

# *Visual Interiors & Partitions Ltd*

White Post Farmhouse, Laindon Common Road, Little Burstead, Billericay, Essex CM12 9SY  
Telephone: 01277 658517 - [www.vipartitions.com](http://www.vipartitions.com) - [enquiries@vipartitions.com](mailto:enquiries@vipartitions.com)

## **Work related violence Policy**

Visual Interiors & Partitions Limited recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support Employees/Sub-Contractors and monitor incidents to help address any potential problems.

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. Employees/Sub-Contractors whose job requires them to deal with the public can be at risk from violence.

### **Associated Hazards: –**

- Physical attacks
- Verbal abuse.

This may result in: –

- Bodily injury
- Anxiety or stress
- Low morale
- Depression.

### **Employer's Responsibilities**

Visual Interiors & Partitions Limited will: –

- Carry out a risk assessment in respect of the potential for violence in the workplace. This will be undertaken in consultation with Employees/Sub-Contractors and their representatives, where appropriate
- Instruction and training regarding violence at work will be given to Employees/Sub-Contractors on induction and during other workplace training sessions
- Record all physical and verbal threats to Employees/Sub-Contractors
- Classify all incidents in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The company will investigate all complaints, which relate to violence at work
- A risk evaluation will be taken which considers the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded



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- If there is a violent incident involving Employees/Sub-Contractors, we will provide them with full support, including debriefing, time off work and legal help, where necessary
- Should an employee request a transfer to other duties, such a request should be considered sympathetically, considering all the circumstances
- Report the matter to the Police at the Employees/Sub-Contractors request
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to consider the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

## Employees/Sub-Contractors Responsibilities

Employees/Sub-Contractors will: –

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression
- Report any incidents of violent or threatening behaviour to the employer
- After any violent incident, Employees/Sub-Contractors are advised to complete an incident report form regarding the event. This form outlines who has been involved along with details of the situation that lead to the incident occurring
- Co-operate with management arrangements for dealing with violence and aggression at work

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.

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| <b>Date of Issue: November 2023</b>       | <b>Signed:</b><br> |
| <b>Date of Next Review: November 2024</b> | <b>Print Name: Philip Barker</b>   |

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