
Managing Violence in the Workplace Code of Practice No.1.

1 SUMMARY

- 1.1. To seek Members agreement to the adoption of a Code of Practice on Managing Violence in the Workplace which is a discretionary matter.

2 INTRODUCTION

- 2.1 The Council has a prime responsibility for ensuring the health and safety of its employees. This responsibility includes the health and safety of employees working in potentially violent situations and it is important that the Council provides guidance to staff on how to handle such situations and to minimise the risks that they may face. The need to develop Council guidance on this was identified through the Audit Services Committee. (Min 455/99). Guidance has now been drafted in the form of a code of practice note. A suggested draft is attached as an appendix to this report.

3 DETAILED CONSIDERATIONS

- 3.1 The proposed Code of Practice is effectively a framework which defines roles and responsibilities for managing violence in the workplace and as such will need to change over time. The Code contains a body of guidance for managers and others who are responsible for developing safe systems of work and a methodology to ensure incidents are reported, recorded, monitored and followed-up.
- 3.2 The Code details the help and support available to staff who are unfortunate enough to be subjected to violence at work.
- 3.3 The aim of the Code is to ensure that as far as possible all staff can expect a safe and violence-free workplace and to demonstrate the Council's commitment to the introduction of measures to combat violence to its staff.

4 STAFF CONSULTATION

- 4.1 The comments of individual staff members as well as UNISON have been taken into account in this draft Code. Feedback is still being received from staff; however the document has been generally welcomed.

5 LEGAL IMPLICATIONS

- 5.1 Legal advice and assistance may be provided to staff in order that action can be taken against those who perpetrate violence against them.

6 RESOURCE IMPLICATIONS

- 6.1 Training would be made available to staff on the Code and issues arising from it and the cost of this can be met from the existing training budget.

7 RECOMMENDATION

- 7.1 It is proposed that the Sub-Committee **RECOMMENDS:**

that the Code of Practice for Managing Violence in the Workplace as set out in the appendix to this report be adopted and included in the Staff Handbook. (HAMS)

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Background Papers:

Health & Safety at Work Policy
Management of Health & Safety at Work Regulations 1999

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