

HR Festive checklist for employers



Pre-event planning

- Confirm event date, venue, and attendee list
- Communicate expected standards of behaviour
- Share dress code and alcohol policy
- Ensure inclusivity (dietary, cultural, accessibility needs)
- Assign senior staff as event monitor (where necessary)



Risk assessment prompts

- Identify risks related to alcohol, venue, and third-party vendors
- Review power dynamics and potential harassment risks
- Use The Equality and Human Rights Commission (EHRC) guidance to structure your assessment
- Document and share mitigation steps



Policy updates

- Refresh harassment and conduct policies
- Include examples and reporting procedures
- Reissue social media and disciplinary policies
- Ensure all staff have access to updated documents



Post-event review

- Monitor for complaints or concerns
- Review attendance and behaviour reports
- Follow up on any incidents promptly
- Evaluate what worked and what needs improvement