

# General Statement - Risk of Violence

## Policy Review

The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **26th October 2023** Last review date: N/A

Date of next review: **25th October 2024**

Signed

Date: 26th October 2023



Craig Dembicki  
Managing Director  
Education 1st

This policy outlines the processes that are to be adopted when any employee experiences a violent incident during the course of their work.

It is the policy of this organisation to ensure that the risk of violence, such as assault or verbal abuse, is assessed and that employees are protected from those risks as far as reasonably practicable.

The organisation will endeavour to eliminate or reduce the likelihood of violence at work in order to protect the health and safety of its employees.

The person responsible for the implementation of this policy is \_\_\_\_\_.

### **Risk assessment**

The organisation will assess the risks to employees and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour. We do not accept that facing aggressive behaviour is an integral part of our employees' work.

### **Reporting an incident**

The reporting of violent incidents will receive full management support.

All staff who are subjected to an incident will be issued with an incident report form, which should be completed as soon after the incident as possible.

Incidents that may be reported include:

- physical assault, whether or not injury results
- verbal abuse, shouting or swearing, racism, etc
- threatening behaviour, with or without any form of weapon
- anything that they feel might damage their health through anxiety or stress.

### **Training**

All staff in roles that are identified to have increased risks will receive suitable and sufficient information, instruction and training to minimise the risk. The organisation will introduce physical controls where reasonably practicable, on which information will also be provided.

#### Staff involvement

The organisation encourages the involvement of employees in designing preventive measures. Safety representatives will be given access to any necessary information on policies/procedures, and employee representatives will also be encouraged to participate where a safety representative is not available.

We will periodically (and at least annually) ask employees who we believe are at risk to complete a questionnaire on the effectiveness of the management controls