

Sexual harassment prevention checklist

Can you show what your organisation is doing to prevent harm?

As at 4 October 2026, employers must take reasonable steps to prevent sexual harassment. Acas confirms that from 30 October 2026 the requirement becomes all reasonable steps. Review your arrangements now.

For every item, mark: In place / Needs work / Not assessed. Record evidence and an action owner.

Ownership

Name a senior lead and give them authority to resolve prevention gaps.

Status: _____ Evidence / next action: _____

Risk assessment

Map exposure in your actual workplace: customer contact, lone working, power differences, travel, social events and online channels.

Status: _____ Evidence / next action: _____

Policy

Explain prohibited conduct and how concerns will be handled. Make the policy accessible to everyone.

Status: _____ Evidence / next action: _____

Reporting

Provide more than one reporting route, including an alternative when the concern involves a manager or owner.

Status: _____ Evidence / next action: _____

Training

Use examples relevant to your work. Check understanding and schedule refreshers, rather than recording attendance alone.

Status: _____ Evidence / next action: _____

Third parties

Set expectations for customers, contractors and service users. Decide who staff can contact immediately if they feel unsafe.

Status: _____ Evidence / next action: _____

Response

Prepare a prompt, impartial investigation process. Explain confidentiality limits and provide appropriate support to those involved.

Status: _____ Evidence / next action: _____

Protection

Monitor for retaliation against people raising concerns or supporting a complaint. Do not prejudge the allegation.

Status: _____ Evidence / next action: _____

Records

Keep secure records of risks, decisions, training, actions and follow-up. Restrict access to people who need it.

Status: _____ Evidence / next action: _____

Review

Test whether staff understand reporting routes. Revisit controls after incidents and changes to work arrangements.

Status: _____ Evidence / next action: _____

Turn the review into action

Prioritise any immediate safety concern. For other gaps, set a realistic deadline and check completion. Do not treat a completed checklist as proof that your controls work.

Priority / gap	Action and evidence	Owner	Due date

If someone raises a concern

Listen without dismissing or blaming. Check immediate safety and preserve relevant evidence. Explain the next steps; arrange a fair investigation and appropriate support. Share information only where needed, and avoid promising absolute secrecy.

Need help putting this into practice?

The HFactor can help review policies, assess workplace risks, train managers and support sensitive employee relations matters. Contact info@the-hfactor.com or visit the-hfactor.com for a free initial consultation.

Sources and scope

[Acas: What sexual harassment is](#)

[Acas: Preventing sexual harassment](#)

[Acas: Law changes from 30 October 2026](#)

[Acas: Handling a complaint](#)

Prepared 4 October 2026 for employers in Great Britain. Northern Ireland has a different legal framework. This checklist supports a review; completing it does not establish legal compliance.