

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