

SILEBY PARISH COUNCIL

VIOLENCE AT WORK POLICY

STATEMENT OF INTENT

Sileby Parish Council is committed to protecting the health, safety and welfare of its employees. For the purpose of this policy the term employee will also refer to volunteers, including councillors and their involvement with Sileby Parish Council. The Council recognises that the potential for violence at work is a health and safety issue and acknowledges the importance of identifying, evaluating and reducing the risk of violent incidents and occurrences.

Violence, whether mental, psychological or physical will not be tolerated and will be treated seriously and will result in legal action when appropriate. The Council will fully support all victims of violence at work.

The Council acknowledges that in the day-to-day delivery of services all employees can be confronted by aggressive or violent behaviour by members of the public and affirms that such behaviour is unacceptable. Specifically, the Council will not tolerate: -

- ❖ Verbal/written abuse of or threats to its employees either during or out of working hours, arising from their involvement with the Council
- ❖ Verbal/written or physical harassment of its employees either during or out of working hours, arising from their involvement with the Council
- ❖ Physical, racial or sexual assault upon employees by members of the public either during or out of working hours, arising from their involvement with the Council
- ❖ Attacks on or damage to the property of employees arising whilst carrying out their duties for the Council
- ❖ Psychological abuse

PURPOSE

The purpose of this policy is to set out the Council's policy and procedures to prevent, manage and respond to work-related violence. The Council will not tolerate any instances of work-related violence, including verbal/written abuse; all employees have the right to be treated with consideration, dignity and respect. The purpose of this policy is to protect the health and well-being of employees.

SUPPORT AFTER AN INCIDENT

We recognise that violence, aggression and abuse at work is distressing and damaging to health and wellbeing of those involved. The Council will support employees who experience violence by recommending they engage with appropriate outside agencies and by: -

- Granting time off work, if appropriate and required – amount of time to be discussed and agreed with the victim
- Identifying sources of legal help eg Ellis Whittam H&S Consultants will be able to advise; Victim Support to provide counselling
- Practice based therapist/GP

REPORTING AND MONITORING

All violent incidents must be reported to the Clerk in the first instance to ensure that the incident can be investigated; safety measures can be reviewed and modified to improve future protection. It will be the responsibility of the Clerk and councillors to assist in the prevention of workplace violence, aggression and abuse. A Violent Incident Report Form should be completed as soon as possible after the incident