

PIRBRIGHT PARISH COUNCIL

SEXUAL HARRASSMENT RISK ASSESSMENT

Adopted: February 2025

Hazards & Risk	Who is at Risk	Control	Future Control	Likelihood	Impact	By Whom
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. Council have signed Civility & Respect statement. Complaints Procedure & Disciplinary Procedure in place and published on website.	Appropriate training for all employees and Councillors. Reports can be made verbally and will be kept confidential where possible. Consider what (if any) action to take.	Medium	High	Clerk / Chair
Unwanted Physical Contact Risk of unwanted physical contact by councillors, employees, or members of the public during meetings or events.	Employees, Councillors	Code of conduct prohibits unwelcome physical contact. Training on maintaining personal boundaries provided. Complaints Procedure & Disciplinary Procedure in place and published on website.	Monitor and document incidents as reported. Consider what (if any) action to take.	Low	High	Clerk / Chair
Misuse of Power Dynamics Risk of elected officials or employees using positions of authority to exert undue influence or engage in inappropriate behaviour.	Employees, Councillors	Clear hierarchy and defined reporting structures. Complaint and reporting procedure in place.	Conduct regular reviews of power dynamics and conduct. Require periodic feedback surveys to gauge perceived fairness and safety. Consider what (if any) action to take.	Medium	High	Clerk / Chair
Inappropriate Digital Communication Risk of harassing or inappropriate messages sent via council-owned email, social media, or digital channels by or to employees or councillors.	Employees, Councillors	Complaints Procedure & Disciplinary Procedure in place and published on website. Training available for employees.	Monitor and document incidents as reported. Consider what (if any) action to take.	Medium	Medium	Clerk / Chair
Failure to Address Complaints Properly Risk of mishandling complaints involving Councillors, employees, or the public, potentially leading to legal or reputational consequences.	Employees, Councillors, contractors, volunteers, public attendees	Complaints Procedure & Disciplinary Procedure in place and published on website. Training available for employees.	Complaint handling processes to be regularly reviewed and updated in line with current legislation and best practice. Periodic training on updated complaint procedures. Consider what (if any) action to take.	Low	High	Clerk / Chair

<p>Inadequate Knowledge of Sexual Harassment Policies Risk that Councillors, employees, or public attendees do not fully understand what constitutes sexual harassment.</p>	<p>Employees, Councillors, contractors, volunteers, public attendees</p>	<p>Anti-Sexual Harassment, Code of Conduct, Equality & Diversity policies published on website. Training available for employees.</p>	<p>Regular refresher training, including specific guidance on dealing with the public. Consider what (if any) action to take.</p>	<p>Medium</p>	<p>Medium</p>	<p>Clerk / Chair</p>
<p>Public Misconduct Towards Elected officials and Staff Risk of harassment by members of the public towards Councillors or employees during public events or meetings.</p>	<p>Employees, Councillors, contractors, volunteers, public attendees</p>	<p>Clear behavioural expectations for public attendees. Protocol on Public Participation in meetings published on website and documentation given out at all meetings. Complaints Procedure & Disciplinary Procedure in place and published on website.</p>	<p>Relevant training available. Conduct expectations printed and available at all public events. Consider what (if any) action to take.</p>	<p>Medium</p>	<p>High</p>	<p>Clerk / Chair</p>
<p>Lone Working The Clerk</p>	<p>The Clerk</p>	<p>Training is available for employees working alone. A mobile phone is provided to the Clerk. The Clerk has the ability to work from home and may choose to work out of the Parish Office only when other colleagues are present.</p>	<p>Training is available for employees working alone. A mobile phone is provided to the Clerk. The Clerk has the ability to work from home and may choose to work out of the Parish Office only when other colleagues are present. Consider what (if any) action to take.</p>	<p>Low</p>	<p>High</p>	<p>Clerk / Chair</p>
<p>Risk Assessment written by the Clerk & Councillors. Approved:</p>						