

Harberton Parish Council
Risk Assessment – Bullying and Harassment

This document is produced to enable the Parish Council to identify and assess the risks associated to bullying and harassment and identify reasonable measures to prevent it from occurring. The Risk Assessment document will be reviewed annually.

HAZARDS & Risk Identified	Risk Level H/M/L 3/2/1	Potential Impact H/M/L 3/2/1	Risk x Impact	Management/Control of Risk	Review/Assess/Revise
Inappropriate Comments or Jokes Risk of inappropriate comments or jokes made by elected officials, employees, or public attendees that could be perceived as harassment.	2	3	6	<ul style="list-style-type: none"> - Anti-harassment policy applied to all parties. - Code of conduct includes respectful behaviour standards. - Complaint and reporting procedure in place. - Reports can be made verbally and will be kept confidential where possible. - Provide appropriate training for all employees and Councillors. 	
Unwanted Physical Contact Risk of unwanted physical contact by councillors, employees, or members of the public during meetings or events.	1	3	3	<ul style="list-style-type: none"> - Code of conduct prohibits unwelcome physical contact. - Annual review of Bullying and Harassment policy as reminder of definition of Unwanted Physical Contact - Complaint system accessible to all parties. - Monitor and document incidents as reported. 	
Misuse of Power Dynamics Risk of elected officials or employees using positions of authority to exert undue influence or engage in inappropriate behaviour.	2	3	6	<ul style="list-style-type: none"> - Clear hierarchy and defined reporting structures. - Annual review of Bullying and Harassment policy as reminder of definition of Misuse of Power Dynamics and boundaries - Complaint and reporting procedure in place. - Include reviews of power dynamics and conduct as standard in Clerk Annual Review to gauge perceived fairness and safety 	
Inappropriate Digital Communication Risk of harassing or inappropriate messages sent via council-owned email, social media, or digital channels by or to	2	2	4	<ul style="list-style-type: none"> - Established guidelines for digital communication. - Social Media Policy agreed by Full Council and distributed to all Councillors and Staff. - Review and update digital conduct policies regularly. - Provide training on use of Social Media if required. 	
Retaliation or Intimidation Post-Complaint	1	3	3	<ul style="list-style-type: none"> - “No retaliation” clause included in council policy. 	

Risk of retaliation against individuals (employees, Councillors, or public) following a harassment complaint.				<ul style="list-style-type: none"> - Retaliation is strictly prohibited and will result in disciplinary action, up to and including termination. - Engage local law enforcement if repeated intimidation occurs. 	
Failure to Address Complaints Properly Risk of mishandling complaints involving Councillors, employees, or the public, potentially leading to legal or reputational consequences.	1	3	3	See Complaints Procedure, Disciplinary Procedure & Greivance Procedure <ul style="list-style-type: none"> - Complaint handling processes to be regularly reviewed and updated in line with current legislation and best practice. 	
Inadequate Knowledge of Sexual Harassment Policies Risk that Councillors, employees, or public attendees do not fully understand what constitutes sexual harassment.	2	2	4	<ul style="list-style-type: none"> - Anti-Sexual Harassment, Code of Conduct policies disseminated to cllrs 	.
Public Misconduct Towards Elected officials and Staff Risk of harassment by members of the public towards Councillors or employees during public events or meetings.	2	3	6	<ul style="list-style-type: none"> - Clear behavioural expectations for public attendees. - Protocol on Public Participation in meetings published on website - Complaint system open to elected officials, staff, and public attendees. <p>If required:</p> <ul style="list-style-type: none"> - Chair to remind public of conduct expectations prior to meetings commencing - Additional training on de-escalation for council staff. - Post conduct expectations visibly at all public events. - Assign a designated complaints officer at large events. 	