

BRINGTONS PARISH COUNCIL
RISK ASSESSMENT 2025 – Harassment
ADOPTED 18 JUNE 2025

HAZARDS & Risk	Who is at Risk	CONTROL	Future Control	Likelihood	Impact	
Inappropriate Comments or Jokes Risk of inappropriate comments or jokes made by elected officials, employees, or public attendees that could be perceived as harassment.	Employees, Councillors, contractors, volunteers, public attendees	<ul style="list-style-type: none"> - Anti-harassment policy applied to all parties. - Code of conduct includes respectful behaviour standards. - Council have agreed Civility & Respect statement. - Complaint and reporting procedure in place. 	<ul style="list-style-type: none"> - Appropriate training for all employees and Councillors. - Reports can be made verbally and will be kept confidential where possible. 	Medium	High	Clerk / Chair of HR
Unwanted Physical Contact Risk of unwanted physical contact by councillors, employees, or members of the public during meetings or events.		<ul style="list-style-type: none"> - Code of conduct prohibits unwelcome physical contact. - Training on maintaining personal boundaries provided - Complaint system accessible to all parties. 	<ul style="list-style-type: none"> - Monitor and document incidents as reported. 	Low	High	Clerk / Chair of HR
Misuse of Power Dynamics Risk of elected officials or employees using positions of authority to exert undue influence or engage in inappropriate behaviour.		<ul style="list-style-type: none"> - Clear hierarchy and defined reporting structures. - Training to cover power dynamics and boundaries. - Complaint and reporting procedure in place. 	<ul style="list-style-type: none"> - Conduct regular reviews of power dynamics and conduct. - Require periodic feedback surveys to gauge perceived fairness and safety. 	Medium	High	Clerk / Chair of HR
Inappropriate Digital Communication Risk of harassing or inappropriate messages sent via council-owned email, social media, or digital channels by or to		<ul style="list-style-type: none"> - Established guidelines for digital communication. - Staff are given Employee Handbook which includes Social Media Policy. - Social Media Policy agreed by Full Council and distributed to all Councillors 	<ul style="list-style-type: none"> - Review and update digital conduct policies regularly. - Provide regular training on use of Social Media. 	Medium	Medium	Clerk / Chair of HR

<p>Approved by Full Council: Date: 18 June 2025 Minute 67/2025 Review date 2027 subject to changes in Legislation</p>									
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