



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Dealing with Violence and Aggression Policy

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Dealing with Violence and Aggression Policy

1. Introduction
2. Aims of the Policy
3. Definitions
4. Roles and Responsibility
5. Legal Implications
6. Review
7. Corporate Procedure

1.0 INTRODUCTION

- 1.1 This policy sets out the ways in which Neath Port Talbot County Borough Council (NPTCBC) will comply with its duties and responsibilities set out in the Health & Safety at Work Act etc 1974 for dealing with Violence and Aggression at Work.

2.0 AIMS OF THE POLICY

- 2.1 The aims of the policy are to ensure that:-
- NPTCBC reduces the risk to employees by providing a safe and healthy working environment, with particular attention to reception areas and interviewing facilities;
 - To ensure provision is made for training for employees who may have to deal with violence at work;
 - To ensure **all** incidents of violence at work are recorded and any remedial action taken;
 - To provide counselling for victims of violence at work.

3.0 DEFINITIONS

- 3.1 The Health and Safety Executives working definition of violence is:-

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

This includes:

(a) *physical, sexual or racial attack* whether visible injury occurs or not.

(b) *serious sexual, racial or other verbal abuse* where an employee feels an unacceptable threat has been made against their person.

(c) *animal attack* i.e. where an animal is used as a threat or tool of violence;

(d) *attack against property* as a means of intimidating an employee.

4.0 ROLES AND RESPONSIBILITIES

4.1 Chief Executive/ Corporate Directors.

Overall responsibility for the implementation of the policy and ensuring compliance rests with the Chief Executive and Corporate Directors.

4.2 Heads of Service

Heads of Service will be responsible for ensuring that the health and safety arrangements are developed and implemented to satisfy the requirements of this policy.

4.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared responsibility for health, safety and welfare between the LEA, governing body and Headteacher.

4.4 Managers/ Team Leaders/ Headteachers

Each Manager/ Team Leader/ Headteacher will ensure that departmental instructions are implemented within their section.

4.5 Corporate Health & Safety Section

The Corporate Health & Safety Section will provide advice and guidance in order to ensure compliance with legislation and associated guidance.

4.6 Employees

Employees have a personal responsibility to protect themselves from risks associated with work. Employees are responsible for ensuring that they raise any concerns with their managers/supervisors and follow instructions given to them to minimize the risks.

5.0 LEGAL IMPLICATIONS

The key legislation that needs to be considered as regards to this policy are as follows:

- Health and Safety at Work etc Act 1974 (HSWA).
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment at Work Regulations 1992
- The Reporting of Injuries, Diseases, and Dangerous

Occurrences Regulations (RIDDOR) 1995

6.0 REVIEW

The operation of the policy will be the subject of periodic review.

7.0 CORPORATE PROCEDURE

NPTCBC shall implement this policy through the guidance outlined in the Corporate Procedure [CP/04/01](#).