



Prevention of Violence Policy

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1.0 Policy

In recognition of its general duty under Section 2 of the Health and Safety at Work etc. Act 1974, and more specifically the current edition of the Management of Health and Safety at Work Regulations to provide safe systems and places of work including adequate information, instruction and supervision, the company accepts that any actual or implied threat of violence to employees is wholly unacceptable and will make every effort to eliminate or reduce to an acceptable level the risks of violence.

Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people and can be defined as any incident in which an employee is abused, threatened or assaulted. Violence can take many forms including physical violence, verbal abuse and threats (with or without a weapon), rude gestures and innuendoes and sexual or racial harassment.

The risks faced by personnel in carrying out their responsibilities and the number of threats in our society are acknowledged. It is recognised and acknowledged that certain duties may carry additional risks to personnel in dealing with violent or aggressive behaviour.

The Company is committed to supporting its personnel if subject to assault in the course of their employment. The extent of such support will depend on the individual circumstances of each incident and will be determined accordingly. Practical means of support may be offered.

Every assault reported will be investigated thoroughly by senior personnel and a written report submitted to the relevant Director.

A central file of such incidents will be kept and information relating to incidents collated. Copies will also be sent where applicable to the Insurance provider.

The Company is committed to full consultation with all concerned on all aspects of policies and procedures relating to violence to its personnel.

It is recommended that all acts of violence to staff which result in physical injury should be reported to the Police, but it is also acknowledged that there might well be circumstances in which an injured party does not wish to press charges or make a statement against another person.

A Violent Incident Report form must be completed as soon as possible, with written statements completed where possible by the employee involved, any witnesses, and by the person in charge at the time. All statements should be signed and dated.

Copies of the Violent Incident Report Form and any ensuing incident investigation report will be placed in the employee's personal file.

A record and analysis of all violent incidents will be maintained and reported annually at the Management Review Meeting, in an attempt to minimise the possible exposure to violence, ensuring that research into activities and jobs where violence may occur will take place. This data will be analysed. The information gathered will be analysed to ensure that resources are directed to where they are most needed and, where possible, preventive strategies are developed in an attempt to counteract any possible reoccurrences. This may include revised work practices, training, additional security etc.