

## MANAGEMENT OF ASSAULT AND TRAUMA IN THE WORKPLACE STATEMENT

### NORTHERN STEEPLEJACKS (EDINBURGH) LTD

At Northern Steeplejacks (Edinburgh) Ltd we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. We are aware of our responsibilities to ensure we take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

We will actively minimise the risks of assault and trauma on our operatives and employees by ensuring that all risks are effectively controlled reduced and eliminated.

We will endeavour to maintain this by following the legislation as directed in:

- The Health and Safety at Work etc Act 1974 (HSW Act) where we have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of our employees.
- The Management of Health and Safety at Work Regulations 1999 Employers where we must assess the risks to employees and make arrangements for their health and safety by effective: - planning; - organisation; - control; - monitoring and review. The risks covered will, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) where if required we will notify the enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more consecutive days. This includes any act of non-consensual physical violence done to a person at work.
- Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b) we will inform, and consult with, employees in good time on matters relating to their health and safety. Employee representatives, either appointed by recognised trade unions under (a) or elected under (b) may make representations to us as employer on matters affecting the health and safety of those they represent.

For the Effective management of violence A straightforward management process is set out:

- Finding out if we or an employee have a problem
- Deciding what action to take
- Take action
- Check what you have done
- An account of what happened;
- Details of the victim(s), the assailant(s) and any witnesses;
- The outcome, including working time lost to both the individual(s) affected and to the organisation as a whole;
- The details of the location of the incident.

#### **Classify all incidents:**

We will use headings such as place, time, type of incident, potential severity, who was involved and possible causes.

We will examine each incident report to establish whether there could have been a more serious outcome. Here is an example of the classification of incidents to allow us to decide how serious incidents are:

- fatal injury;
- major injury;
- injury or emotional shock requiring first aid, out-patient treatment, counselling, absence from work (record number of days);
- feeling of being at risk or distressed.

If there is a violent incident involving our workforce we will respond quickly to avoid any long-term distress to employees. We will provide them with support, before any incidents as follows:

- Debriefing - victims will need to talk through their experience as soon as possible after the event.
- Time off work - individuals will react differently and may need differing amounts of time to recover including 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.



**Signature** ..... **Leslie Neil**.....**Date** .....**31/12/17**

**Position** ....**Operations Director**.....

**The policy is reviewed on a periodic basis.**