

Woldingham Parish Council Risk Assessment

Sexual Harassment				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Sexual Harassment by a Councillor/council employee	Making unacceptable comments/banter of a sexual nature to a fellow councillor/council employee or a member of the public.	L	Councillors/council employees are governed by a code of conduct policy and any examples of this could result in disciplinary action by the Council including suspension or removal from their position.	
	Threat of physical sexual abuse to a fellow councillor/council employee or member of the public	L	Councillors/council employees are governed by a code of conduct policy and any examples of this could result in disciplinary action by the Council including suspension or removal from their position.	
	Inappropriate physical contact of a sexual nature to a fellow councillor/council employee or member of the public	L	Councillors/council employees are governed by a code of conduct policy and any examples of this could result in disciplinary action by the Council including suspension or removal from their position.	
	Sexual Harassment via email or social media	L	Councillors/council employees are governed by a code of conduct policy and any examples of this could result in disciplinary action by the Council including suspension or removal from their position.	

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Working conditions	Lone working or working unsociable hours could expose a Councillor/council employee to risk	L	Very limited occasions when this could apply but special action to be taken in the event that it could be possible	
	Use of a position of power/status to exert inappropriate influence of a sexual nature	L	Publicly available confidential reporting system to allow a complaint to be made to a designated external body for resolution.	Details of the procedure to be put on the website for councillors or members of the public to know how to raise any issue regarding the behaviour of a Councillor/council employee.
	Harassment of council members or employee by a member of the public at a public meeting or council event	L	Reporting via the Chair of the Council. Policy to cover the fact that any such behaviour by a member of the public will not be tolerated and could result in legal action.	Policy to cover this type of occurrence and the policy to be available on the website.
Reporting	Lack of a procedure to report unacceptable behaviour	L	Publicly available confidential reporting system to allow a complaint to be made to a designated external body for resolution.	Details of the procedure to be put on the website for councillors/council employees or members of the public to know how to raise any issue

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				regarding the behaviour of a Councillor.
Retaliation	Retaliation against a complainant post adjudication	L	No retaliation clause in the code of conduct. Ability to report retaliation via the same procedure as for the original complaint.	
Procedure	Failure to properly address a complaint	L	Designated external body must be experienced in this field however because there is confidentiality during the process the Chair of the Council will not be aware of the ongoing investigation until it reaches a conclusion.	
Policy	Council members/employees and members of the public unaware of the requirements of the policy	L	Policy is reviewed on an annual basis by the Council. New councillors/employees instructed on joining the Council. Policy available on the Parish website.	

**Approved and
 adopted by
 Woldingham
 Parish Council
 Date: 26/2/2025**