

VIOLENCE, AGGRESSION OR CHALLENGING BEHAVIOURS

It's not part of the job - verbal, racial, sexual abuse or physical violence.

**YOUR WORK
PLACE SHOULD BE**

- A safe working environment for all staff/contractors & pupils

**REPORT ALL
INCIDENTS**

- To your senior or line manager who must complete the incident form and record on myHS

**DEBRIEF & SAFE
SPACE**

- With your senior or line manager
- Report to Police Scotland
- Request incident report number

**FEEDBACK
FOLLOWING
INVESTIGATION**

- Review & update risk assessment
- Identify trigger points

REPORT ALL INCIDENTS ON myHS

All accidents, incidents, verbal or physical abuse
must be recorded on myHS

- Senior managers or line managers are responsible for recording all incidents on myHS within **2 working days**
- Take photographs of any injuries incurred for your records
- Senior managers or line managers are responsible for insuring that a thorough investigation is carried out in relation to incidents recorded on myHS
- **Members** are entitled to feedback on the outcome of any investigation and any actions that have been or will be taken as a result of the incident
- **Members are entitled to a copy of the incident report upon request - the request must be given at the time of completion on myHS**
- Where there has been reoccurring or serious accidents or incidents the member should contact the UNISON branch Health & Safety Officer on: 0131 558 7488

**Members should only record incidents on an
official incident report form and myHS**

CORPORATE HEALTH & SAFETY

should review/follow up the
incident if myHS highlights it
as a potential RIDDOR

**If you require assistance or support regarding an
incident please contact the branch health & safety
officer at branchoffice@unison-edinburgh.org.uk**