

Violence at work policy

(Revised August 2018)

Iona School recognises and takes seriously the potential problem of violence to its staff. In accordance with our responsibilities for the health and safety of employees all reasonably practicable steps to prevent violence at work will be taken.

These will include the provision of safe systems of work, suitable protective equipment and appropriate training. Where incidents of violent behaviour take place we will provide appropriate support and help to the victim.

Definition of Violence

The application of force, verbal threats or serious abuse by members of the public or staff, arising out of our work, regardless of being at the place of work.

Violent behaviour includes:

1. Verbal abuse or threats.
2. Serious or persistent harassment including racial or sexual harassment.
3. Threats with a weapon.
4. Physical attack, animal attack or attack against property
5. Perceived threat of violence.

Procedure

1. An initial risk assessment of the potential risk of violence in respect of each job will be made and documented. Managers will make on-going risk assessments in respect of jobs within their area of responsibility in order to keep records up to date.
2. Managers will maintain their own awareness and provide guidance to staff to ensure awareness of potentially violent situations
3. To ensure staff safety, customer files should contain information of any threatening behaviour or acts of violence. Information should be shared with other colleagues as necessary
4. All employees are reminded of their duty not to endanger themselves or their colleagues. In particular, they are warned against using provocative language or gestures towards members of the public or other staff.
5. While attempting to prevent an act of violence no employee should take unreasonable risks to their own safety or the safety of others.
6. In an emergency, employees should dial 999 and ask for the police. Remember it may take several minutes for the Police to arrive.
7. The most senior person on site is authorised to take whatever immediate action he or she believes necessary in order to deal with a violent incident. This may include closing a building or banning/suspending perpetrators. This should be done in a sensible manner to try and prevent retaliation.
8. All staff subject to a violent incident must at the earliest possible opportunity report it verbally and on the appropriate form to their Line Manager.
9. The Manager concerned will investigate all incidents and after referring to the college of teachers will take appropriate action against the perpetrator.
10. In the case of employees whose families are believed to be at risk, we will take reasonable steps to safeguard the people concerned.

Training and Support

1. Not all incidents are unavoidable, but we believe that with training employees can learn to defuse some potentially violent situations and minimise risk.
2. Line Managers will ensure that staff receive appropriate training on taking up a position with Iona and refresher training as necessary.
3. If appropriate line managers should allow staff that have been victims of violence to go home or to be relieved of certain duties in the short term.
4. All staff are expected to display a sympathetic and supportive attitude towards victims of violence.
5. Where appropriate referral to a professional counsellor will be offered to victims of violence.

Issue date

This policy takes effect from October 2009

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor
Position: Iona School Trustee
Signed: *MW Taylor*
Date: 07/08/2018

Related policies

- Health and safety
- grievance
- Staff harrasment