

Information Sharing Procedure For Significant Hazards from a Health & Safety Risk Assessment

Employee/s experience/s a potential or actual serious violence at work incident, i.e. serious physical assault, serious verbal threat, threatened with a weapon, other harassment (not from employee or member of the Council) or animal attack, as defined in the LCC policies.

Follows Council procedures – involvement of Police as appropriate – support for employees – completion of PO3 – notifying the HSE Incident Centre if RIDDOR reportable, informing Senior Managers or the Director and the Health & Safety Adviser.

Manager/supervisor to assess the incident immediately and decide:
Was this incident of a significantly serious nature?
i.e. was there an actual or potential risk of serious personal injury to employees or others?

IF YES

The individual circumstances of each case must be assessed & recorded during the manager's investigation/review of the incident – This should be done as soon as possible after the incident using the LCC Risk Assessment template.

- Were injuries sustained? Describe the exact severity & were weapons or animals involved?
- Consider the influence of alcohol or drugs.
- Refer to previous records: Has this person been violent in the past?
- If verbal threats were made, is it likely the threats will be realised? (Refer to previous record).
- Knowledge of the psychological/medical history of the assailant & whether they are aware of their actions (refer to case history).
- Is the assailant likely to be in contact with other Council employees? e.g. Social Workers, Home Care Workers, Community Support Teams or external agencies, e.g. Youth Offending Service, Probation, Housing, Health etc.
- Would additional information being available prior to this incident have helped colleagues?

In complex cases more detailed strategy/risk management meetings may be necessary. Please refer to LCC's Health and Safety policies at <http://www.lincolnshire.gov.uk/healthandsafetypolicy>

The manager must make a decision quickly on whether information on a person needs to be shared following the recording procedure detailed below. The Manager must be involved & Head of Service notified to authorise the registering of the person's details as a potential or actual high risk to staff/others.

RECORDING DETAILS ONTO ICS VIA THE SAFEGUARDING UNIT

- The notifying Manager must complete the CS1/262 Health & Safety Hazards and Person Posing Risk to Children Recording Form. The Manager must authorise the registering of details onto ICS. The Manager will consider if the person being recorded as a hazard should be notified by letter. The evidence & decision for this will be recorded within the G1.2 Significant Findings of Risk Assessment template.
- Once authorised by the Practitioner's Manager the completed CS1/262 is forwarded to the Safeguarding Unit.
- The review of the registration should be arranged by the initiating Manager every 6 months or more frequently during case reviews.
- Legal Services should be kept informed where relevant of continuing risk status. The hazard will be closed at the time of closing the referral and the Safeguarding Unit will be notified by the Manager who authorises the closing of the referral.

Forwarding Details to other Directorates/Agencies

This will be undertaken by the Safeguarding Unit.