.S. Fauldhouse Partnership Customer Services	WLC - H.C.B.S. Whitburn Community Centre Community Education
WLC - H.C.B.S. Forest Bank Community Centre	WLC - H.C.B.S. Whitburn Partnership Centre AHO C.I.S.

WLC - H.C.B.S. Forest Bank Community Centre Community Ed WLC - H.C.B.S. Kirknewton Village Hall WLC - H.C.B.S. Kirkton Service Centre Building Services Contracts WLC - H.C.B.S. Kirkton Service Centre Building Services Repairs WLC - H.C.B.S. Kirkton Service Centre Bldg Services SOP & CoSHH WLC - H.C.B.S. Kirkton Service Centre Museum and Archives	WLC - H.C.B.S. Whitburn Partnership Centre AHO H.C.B.S. WLC - H.C.B.S. Whitburn Partnership Centre AHO Registrars WLC - H.C.B.S. Whitburn Partnership Centre Library WLC - H.C.B.S. Whitburn Partnership Customer Services WLC - H.C.B.S. Winchburgh Community Centre Community Ed WLC - H.C.B.S. Winchburgh Community Centre
OPERATIONAL SERVICES	
WLC - OPS Facilities Management WLC - OPS Facilities Management Support Services WLC - OPS Fleet Services Mechanical Workshops WLC - OPS Inprint Services Factory / Workshop WLC - OPS Learning and Development WLC - OPS NETS, Land & Countryside Cleaner Communities WLC - OPS NETS, Land & Countryside Environmental Officers WLC - OPS NETS, Land & Countryside Grounds Maintenance WLC - OPS NETS, Land & Countryside Parks and Woodlands WLC - OPS NETS, Land & Countryside Play and Open Spaces WLC - OPS NETS, Land & Countryside Stores WLC - OPS NETS, Lands and Countryside - Cemeteries WLC - OPS Operational Services Contractor WLC - OPS Operational Services Generic Risk Assessments WLC - OPS Public Transport Community Transport WLC - OPS Public Transport Support Services WLC - OPS Roads & Transportation Dev Mngt & Transp. Planning WLC - OPS Roads & Transportation Flood Management	WLC - OPS Roads & Transportation Network WLC - OPS Roads & Transportation Projects WLC - OPS Roads & Transportation Public Utilities WLC - OPS Roads & Transportation R & T Officers WLC - OPS Roads & Transportation Road Safety and Traffic Mngt WLC - OPS Roads & Transportation Roads Operations WLC - OPS Roads & Transportation Street Lighting WLC - OPS Roads & Transportation Structures WLC - OPS Roads & Transportation Support Services WLC - OPS Waste Collections WLC - OPS Waste Disposal WLC - OPS Waste Operations WLC - OPS Waste Recycling Centres WLC - OPS Waste Risk and CoSHH Assessments Generic WLC - OPS Waste Safe Working Procedures WLC - OPS Waste Services Bin Management WLC - OPS Waste Services Education WLC - OPS Whitehill Service Centre
PLANNING, ECONOMIC DEVELOPMENT AND REGENERATION	
WLC - PEDR Civic Centre Development Management Team WLC - PEDR Civic Centre Development Planning Team WLC - PEDR Civic Centre Planning Services Team WLC - PEDR Civic Centre Policy Team WLC - PEDR Civic Centre Regeneration and Employability WLC - PEDR Civic Centre Tourism Team	WLC - PEDR Civic Centre Town Centre Management WLC - PEDR Civic Centre Animal Welfare WLC - PEDR Civic Centre Building Standards Team WLC - PEDR Civic Centre Business Gateway WLC - PEDR L/gow Part. Centre Env. Health and Trading Standards

SOCIAL POLICY	
WLC - SP Almondvale Gardens HWC	WLC - SP Kirkton Service Centre Community Inclusion Team
WLC - SP Almondvale Gardens HWC - Non Work Related	WLC - SP Limecroft CH
WLC - SP Arrochar House Adults Learning Disability	WLC - SP Limecroft CH non work related
WLC - SP Arrochar House Adults Mental Health Assessment Team	WLC - SP L/gow Part. Centre Older People Care & Assessment
WLC - SP Arrochar House Adults Physical Disability and Sensory Support Assessment Team	WLC - SP Norvell Lodge HWC
WLC - SP Arrochar House Adults with Incapacity Team	WLC - SP Norvell Lodge HWC - Non Work Related
WLC - SP Arrochar House Child Care and Protection	WLC - SP Pathways / Quigley House
WLC - SP Arrochar House Child Disability Service	WLC - SP Rosemount Court Crisis Care Team
WLC - SP Arrochar House Inclusion and Aftercare Service	WLC - SP Rosemount Gardens - Non Work Related
WLC - SP Arrochar Livingston Social Work	WLC - SP Rosemount Gardens Sheltered Housing
WLC - SP Brucefield House HWC - Non Work Related	WLC - SP St Johns Hospital Community Equipment Store
WLC - SP Brucefield Sheltered Housing HWC	WLC - SP St Johns Hosp. Comm. Equipment Store (Fairbairn Road)
WLC - SP Burngrange Gardens CH	WLC - SP St Johns Hospital Older People Care and Assessment
WLC - SP Burngrange Gardens CH non work related	WLC - SP Strathbrock Homeless Unit Families Together
WLC - SP Carmondean Ability Centre Physical Disabilities Support Services	WLC - SP Strathbrock Partnership Adults with Incapacity Team
WLC - SP Civic Centre Business Support	WLC - SP Strathbrock Partnership Centre - Fire Incidents
WLC - SP Civic Centre Domestic and Sexual Assault Teams	WLC - SP Strathbrock Partnership Centre ASCET
WLC - SP Civic Centre Justice Services	WLC - SP Strathbrock Part. Centre Duty and Child Protection Team
WLC - SP Civic Centre Management & Support	WLC - SP Strathbrock Part. Centre Family Based Care Service
WLC - SP Civic Centre Reviewing Officers	WLC - SP Strathbrock Part. Centre Occupational Therapy/Tech.
WLC - SP Civic Centre Social Care Emergency Team	WLC - SP Strathbrock Partnership Centre Parenting Team
WLC - SP Civic Centre Social Work Addictions Team	WLC - SP Strathbrock Partnership Centre SP Admin Team
WLC - SP Colinshiel Court HWC	WLC - SP Strathbrock Partnership Centre Support at Home Service
WLC - SP Colinshiel Court HWC - Non Work Related	WLC - SP Strathbrock Partnership Centre Sure Start Team
WLC - SP Community Inclusion Team Quigley House	WLC - SP The Jim Walker Part. Centre Children and Families Team
WLC - SP Cunnigar House HWC	WLC - SP The Jim Walker Part. Centre Children's and Young Peoples Teams MH&Wellbeing/parenting/AIMS
WLC - SP Cunnigar House HWC - Non Work Related	WLC - SP Torcroft House YPC
WLC - SP Deans House	WLC - SP Torridon House SP Admin Team
WLC - SP Dickson Court HWC	WLC - SP Whitburn Partnership Centre Care Home Team
WLC - SP Dickson Court HWC - Non Work Related	WLC - SP Whitburn Partnership Centre Children and Families North
WLC - SP Eliburn Support Services	WLC - SP Whitdale House CH
	WLC - SP Whitdale House CH non work related

WLC - SP Holmes Gardens HWC	WLC - SP Whitehill Service Centre Older People Care & Assessment
WLC - SP Holmes Gardens HWC - Non Work Related	WLC - SP Whitrigg House YPC
WLC - SP Jane Place - Non Work Related	WLC - SP XXX Cunnigarhouse HWC
WLC - SP Jane Place Sheltered Housing	



TEMPLATE RISK ASSESSMENT – SEXUAL HARASSMENT IN THE WORKPLACE (EXAMPLE)

Hazard	Risks	Who May Be Harmed	Existing Control Measures	Current Risk Rating	Additional controls required	Reviewed risk level
1. Colleague contact	Harassment such as inappropriate comments, jokes, sexual remarks or unwanted physical contact from colleagues – can occur in office, virtually or in writing	<i>[Insert groups or posts that could be affected e.g.</i> <i>In HR Services, all staff could be impacted]</i>	Annual reminder to all staff of requirement to be familiar with the following: • Code of Conduct • Whistleblowing policy and • Code of Practice on Promoting Appropriate Working Relationships All staff complete mandatory Delivering Council Values training annually, which includes reminders relating to: • Bullying and Harassment Complaints Policy and Procedure • Code of Conduct for employees • Disciplinary Code • Internet, Email and Social Media Policy		• Share Code for Prevention of Sexual Harassment • Mandatory training – Prevention of Sexual Harassment • Annual reminder of Code <i>[Insert service specific measures]</i>	

			• Equality and diversity • Whistleblowing Policy Managers in service must also complete: • Supporting Attendance at Work Policy • Mentally Healthy Workplace for Managers • Disciplinary Procedure • Bullying and Harassment Under the Bullying and Harassment policy and procedure, where a complaint relates to allegations of sexual misconduct, domestic abuse, physical violence, stalking or harassment, the Head of Service must consult the HR Services Manager in determining the appropriate action, as a safeguard. Insert other specific measures in service e.g.			
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			<i>Regular management attendance in office to monitor environment, relationships and culture</i> <i>Management availability for prompt contact /reporting of concerns</i> <i>Annual ADRs and regular one to ones to identify and discuss any staff issues</i> <i>Monitoring of employee survey results and exit survey results for signs of issues</i>			
2. Supplier/partner/contractor contact	Third-party harassment from contractors, suppliers or partner organisations including other organisations in shared offices, such as inappropriate comments, jokes, sexual remarks or unwanted physical contact <i>[insert suppliers, partners or contracts in service e.g. In HR Services, key suppliers/partners]</i>	<i>[insert those in service who may be impacted.</i> <i>Example - 'Most staff in HR Services will have contact with at least one partner/supplier</i> <i>Contractor contact is infrequent</i> <i>HR Services share office space with the police</i>	<i>[insert measures currently in place e.g. contracts set out standards of conduct expected, staff are aware of standards expected at work and routes to complain if they experience harassment by a supplier/contractor/partner organisation]</i>		<i>[insert measures that could be put in place by the service to further reduce the risk of harassment and improve monitoring e.g.</i> <i>Review contracts for anti-harassment expectations and include in contracts and procurement documents</i> <i>Review reporting arrangements/contacts for escalations</i> <i>Regular contract meetings with...</i>	

	<i>include WL College, WL Leisure, Improvement Service, MHR, LPF and Optima. No current contractors.</i> <i>Majority of contact is Teams, phone and email.]</i>	<i>and wider facilities with other partner organisations based in the Civic Centre'</i>			• <i>Share Code for Prevention of Sexual Harassment</i> • <i>Mandatory training – Prevention of Sexual Harassment</i> • <i>Annual reminder of Code</i> • <i>Signage in]</i>	
3. Staff working in clients' homes	Harassment in clients/service users' homes such as inappropriate comments, jokes, sexual remarks or unwanted physical contact	<i>[insert groups/posts in the service who could be impacted e.g. outreach staff, home visitors, social workers, care workers in residential care, trades posts, etc]</i>	<i>[insert any measures currently in place e.g. promotion of unacceptable actions policy to staff, reporting routes, safety device/alarms, anything the service does to ensure clients understand standards expected for staff, etc]</i>		<i>[insert any further measures the service could put in place to prevent harassment for clients/service users]</i>	
4. Lone working	Harassment while working alone/at other sites, such as inappropriate comments, jokes, sexual remarks or unwanted physical contact	<i>[insert those in service who could be impacted e.g. care workers, trade posts, outreach staff, etc]</i> <i>Example – 'In HR Services, only lone working is home workers</i>	<i>[insert measures currently in place e.g. lone working devices, lone working procedures, other risk assessments, emergency contact protocols</i> <i>Ensuring awareness of Unacceptable Actions policy and protocols]</i>			

		<i>when working at home'</i>				
5. Work related social events/gatherings and events that may see alcohol present	Harassment during work-related social events such as inappropriate comments, jokes, sexual remarks or unwanted physical contact from colleagues or other attendees	All staff who participate <i>[insert any specific groups/posts that may be higher risk]</i>	All staff complete mandatory Delivery Council Values training annually, which includes reminders relating to: • Bullying and Harassment Complaints Policy and Procedure • Code of Conduct for employees • Disciplinary Code • Internet, Email and Social Media Policy • Equality and diversity • Whistleblowing Policy <i>[insert any specific measures the service has in place]</i>		• Share Code for Prevention of Sexual Harassment • Mandatory training – Prevention of Sexual Harassment • Annual reminder of Code <i>[insert other measures that could be put in place e.g. pre-event reminder of obligations, standards and reporting routes in advance of event]</i>	
6. Social media/online platforms	Harassment/abuse of staff via social media connected to their employment with the council such as inappropriate comments, jokes, sexual remarks, predatory conduct, ridicule of a sexual nature, use of AI or images of sexual	All staff	Social media guidance Reporting procedures Manager support Escalation to senior management/CMT where appropriate EAP <i>[insert any measures the service currently takes to help mitigate risks of such harassment]</i>		<i>[insert any other measures that could be taken by the service to further mitigate and manage the risks]</i>	

	nature, unwanted attention/contact, or sexually offensive images					
7. Customer facing work	Harassment by customer/ client/ service users (in person, phone, online, or in writing/email)	Frontline employees, reception staff <i>[insert specific groups or posts in service]</i> <i>Example - In HR the majority of customers are council staff, managers or candidates]</i>	<i>[insert specific measures the service has in place to prevent harassment from customers]</i> <i>Example –</i> <i>In HR Services, staff and managers are customers and therefore must complete mandatory training referenced above</i> <i>Protocols for managing challenging customers and escalation routes for staff</i> <i>Clear reporting procedures</i> <i>Unacceptable actions policy available]</i>		<i>[Insert further measures that could be take e.g.</i> <i>Unacceptable Actions policy covered at induction including sharing with Skills Trainee providers</i> <i>Further training on managing challenging customers</i>	
8. Public facing contact	Harassment by members of public during course of duties such as inappropriate comments, jokes, sexual remarks or unwanted physical contact	<i>[Insert those groups/posts who are public facing</i> <i>Example - In HR, there is infrequent public facing contact. May be incidental through</i>	<i>[insert measures currently in place to prevent harassment from public]</i> <i>Example –</i> <i>In HR Services, most formal meetings are in office</i>		<i>[insert other measures that can be put in place e.g. public facing zero tolerance messaging, service; safety arrangements, such as contact for last out of building in evening]</i>	

		<i>office location, or families and friends of employees and ex-employees]</i>	<i>location or via Teams with two council officers in attendance</i> <i>Building has security</i> <i>Car park access nearby with cameras to Terrace car park and lighting</i> <i>Management presence in office and access to manager for reporting/escalation of concerns]</i>			
9. Power imbalance	Harassment of staff members by more senior colleagues or stakeholders such as inappropriate comments, jokes, sexual remarks or unwanted physical contact and abuse of power or predatory behaviour	All staff	Mandatory training for employees and managers, as set out for Hazard 1 above. <i>[insert other arrangements service has in place to prevent risk e.g. employee survey and exit survey monitoring, encourage open door policy at senior management level, etc</i>		• Share Code for Prevention of Sexual Harassment • Mandatory training – Prevention of Sexual Harassment • Annual reminder of Code <i>[insert other measures the service could put in place to prevent risk and improve oversight of management approaches/impacts]</i>	
	Harassment of young workers, new to the workplace such as apprentices, skills trainees, placements and graduates	<i>[insert groups/posts in service at higher risk</i> <i>Example – in HR Services there are</i>	<i>[insert arrangements in service for this group</i> <i>Example – in HR Services skills trainees and other placements undergo all mandatory training</i>		<i>[insert other measures that could be put in place to minimise risks</i> <i>Example – in HR Services build in management ‘check ins’ with Skills Trainees and new starts</i>	

		<i>a number of Skills Trainees posts; postholders are often young with less/no experience of workplace standards/conduct and policies]</i>	<i>Skills trainees have access to their independent contact for one to ones/check ins</i> <i>Team Leader presence in office and via teams</i> <i>Management presence in office - monitor environment and promote open dialogue</i> <i>Regular one to ones</i> <i>Reporting procedures</i>		<i>In HR Services, have 6 monthly check in with Skills Trainee provider rep for feedback</i>	
10. Ineffective reporting mechanisms	Failure to report incidents of sexual harassment due to fear, lack of awareness or accessibility	All staff	Bullying and Harassment policy and procedure Confidential reporting routes Management presence / accessibility TU membership promotion/ access <i>[insert any service specific measures]</i>		<i>[insert other examples the service could put in place e.g. awareness campaign, QR codes with links for non-PC based employees, etc]</i>	
	Ineffective management of issues raised	All staff	<i>[insert measures the service have in place to ensure effective management of issues e.g. ADRs for managers cover any skills and knowledge gaps, induction checklist, etc]</i>		<i>[insert other measures the service could put in place e.g. awareness campaign, QR codes with links for non-PC based employees, 360 feedback, etc]</i>	

11. Stalking and domestic violence	Harassment at/during work by family member, partner/ex-partner or other individual known to employee	All staff – where reported	<i>[insert any measures that are/can be put in place to mitigate risks at work. May be cross over of measures for risks from public]</i> <i>Examples –</i> <i>Regular one to ones</i> <i>EAP promotion/access</i> <i>Management presence</i> <i>Accessible sign posting to resources</i> <i>Well being room with access to phone</i> <i>Special leave policies]</i>		<i>[insert other measures the service could put in place to prevent risk at work e.g. QR codes to support resources, temporary changes in start/finish times and locations, where able to be accommodated, etc]</i>	
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