

ITEM FOR THE STAFFING COMMITTEE

DATE 11th November 2014

Purpose of the Report

To obtain any comments and approval for the proposed Employee Protection Policy.

Recommendation

That the revised Employee Protection Policy at Appendix A be approved.

1. Background

- 1.1 This Policy and its arrangements were previously under the title of Potentially Violent Persons.
- 1.2 This Policy does not cover verbal or physical aggression between colleagues – this is managed by the Bullying and Harassment Policy and Disciplinary Procedure.
- 1.3 The Management of Health and Safety at Work Regulations 1999 require an organisation to put in place arrangements to control health and safety risks.
- 1.4 Violence at work whether verbal or physical is a known risk that our employees are exposed to; we therefore need to ensure that we have suitable and sufficient controls in place to reduce the risk to our employees.
- 1.5 The Employee Protection Policy outlines the controls we have in place to reduce the risk to employees. Controls include the Employee Protection Register that identifies properties and/or residents that have been verbally or physically violent towards employees or where there are known environmental hazards i.e. dangerous dogs etc.
- 1.6 The Employee Protection Policy should be implemented in conjunction with the Lone Working Policy and Information Protection Policy.
- 1.7 The policy document sets a clear direction for the organisation to follow and should be shared throughout the workforce, so that everyone understands how verbal and physical aggression will be managed.
- 1.8 The Employee Protection Policy will be reviewed every three years unless there are significant changes or an incident that requires the policy to be reviewed. The Employee Protection Register will be reviewed annually.
- 1.9 The attached policy has been endorsed by the Corporate Health and Safety Committee on 25th June 2014 and the Employee Consultative Committee on 6th October.

2. Issues

- 2.1 Once the Employee Protection Policy has been agreed, work will commence on updating the Employee Health and Safety Handbook and will undergo the same consultation process at a later date.

2.2 At the Employee Consultative Committee it was verbally reported that there were some minor amendments to the Policy that was submitted, which have been made and include

- Changed Data Protection Officer / Audit Manager to “Audit Manager and Monitoring Officer” (pages 7 & 8)
- Added an additional category to the Incident Categories, Category D - 3rd Party Notification i.e. information provided by external agencies such as the Police, Aspire or the Benefits Agency (page 7)
- Clarification of the review of incidents once the retention period has expired; these will be reviewed annually to determine if a credible risk still exists, which therefore would warrant the details remaining on the register. (page 8)

3. Legal and Statutory Implications

3.1 The Council is required to endeavour to comply with the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974.

4. Equality Impact Assessment

4.1 The policy applies equally to all employees.

5. Financial and Resource Implications

5.1 None

6. Major Risks

6.1 There is a risk to the Council if we fail to manage known risks that are employees could be exposed to.

7. Earlier Cabinet/Committee Resolutions

- Corporate Health & Safety Committee 25th June 2014.
- Employee Consultative Committee 6th October 2014.

8. List of Appendices

Appendix A – Employee Protection Policy