



RAISE IT. RECORD IT. REPORT IT.

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, verbal or reoccurring incidents on an incident report form - which should be handed to your line manager to log on myHS within 2 working days.

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 myHS
- You are entitled to a copy of the myHS report and feedback of any follow up actions
- Contact your UNISON rep or the branch H&S Officer for further advice and support

#PROTECTCOUNCILSTAFF #SAFETYMATTERS

