



## Justice and Home Affairs

# Violence & Aggression at Work Policy

30/06/2023

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# Violence & Aggression at Work Policy.

## 1. Statement

The States of Jersey Ambulance Service (SoJAS) recognises and accepts the requirement under the Health and Safety at Work (Jersey) Law 1989 to provide, so far as is reasonably practicable, a safe working environment for staff, and acknowledges that due to the nature of the work of the Ambulance Service there is always a risk of actual or potential violence or harm to their workforce.

Whilst the health, safety and wellbeing of our workforce is paramount, so is the health, safety and wellbeing of our patients. This policy outlines the procedures to follow when faced with Violence and / or aggression whilst carrying out your professional duties and provides a platform for the alerting, recording and monitoring of vulnerable patients or patient safety concerns.

### **This policy is intended to:**

- State the SoJAS commitment towards any employee including volunteers or those who work on behalf of SoJAS, who in the performance of their duties is subject to aggression and/or violence and is the victim of an attack or whose property is damaged because of an assault.
- Provide, a record and maintain an 'Alerts Register'. The Alerts Register will enable the monitoring of violence and aggression against SoJAS staff and provide an alerts platform for recognising and safeguarding vulnerable patients and / or patients with specific care needs.
- SoJAS takes the view that staff have the right to undertake their duties free from abuse and violence.
- Set out how SoJAS will effectively manage and monitor the risk of violence from patients, clients, members of the public or from other persons or animals. The policy does not specifically cover violence between members of staff where the application of the Disciplinary Policy may be more appropriate.

## 2. Background and Definitions

At times Ambulance staff are asked to attend patients/properties that potentially pose some risk to their welfare or identifies patient care needs that require information sharing or monitoring. This policy will facilitate providing a warning to staff/patients of any potential hazards or risks, so measures are in place to ensure awareness.

1. **Violence:** For the purpose of this policy, violence is defined as any incident in which a person is subject to unnecessary or unlawful physical force intended to cause injury or abuse
2. **Aggression:** For the purpose of this policy, aggression is defined as any incident in which a person is subjected to an attack or violent hostility, especially one made without just cause.
3. **Physical Assault:** For the purpose of this policy, physical assault will be defined as: 'The intentional application of force to the person of another, without lawful justification, resulting in physical injury or personal discomfort.'
4. **Non-Physical (verbal) Assault:** For the purpose of this policy, a non-physical (verbal) assault will be defined as: 'The use of inappropriate words or behaviour causing distress and/or constituting harassment.'

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## **3. Scope**

The health and safety of all SoJAS staff and SoJAS representatives is of the utmost priority. The Alerts register will contribute toward safeguarding our personnel and the patients we serve.

SoJAS recognises that there is a degree of risk of incidents of aggression and violence to employees both in carrying out and in connection with their duties. SoJAS in liaison with our Health and Safety leads will assess the level of risk of violence and aggression to employees.

SoJAS, supported by the Emergency Services Control Centre will maintain information within the Alerts Register on known or possible hazardous situations, addresses and individuals that reside at a known address.

SoJAS senior leadership team will ensure that control procedures exist to enable ambulance crews to summon assistance and that procedures function effectively.

SoJAS encourages all employees, including volunteers or those who work on behalf of the organisation, to report all incidents of violence and aggression, including verbal abuse, which they may be subject to whilst carrying out their work.

SoJAS aims to offer support to staff in handling violent and aggressive incidents both during the incident and in the aftermath of the incident. In all cases of violent incidents where assistance is required, SoJAS will, in accordance with the Special Leave Policy, allow employees to take time off with pay as necessary to attend counselling, seek legal advice, attend court, etc.

SoJAS recognises and accepts that not all aggressive and/or violent incidents are avoidable but with effective training and the introduction of practical countermeasures, employees can learn to diffuse potentially violent and aggressive incidents and minimise the risk.

SoJAS senior leadership team recognises that the threat of violence can lead to increased levels of stress among staff and sign posts all personnel toward to accessible support mechanisms available.

In circumstances where SoJAS staff believe there is a potential for an act of violence to take place or the need for physical restraint exists, or there is a perceived direct risk to an individual, SoJAS staff are fully supported to request an urgent Police presence.

SoJAS will support any staff who because of their concerns about their immediate safety and based on their own assessment and training provided, avoids conflict by withdrawing from potentially threatening or actual violent situations until appropriate assistance and support is available.

SoJAS is committed to providing high quality patient care however, the SoJAS senior leadership team fully supports staff members withdrawing their care in situations where there is a risk to their personal safety, property or SoJAS equipment.

SoJAS will monitor all reported incidents of verbal abuse, threats and physical assaults through the organisations DATIX system

## **4. Eligible Clinicians/Personnel**

This applies to all staff within SoJAS including volunteers or those who work on behalf of SoJAS to notify staff of any hazards/risk posed to them or their patients.

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## **5. Responsibility, Duties and Reporting**

It is the responsibility of all SoJAS staff to adhere to the requirements to manage safety for all. Staff are also required to carry out dynamic risk assessments whilst at any scene or incident.

The Ambulance Systems Officer & Emergency Services Control Centre Team Leaders will also have the responsibility of recording 'Immediate Alerts' and processing them on the C3 (CAD3 - CCR emergency operations system)

### **Chief Ambulance Officer**

The Chief Ambulance Officer on behalf of the Government of Jersey has overall responsibility for the effective implementation of this policy.

### **Heads of Operations/Senior Managers**

Heads of Operations/ Senior Managers will be responsible for implementing the policy and monitoring its effectiveness within their area of responsibility. They will:

1. Ensure that operational staff within their area of responsibility receive appropriate information, instruction and training.
2. Ensure systems are in place to record any training and instruction that is provided to protect staff from violence and aggression.
3. Ensure that the systems are in place for the recording and reporting of any incidents involving aggression and/or actual or potential violence.
4. Liaise if appropriate, with Jersey Police, to ensure that they are familiar with procedures for dealing with public order incidents, welfare and support where required.

### **Leading Ambulance Paramedics (LAP)**

Operational Commanders /Line Managers are responsible for the effective implementation and operationalisation of this policy. They must:

1. Ensure that staff for whom they are responsible receive appropriate information, instruction and training to protect them from incidents of aggression and violence
2. Ensure that arrangements are in place to communicate any information and advice to staff as soon as practicable
3. Ensure that all incidents of violence and aggression are reported in accordance with the processes documented within this policy.
4. Carry out investigations and submit reports on violent and/or potentially violent incidents or cases of patient safety concerns Ambulance Operations Group to in carrying out their responsibilities in maintaining the Alerts Register.
5. Ensure effective liaison with their Line Manager and be familiar with any local plans, procedures for dealing with public order incidents and, where appropriate, communicating these to staff.
6. Ensure that all staff are effectively supported during and after any episode of Violence / Aggression, Patient safety, or distressing situation.

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7. It is the responsibility of the LAP to notify the on-call Tactical Commander of any incident being proposed for the Alerts Register so it can be signed off and actioned.
8. It is the responsibility of the LAP to communicate the completion of an Alerts Registration proposal form to the Ambulance Operations Group.

### **Training Department**

The Training Department will ensure that all front line staff will be provided with Conflict Resolution Training (CRT) when joining SoJAS and provide refresher training every three years in line with the training risk assessment.

Ensure that arrangements are in place to record any training and instruction on CRT or violence and aggression that is provided to staff. This should include dates for review and refresher training as required.

Training will be carried out in accordance with the Conflict Resolution Syllabus and will include theoretical information and appropriate practical elements, such as:

1. Causes of violence and aggression.
2. Identifying potentially violent situations.
3. Skills in dealing with members of the public and other preventative measures.
4. Reporting violent incidents.

### **Employees**

Duties of employees are as follows:

1. Assist and lead where applicable with the carrying out of dynamic risk assessments on protecting oneself & colleagues from risk and violence and aggression in line with their professional duties.
2. Undergo any training that SoJAS arranges to protect staff from aggression and violence, such as Conflict Resolution Training and/or any other type of training that may be identified from relevant risk assessments.
3. Abide by any information, instruction and training SoJAS provides to protect staff from violence and aggression.
4. Take measures to protect themselves and their colleagues from the risk of aggression and violence by adopting a live dynamic risk assessment when carrying out their professional duties.
5. Inform the duty LAP in accordance with the SoJAS incident reporting processes of all incidents of patient safety concerns, risk, violence or aggression.
6. Inform the LAP in accordance with the SoJAS incident reporting processes of all incidents of patient safety concerns, risk, violence or aggression that is felt should be recorded within the Alerts Register.
7. Complete a DATIX entry for any incident being proposed for inclusion on the Alerts Register.

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8. Complete an 'Alerts Registration Form' for any incident being proposed for inclusion on the Alerts Register. This form must be uploaded onto the DATIX raised reporting the incident. This form must be presented to the Duty LAP for processing.

### **6. Reporting a patient safety concern, risk, violence or aggression with consideration for placing an Alert on the Alerts Register.**

Capturing relevant information where experience or information suggests that there is a patient safety concern or an increased risk of physical assault, intimidation, or verbal abuse, may require an address to be added to the register. This will contribute to the SoJAS plan to support and reduce violence towards staff.

Alerts can be used to protect front line staff who may encounter individuals, situations or locations that has a heightened risk when attending.

The information must be reviewed on a regular basis and if information no longer exists to support the entry to the Alerts Register then it should be removed. Care should be taken to ensure that information of a trivial nature is not used to justify a warning.

1. Alerts can be placed on addresses for several reasons and is used to share important information, this may include, specialist treatment pathways, end of life care or the occupants are known to be potentially aggressive/violent.
2. It is essential that all incidents of aggression and violence are reported in accordance with the SoJAS Incident Reporting processes and that a proposal, where applicable, is made for inclusion to the Alerts Register.
3. It is essential that all incidents and / or situations that identify a risk or potential notable risk to patient safety, whether that be considered immediate or future, are reported through Datix and that a proposal, where applicable, is made for inclusion to the Alerts Register.
4. There will be one method for requesting an Alert is placed onto the SoJAS Alerts Register. Any staff member can propose an Alert to be added to the Alerts Register.
5. For '**Immediate Alerts**' to be logged, an Immediate Alert can be created by the Duty LAP and signed off by the Tactical Commander, in cases where an immediate risk to attending personnel is considered extremely likely or imminent.
6. The Duty LAP or Tactical Commander must complete an Alerts Registration form. In the case of an Immediate Alert being required, the Alert can be added to C3 on the instruction of the duty LAP once authorised by the Tactical Commander and added to C3 by the Ambulance Systems Officer. A verbal warning can be given during daily briefings and by ESCC controllers. The alert will be reviewed by the Operations Group at the earliest opportunity.
7. Newly requested Immediate Alerts will be reviewed in the first instance during the weekly Operations meeting (Mondays 1000hrs)

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Reporting content:

Alerts Registration proposal forms must be factual and must declare any third party information (e.g., information received from a Police Officer that is not in the first-hand knowledge of a member of SoJAS staff). The content of the data is the responsibility of the person providing it, e.g., staff submitting the Datix report. The public have a right under the Data Protection Act (2018) for data held about them to be accurate and to view any information about them held on a database / the 'Alerts Register'.

It is therefore essential that the information held is factual and accurate. Any misinformation could lead to a complaint.

In the case of exceptional circumstances substantial evidence must be provided to verify that the person involved lives at the alternative address. Care should be taken at addresses of multiple occupancy to ensure that other residents living at the address are not adversely affected by calls to the location. It is not appropriate to include public places on the register.

## **7 Procedure**

1. Anyone experiencing physical or verbal abuse or intimidation are required to report this as an incident via DATIX.
2. Anyone wishing to propose an entry to the Alerts Register must report the incident via DATIX in the first instance.
3. **'Immediate Alerts'** can be submitted by the duty LAP and authorised by the Tactical Commander in cases of perceived immediate risk. In the case of a perceived Immediate Alert being submitted, the Alerts Registration proposal form must be emailed to the Ambulance Leadership Team
4. SoJAS staff attending any patient/address with such an alert should assess any hazard or risk by undertaking a dynamic risk assessment. Staff safety is priority and if required consider calling for assistance from the Police or Fire and Rescue Services if appropriate.
5. SoJAS staff should consider wearing appropriate PPE should it be required.

## **8 Requesting Assistance**

The possibility of having Police, Social Care, Doctor or relevant specialist support may be considered if:

1. There is an agreed and published care plan which denotes requesting specialist support.
2. The presenting complaint of the patients indicates specialist support
3. A C3 Alert has been shown to state there is a known patient safety concern or history of violence / aggression.
4. Violence has been threatened by a patient or other individual when in attendance at an incidence.



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5. There are reasonable grounds for believing a patient possesses an offensive weapon.
6. **Emergency Alert Button (EAB)** activation – in a situation where SoJAS personnel feel a direct threat or risk is present, the emergency Alert Button (orange button on handheld radio) Must be pressed. The EAB will instigate an immediate police response. – Appendix D

Police assistance should not normally be requested by crews unless there is a belief that there is the potential for an act of violence to take place or the need for physical restraint exists or if an unlawful act is suspected. This is because:

- It may add unnecessarily to the tension of the situation;
- It may take Police resources unnecessarily from other emergency work;
- Where any doubt exists, the Duty LAP should be contacted for advice and/or attendance.

Whilst awaiting Police assistance, operational ambulance crews should withdraw to a safe area in the vicinity of the incident and inform CCR of their actions and location.

Operational ambulance crews may request the assistance of the Duty LAP to support with issues arising from any incident or violence or threat of violence.

If any staff have been either physically or verbally assaulted, it must be made clear to attending Police that the Ambulance Service will be pursuing charges against the assailant/s.

### **9 Dynamic Risk Assessment**

1. When carrying out a dynamic risk assessment staff must always be mindful of their own safety. If staff feel that they cannot go into an address or attend to an incident, they must contact the Emergency Services Control Centre who in turn will notify the Duty LAP and provide an update of the situation. Assistance should be considered in line with section 8.
2. Should the details of the C3 CAD indicate that the patient is in a potentially life-threatening condition (e.g. cardiac arrest, fitting, unconscious) staff should take into consideration their duty of care to the patient as part of their dynamic risk assessment, whilst still always keeping their own safety in mind. Bear in mind that the Police may not be available to attend as an emergency & may take some time to arrive if urgent assistance has not been requested
3. In situations where SoJAS personnel or representatives identify a direct threat or risk to their personal safety, SoJAS ALT supports any decision to withdraw from the location / scene.
4. Any need for withdrawal from location / scene must recorded through the DATIX system and escalated to the Duty LAP.
5. On the presentation of an incident being reported, the Ambulance Operations Group must review whether existing controls are adequate. Where existing controls are inadequate, a formal risk assessment will be actioned to help to

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identify any necessary additional controls that are required to prevent or adequately minimise further risks in each case.

### **10 Management Response to Incidents**

Following an incident of violence; it is imperative that the Duty LAP ( Operational Commander) takes appropriate action to:

1. Notify the Senior Officer on call (Tactical Commander) if any SoJAS personnel or representative has been the victim of violence. The Senior Officer on call may elect to attend depending on the nature and associated details of the incident.
2. Deployment to scene.
3. Commence an investigation into the incident.
4. Conduct a Hot debrief of the member of staff and any other staff members who were present and ensure the proper reporting and recording of the incident takes place.
5. Consider the need for completion of an Immediate Alerts proposal.
6. Provide support to the member of staff, as required, by providing sign posting to stress management support mechanisms, referral to Occupational Health if applicable.
7. Carry out a risk assessment to determine whether adequate controls are in place or further action is required in relation to the recorded incident.
8. Facilitate TRIM for those involved.
9. Plan a cold debrief for those involved.
10. Consider appointing a welfare officer to ensure continued and consistent support, where applicable, is maintained.

### **11 Legal Basis**

Data Sharing of Information made available to other responsible bodies will be undertaken in accordance with the Data Protection Act (2018). Information will be shared where this is needed to protect SoJAS personnel or to provide appropriate care.

Information may be shared with adherence to Information sharing procedures each agency may provide the other with staff safety information.

Information should not be disseminated to third parties

Information should include a unique reference number (URN) which will be used as the reference point in all subsequent communications. The URN used will be the DATIX ID number.

Only that information which directly relates to safety and is necessary to protect the safety of SoJAS staff or directly relates to a patient safety concern should be disclosed or shared with appropriate stakeholders.

SoJAS can disclose information where consent of the person on the Alerts Register has been obtained. Where consent has not been obtained, SoJAS can disclose data

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to other public agencies where this is made under a duty of confidentiality and is necessary to protect SoJAS staff or provide appropriate care. The Ambulance Service Senior Leadership team must consider this on a case-by-case basis, taking advice from the Head of Information Governance for health when required.

Where information has expired or is discovered to be inaccurate; this will be reported via DATIX and an investigation commenced. Stakeholders including the States of Jersey Police, Health services, States of Jersey Fire and Rescue services can request information from other agencies or SoJAS.

The CAO must approve all additions, alterations and removals from the register. All additions must be approved with 14 days of an incident occurring or regular progress notes must be added to the Datix. The CAO has the authority to decline the addition of an address on the Alerts Register.

Abuse, violence or harassment which is aggravated by being based on protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) will be treated as hate crimes and should be reported to the police. SoJAS personnel are protected under the Equality Act 2010 from these types of discrimination

### **Applicable Acts of Law**

1. **Health and Safety At Work (Jersey) Law 1989** SOJP has a duty to ensure that, as far as is reasonably practicable, their officers, staff and members of the public are not exposed to risks to their health and safety.
2. **Human Rights (Jersey) Law 2000 Article 8** protects individuals' rights to respect for private and family life, their home and correspondence, however this is a qualified right. This means that a public authority can sometimes interfere with their right to respect for private and family life if it's in the interest of the wider community or to protect other people's rights. The law refers to these reasons as "legitimate aims" and include the protection of other people's rights, prevention of crime and protection of health. The interference must be no more than what is necessary to achieve the "legitimate aim".
3. **Data Protection (Jersey) Law 2005 SOJP** has a duty to ensure that personal data is accurate, necessary and kept for no longer than necessary.
4. **Discrimination (Jersey) Law 2013** It is illegal to discriminate against any of the following "protected characteristics":
  - Race – includes colour, nationality, national origins, and ethnic origins.
  - Sex – a person may be male, female or intersex. A person of intersex status will have physical, chromosomal, hormonal or genetic features that are neither wholly male or female, a combination of male or female, or neither male nor female.
  - Sexual Orientation – refers to a person's sexual orientation towards people of the same sex, people of a different sex, or people of both the same sex and different.
  - Gender Reassignment (Transsexual) – refers to a person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning their gender by changing the person's

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physiological or other attributes associated with a particular gender. It is immaterial as to whether a person has or intends to have any medical intervention to change any attributes that are associated with a particular gender.

- Pregnancy and Paternity
- Age

All information on the register will be held in the strictest confidence and used for SoJAS purposes only (except where shared with other public authorities to protect personnel /other health care professionals or provide appropriate care). The information may only be disclosed to SoJAS employees where such disclosure is necessary to protect the safety of operational staff or to comply with the requirements of the Data Protection Act 2018. For the purposes of the Data Protection Act 2018, the SoJAS as a corporate body is a data controller.

### **12 Support for the Victim of Violence**

The victim of an attack or threat of violence should be supported, debriefed, and offered appropriate access to available services immediately after any incident. A welfare officer should be appointed to enable the on-going support for the individual as required.

The victim of violence will be entitled to be accompanied by a Trade Union representative, friend or other person, not acting in a legal capacity, on any journey, visit or interview connected with the violent incident or its aftermath.

SoJAS ALT will support the prosecution of any offender responsible for inflicting harm, including violence and aggression, to any SoJAS personnel, representative or property,

### **13 Consultation Schedule**

<b>Name and Title of Individual</b>	<b>Date Consulted</b>
Mr B. Jones – BSU partner	01/02/2023

<b>Name of Committee/Group</b>	<b>Date of Committee / Grp meeting</b>
Ambulance SMT	01/02/2023
LAP Group	01/02/2023

### **14 Implementation Plan**

<b>Action</b>	<b>Responsible Officer</b>	<b>Timeframe</b>
SoP to be disseminated to SMT / LAP / Training lead dept, Information Governance lead - Further to update of SoP		

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## 15 Change Record log

It is the responsibility of SoJAS to check the Department intranet to ensure that the most recent version / issue of this document is being referenced.

Responsibilities: -

It is the responsibility of all SoJAS staff to:

- Access read understand and apply this SOP
- Attend any mandatory training pertaining to the SOP

It is the responsibility of the department to:

- Ensure the SOP is reviewed as required in line with SoJAS, Gov.je and national recommendations
- Ensure the SOP is accessible to all relevant staff.

<b>Version</b>	<b>Change</b>	<b>Reason for Change</b>	<b>Authorising committee</b>

## 16 References

*Violence and aggression Policy – South Western Ambulance Service ( September 2020)*

*Data Protection Policy – States of Jersey*

*Subject Access Request SAR Policy – States of Jersey*

*Health and Safety at Work (Jersey) Law (1989)*

*Human Rights (Jersey) Law 2000 Article 8*

*Data Protection (Jersey) Law 2005 SOJP*

*Discrimination (Jersey) Law 2013*

**Appendix 1 – Placing an Alert on C3**



**Justice & Home Affairs  
Ambulance Action Card**



**Placing Alerts on Properties (Interim Policy)**

Alerts can be placed on addresses for several reasons and is used to share important information, for example, specialist treatment pathways are in place, end of life care pathways have been created or the occupants are known to be potentially aggressive/violent.

To request a warning to be placed on an address please follow the pathway below:

Complete a C3 Warning Request Form ensuring the following are documented:

- Patients Name
- Address
- Reason for the alert

Once complete, hand to the Duty LAP (Operational Commander)

**Urgent**

**Non-Urgent**

LAP (Ops Commander) to review the warning and escalate to the Tactical Commander for approval. if approved:

1. Forward to either the Ambulance Systems Officer or CCC Team Leaders for input on to the address
2. If out of hours, warning to be passed to crews during the shift briefing
3. **Between the hours of 03:00 – 07:00**, inform the on call Operational Commander who will contact the EMSS for a verbal warning to be given until it can be uploaded to C3. Post the request into the LAP office. The warning must be reviewed by the Operational and Tactical Commanders as soon as possible.
4. Warning to be reviewed during the Monday Operations meeting
5. A review date must be included on the warning

LAP (Ops Commander) to review the warning:

1. LAP (Ops Commander) to present the request form at the Monday Operations meeting for approval
2. Once approved, forward to either the Ambulance Systems Officer or EMSS Team Leaders for input on to the address
3. If not approved, the decision will be fed back to the crew involved
4. A review date must be included on the warning

Title / Subject Matter	Ambulance – Placing alerts on to C3	
Owner:	Head of EPR & Operational Support	
Version:	6	Date: 26/01/2023

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## EQUALITY IMPACT ASSESSMENT (EIA) TOOL

### (Screening and full EIA)

Screening must be completed during the development of any policy, procedure, practice, service guidance or strategy publication and before it goes to any group or committee for approval. When screening or undertaking a full assessment please involve your team, other colleagues or stakeholders and together consider the implications of the publication and improvements to be made.

This form is to be completed and attached to any publication submitted to the appropriate group or committee for consideration and approval of development or changes/amendments to publications.

It is then the requirement of the appropriate group or committee to check that where indicated, stage 2 has been completed in full.

Stage 1 – Screening			
<b>Title of publication?</b>			
Ambulance Violence & Aggression policy			
<b>New or existing publication?</b>		New	
<b>Date of assessment</b>	01/02/2023	<b>Responsible Care Group or Service</b>	Operations
<b>Name of person completing assessment</b>	Jason Hamon	<b>Job Title</b>	Head of EPR & Operational Support
<b>Do you currently record any data regarding service users or staff in relation to this policy, procedure, practice, or service publication, e.g. gender, religion, disability? If yes, please specify? - NO</b>			

Do you have evidence or a belief that the design/implementation of the policy, procedure, practice, or service publication effect the following groups in any way?	
Issues to consider; access to service, are we meeting the needs of the groups, outcomes of the policy or lack of outcomes	
Group	YES/NO/Unknown
• Age (including carers older or younger)	<b>No</b>
• Disability (Learning disability, physical disability, sensory impairment and/or mental health problems e.g. dementia, including carers older or younger)	<b>No</b>
• Race	<b>No</b>
• Sex	<b>No</b>

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• Sexual orientation	<b>No</b>
• Gender reassignment	<b>No</b>
• Religion and Belief	<b>No</b>
• Pregnancy or maternity	<b>No</b>
• Financially Vulnerable	<b>No</b>
• Marriage and Civil Partnerships	<b>No</b>

If the answers to all of the above questions are a **NO**, the EIA is complete.

If any are answered **YES or unknown**, a full impact assessment is required, **please complete stage 2**

Signed:

Date: 01/02/2023

### Stage 2 – Full Impact Assessment

**Where a publication has been screened and relevance to equalities has been established, you are required to undertake a full impact assessment in consultation with those affected or likely to be affected by the publication.**

<b>ACTION</b>	<b>Description/Details</b>
Who are the intended recipients of this publication?	
Have these recipients been consulted?	
What will this publication mean to the equalities groups you have identified in stage 1?	
What is the adverse impact on those groups, and can it be justified on the grounds of promoting equality of opportunity for one group or as part of a wider strategy of positive action relating to other groups?	
How will you limit the impact of the inequality?	
Will there be any resource implications (financial, human resource) to ensure the policy is non-discriminatory?	



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Describe arrangements for monitoring or carrying out regular checks on the effects of this publication and ensure improvements are made:	
State any changes or improvements made to the publication as a result of the EIA	

### Name of person completing the stage 2 assessment:

Name:	
Signed:	

### AMD or Senior Responsible Officer signs & dates

Name	Role:
Signed:	Date: