

PREVENTION OF VIOLENCE IN THE WORKPLACE STATEMENT AND PROCEDURE

Strategic Aim	To continue to develop and ensure effective leadership, governance and management throughout the organisation
Responsibility	Head of Human Resources
Issue Date	25/02/2019
Equality Impact Assessment	13/02/2019

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PREVENTION OF VIOLENCE IN THE WORKPLACE STATEMENT AND PROCEDURE

1 PURPOSE

The purpose of this procedure is to provide staff with guidance for dealing with and preventing violence in the workplace.

2 SCOPE

This procedure applies to all staff, students, visitors and contractors within the College.

3 STATEMENT

The Board of Management and Leadership Team of Dumfries and Galloway College do not tolerate acts of violence committed against staff, students and other users of College facilities and will take every step to minimise the risk of violence and to deal effectively with any violent act.

4 DUTY

The Board of Management recognises its general duty under Section 2 of the Health and Safety at Work Act 1974 [HSW Act] to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. The Act also implies that an employer should consider not only the threat of actual injury but also the potential effects on employees' physical and mental health or welfare, e.g. if subjected to continuous verbal abuse.

5 DEFINITIONS

For the purposes of this document, a violent incident will include, but is not limited to the following:

- Physical Assaults
- Verbal Abuse
- Written Abuse

6 PREVENTION OF VIOLENCE AND RISK ASSESSMENT

Line managers are responsible for routinely performing Risk Assessments with regard to their own operations and the risk of violent incidents will be assessed and reviewed in each Department of the College.

It is recognised that the risks may be higher in particular circumstances and all opportunities will be taken to reduce or remove the risk of violence.

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7 PROCEDURE TO DEAL WITH A VIOLENT INCIDENT

If the incident is a physical assault (e.g. fight) staff must report the incident to the most senior manager immediately available. Staff may also choose to refer the matter to the Police if they believe the incident warrants this. They must alert a member of the Executive Team should they do this.

Only if it is safe to do so, staff should seek assistance from any other members of staff nearby to help move spectators from the incident and cordon off the area of the incident as effectively as possible.

In all cases where there is physical injury, or where there is likely to be physical injury, the staff members involved should have the duty First Aider attend. The First Aider should call an ambulance if the injury looks serious.

The staff members involved should ensure that the incident is reported on the College's Accident/Incident Report.

Ensure that the participant's names and witnesses are obtained as safely as possible. This must be done as soon as possible after the incident.

8 SUPPORTING VICTIMS OF VIOLENCE

Staff, students and other College users who have been assaulted or suffered from a violent incident can seek advice on appropriate action from the College.

Staff, students and other College users are encouraged to report all violent incidents and in the case of staff this will not be seen as an adverse reflection on the individual's ability to perform their duties satisfactorily.

9 INVESTIGATION

All reported violent incidents will be investigated by the most appropriate Line Manager.

This will usually be the Manager whose staff have reported the incident or in whose area of responsibility the incident has taken place or who has responsibility for the students or other users that have suffered the violent incident

Should the incident involve violence between staff members, the investigation will be carried out under the College Disciplinary Procedure (Staff).

10 RECORDING AND REPORTING

All violent incidents will be reported on the College's Incident/Accident Report Form available on the College Intranet (AdminNet). When completed this Form is automatically forwarded to the Facilities Team who will undertake any further investigation if required.

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Where the violent incident involves assault or physical abuse, and the staff member(s) involved have not already done so, the matter may be referred to the Police for investigation.

11 IMPLEMENTATION OF RECOMMENDATIONS

Recommendations made by investigators will be considered by the Executive Management Team and implemented as resources allow.

12 TRAINING

If as a result of regular violent incidents taking place or as a result of Risk Assessments identifying a high risk of violent incidents occurring, the College will provide specialist training in de-escalation and breakaway techniques to be disseminated amongst staff.

13 DISTRIBUTION

All Staff
All Learners
Quality Manual

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