

BRINGTONS PARISH COUNCIL

RISK ASSESSMENT 2025 – Harassment

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	- 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.	- 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.		- Code of conduct prohibits unwelcome physical contact. - Training on maintaining personal boundaries provided - Complaint system accessible to all parties.	- 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.		- Clear hierarchy and defined reporting structures. - Training to cover power dynamics and boundaries. - Complaint and reporting procedure in place.	- 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		- 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	- Review and update digital conduct policies regularly. - Provide regular training on use of Social Media.	Medium	Medium	Clerk / Chair of HR

employees, councillors, or members of the public.		- Social Media Policy published on the website				
Retaliation or Intimidation Post-Complaint Risk of retaliation against individuals (employees, Councillors, or public) following a harassment complaint.		- “No retaliation” clause included in council policy. - Retaliation is strictly prohibited and will result in disciplinary action, up to and including termination.	- Engage local law enforcement if repeated intimidation occurs.	Low	High	Clerk/ Chair of HR
Failure to Address Complaints Properly Risk of mishandling complaints involving Councillors, employees, or the public, potentially leading to legal or reputational consequences.		See Complaints Procedure & Disciplinary Procedure	- Complaint handling processes to be regularly reviewed and updated in line with current legislation and best practice. - Periodic training on updated complaint procedures.	Low	High	Clerk Chair of HR
Inadequate Knowledge of Sexual Harassment Policies Risk that Councillors, employees, or public attendees do not fully understand what constitutes sexual harassment.		- Anti-Sexual Harassment, Code of Conduct, Dignity at Work, Whistleblowing, Equality & Diversity policies disseminated to all. - Mandatory training for employees and Councillors.	- Regular refresher training for all, including specific guidance on dealing with the public.	Medium	Medium	Clerk/ Chair of HR
Public Misconduct Towards Elected officials and Staff Risk of harassment by members of the public towards Councillors or employees during public events or meetings.		- Clear behavioural expectations for public attendees. - Protocol on Public Participation in meetings published on website and emailed to all registered speakers - Complaint system open to elected officials, staff, and public attendees.	- Additional training on de-escalation for council staff. - Post conduct expectations visibly at all public events. - Assign a designated complaints officer at large events.	Medium	High	Clerk/ Chair of HR
Approved by Full Council: Date:						

Signed:

Minute

Review date 2027