

Policy For Preventing Violence and Aggression at Work

- 1 This policy is designed to protect everyone who works at the practice from possible harm from violent or aggressive behaviour. It also helps to fulfil the practice's obligations to provide a safe place of work.
- 2 Our philosophy is that violence is unacceptable in any form and for whatever reason.
- 3 It is the responsibility of every member of the practice to take reasonable care of his or her health and safety and of that of other persons who might be affected by his or her acts and omissions at work.
- 4 This policy covers everyone who is engaged by the practice including self-employed contractors, temporary and casual workers.
- 5 The operation of this policy is the responsibility of Mrs J K Kalsi and Dr K S Kalsi.
- 6 We define violence and aggression as:
 - actual or threatened physical assaults on staff,
 - psychological abuse of staff,
 - verbal abuse which includes shouting, swearing and gestures,
 - threats against practice personnel which occur in the workplace.
- 7 The workplace is defined as the practice premises and all other premises where work is undertaken as part of the person's official duties. Travelling to and from the workplace other than practice premises is also included in this definition.
- 8 To comply with this policy we will
 - undertake a risk assessment
 - ensure that the practice premises are secure
 - install a panic button at the reception desk and check it's function weekly
 - provide regular training in dealing with difficult/aggressive patients
 - provide training in dealing with assaults
 - provide personnel who are required to stay on the premises after 9pm, where necessary, with the cost of a taxi home
 - provide personnel who are required to do domiciliary visits with a personal alarm
 - aim to operate an effective appointment system and make the reception area as relaxing as possible to minimise delays and tension
 - operate a protocol for dealing with out of hours emergencies, including logging calls
- 9 All incidents (however trivial) must be reported at once to Mrs J K Kalsi and a recording form completed. In the event of any actual or threatened violence, the police will be called. Injuries will be recorded in the accident book.
- 10 The practice will undertake to provide support, assistance and, if necessary, counselling, to members of the practice who are victims of violence and aggression in the course of their work. In appropriate cases, a discretionary period of sick leave on full pay will be granted.
- 11 This policy will be reviewed and updated regularly.