



RAISE IT. RECORD IT. REPORT IT.

UNISON
City of Edinburgh

WHAT IS VIOLENCE AT WORK?



A violent incident is one that you consider to be violent - it is not for your manager to decide what should or should not be reported.

It is your responsibility to report violent incidents on an incident report form - which should be handed to your line manager to log on SHE within 48 hours.

WHAT IF I EXPERIENCE VIOLENCE AT WORK?

- Inform your line manager immediately following an incident
- Record in detail the incident on the Incident Report Form
- Remember YOU are responsible for reporting it to your line manager
- Your manager will then record the incident on the SHE portal
- You are entitled to a copy of the SHE report and feedback of any follow up actions
- Contact your UNISON rep or the branch office following an incident - has the above behaviours impacted on your mental health? Speak to us!

#PROTECTCOUNCILSTAFF #SAFETYMATTERS



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