PID Risk Assessment Guide

Disclosure	*Case number/name*
Purpose/timing	*Where in process is this being undertaken? eg PID received and preliminary assessment indicates investigation is likely to be warranted* *Is this the first assessment or an update?*
Consultation	*Was the discloser consulted? If so, when? If not, why not? Were others consulted?*
Assessor	*Who is conducting the assessment – when?* *Who reviews/approves the assessment?*

1. Risk identification

What might prevent or impact on the objective of providing protection from reprisal?

Risks in relation to this disclosure	Points to consider
	Disclosure *How serious is the reported wrongdoing?* **Discloser** *How vulnerable is the internal reporter? Eg reporting and employment arrangements.* *Will confidentiality be maintained during investigation?* **Subject officer** *Subject officer's power or influence?* *One or many subject officers?* *Have there been threats or past experience to indicate concerns?* **Organisational environment** *Is close monitoring of the discloser's workplace possible?* *Is it a supportive environment?* ***Any other relevant factors?***

2. Risk analysis

Identify factors that affect consequences and likelihood of reprisal.
Consider the effectiveness of control measures in place.

Given what is known…	Points to consider
What forms of detriments may occur?	*Detriment includes:* • *a physical or psychological injury* • *loss or damage to property* • *intimidation or harassment* • *discrimination or disadvantage to career employment or business* • *financial loss* • *damage to reputation*

How likely is reprisal?	*Given the identified risk factors, what is the combined effect? What factors make reprisal more likely or less likely?*
Consequences of reprisal?	*May be more than one consequence of reprisal (eg could depend on type/severity of detriment).*
What control measures are already in place? **How effective are they likely to be?**	*What protections are already in place?* *Are they sufficient to address the risks identified? If not, why not – what else needs to be addressed?*

3. Risk evaluation

Evaluation comments and recommendations for action
What is the overall assessment of the level of risk? *Are existing controls adequate or is additional action needed?* *Do any risks require special consideration and action?* *What risk treatments/actions are recommended?* *What are the proposed review points?*

4. Implementation

What actions will be taken? *Responsibility?* *Timing?*

5. Monitoring and Review

What actions will be taken? *Responsibility?* *Timing?*