



## VIOLENCE AT WORK POLICY

### VIOLENCE AT WORK

#### **Violence is ...**

The Health and Safety Executive's definition of work-related violence is:

'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

Verbal abuse and threats are the most common types of incident. Physical attacks are comparatively rare.

Pope Plant have a **NO TOLERANCE** to violence at work policy.

Both Pope Plant as an employer and its employees have an interest in reducing violence at work.

There are five main pieces of health and safety law which are relevant to violence at work and Pope Plant Ltd will endeavour to follow the laws effectively. These acts are

- The Health and Safety at Work etc Act 1974 (HSW Act).
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b)

#### **Effective management of violence**

A straightforward four stage management process is used by Pope Plant and is set out below.

**Stage 1** Finding out if you have a problem

**Stage 2** Deciding what action to take

**Stage 3** Take action

**Stage 4** Check what you have done



### **Stage 1 Finding out if you have a problem**

The first step in risk assessment is to identify the hazard.

Questionnaire - Employees will be given a short questionnaire (via post) to find out whether or not employees ever feel threatened. This will be done annually. The Employees will be informed of the results of the survey so that they realise Pope Plant recognise the problem.

Keep detailed records –any records of violent behaviour will be recorded using our near miss system and this will be kept on record for seven years. Pope Plant advocate an ‘open door’ culture and employees are encouraged to report incidents promptly and will be treated with respect and any information shared will be shared in confidence.

### **Stage 2 Deciding what action to take**

Having found out that violence could be a problem for our employees we will next decide what needs to be done. A risk assessment will be taken following these steps to help decide what action needs to be taken

Decide who might be harmed, and how - Identify which employees are at risk

Evaluate the risk - Check existing arrangements, are the precautions already in place adequate or should more be done? Remember it is usually a combination of factors that give rise to violence. Factors which you can influence include:

- the level of training and information provided – toolbox talks are to be given which will ensure PPL employees/subcontractors fully understand any systems that have been set up for their protection.
- the environment – ensure the site is safe using risk assessment tools and ensure that all personnel have signed in or out to reduce people from entering who may have less than good intentions
- the design of the job - Arrange for staff to be accompanied by a colleague if they have to meet a suspected aggressor at their home or at a remote location. Maintain numbers of staff at the workplace to avoid a lone worker situation developing. Make arrangements for employees who work away from their base to keep in touch. Ensuring a safe parking area is available.

Record your findings and Review and revise your assessment as required. Discuss findings at management review meetings.

### **Stage 3 Take action**

dependent on what has action has been decided.



#### Stage 4 Check what you have done

Check on a regular basis how well the arrangements are working, consulting employees or their representatives as this is done.

#### Victims

If there is a violent incident involving PPL workforce the management team will need to respond quickly to avoid any long-term distress to employees. A plan will be made to show how PPL are going to provide them with support, before any incidents. The management team will consider the following :

- **debriefing**-victims will need to talk through their experience as soon as possible after the event. Remember that verbal abuse can be just as upsetting as a physical attack;
- **time off work**-individuals will react differently and may need differing amounts of time to recover. In some circumstances they might need specialist counselling;
- **legal help**-in serious cases legal help may be appropriate;
- **other employees**-may need guidance and/or training to help them to react appropriately.

Name : C Pope

Position : Company Director

Date : 02.02.2020

Sign : 