



POLICY FOR VERSION **Violence and Aggression
VOLUNTEERS AND STAFF**

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Created

January 2013

Passed by Board of Management

June 2013

Review dates

March 2017

1. Purpose

1.1 To control the risk of harm or offence caused by acts of violence or aggression.

2. Definitions

2.1 It is important that all employees and volunteers are aware that violence in the context of OH&S management is not confined simply to physical attack. It also includes verbal abuse, ostracism, discrimination, and racial or sexual harassment.

2.2 It is recognised that staff may be at risk under three principal scenarios, thus:

- Incidents which arise within the internal work environment, i.e. interaction between staff members.
- Incidents which arise to employees and volunteers from participants
- Violent or potentially violent situations which employees and volunteers may encounter while working on their own

3. References

3.1 Health and Safety at Work etc. Act 1974

3.2 Management of Health and Safety at Work Regulations 1999

3.3 Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995

4. Incident Investigation

4.1 Any evidence of violence / aggression to an employee or volunteer will be the subject of investigation as appropriate and the findings reported to those involved. Any resulting change to procedures will be conveyed as soon as possible to all employees.

4.2 Incidents will be assessed on their merits and investigated as appropriate and in a sensitive and confidential manner where appropriate.

5. Reporting Incidents To Police or Incident Reporting Centre (RIDDOR)

5.1 While there is no statutory requirement to report violent incidents to the Police, the decision as to whether to report such incidents to the Police should be based on personal and professional judgment, naturally taking account of the

wishes of the affected staff member.

5.2 The *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR), however, do place a statutory duty on the employer to report **all** violent incidents if a reportable injury has been sustained. In situations where the affected party wishes the incident to remain private (e.g. in cases of sexual abuse), the Academy will report the incident as a “violent incident”, without going into detail. This ensures that all such incidents are logged into the national reporting system and statistics, without breaching the individual’s privacy rights.

6. Risk Assessment

6.1 The General Risk Assessments carried out will identify violence and aggression related risks and will determine appropriate control measures. All such control measures will be implemented. Where significant risks are identified, specific support in assessing and controlling the risks will be sought from the Head of Youth and external consultants, where required.

7. General Controls

7.1 The Academy will provide guidance, information, training and raise awareness, where appropriate, in order that risk reduction techniques are known to staff that may be at risk.

7.2 Where incidents arise, the most senior member (or most suitably trained member) of staff present will assume control of the situation. If this person considers it necessary the appropriate emergency services will be contacted.

7.3 All violent or aggressive incidents will be reported by the most senior member of staff present to Head of Youth, who will complete a Report Form and submit this to Board of Management/ Managing Director for review. By considering such reports it will be possible to adopt measures to try to prevent a reoccurrence.

7.4 It is recognised that lone working can increase the risks associated with violence and aggression and a separate Lone Working policy has been devised to address this issue.

8. Post Incident Support

8.1 The particular nature of support offered to individuals involved in incidents will depend upon the situation, the type of incident and the individual involved. Support will, however, include the following:

- An outline of incident reporting procedures
- A report on the progress of any investigation or action taken by the Academy or the authorities, including what is likely to happen next
- Details of further support that is available, i.e. independent counselling, and how this would be arranged
- Legal advice and help in taking proceedings against the assailant

8.2 All such support will be managed by Head of Youth.