



Centre for Professional Practice

Practice Briefing Note 39

Title:	Employee Warning System
Effective From:	Immediate Effect
Practice Note:	<p><u>Employee Warning System</u></p> <ul style="list-style-type: none"> • The threat of physical or verbal violence is a real and unfortunate risk for a number of Council employees. To manage this the Council has a number of procedures and policies in place (such as lone working and risk assessment) to reduce these risks so far as is reasonably practicable. • The Council's Employee Warning System (EWS) is an intranet based information source which provides all council employees with access to information about potentially violent persons or hazardous premises on individuals / addresses and allows the sharing of necessary information while maintaining confidentiality. • The Employee Warning System can be found on the 'Your Apps' section of the Connect web site and should be checked as part of the assessment made prior to visiting any person/premises or meeting with any person where an employee may be exposed to a significant risk, e.g. due to violence. • The Employee Warning System is a valuable aid to ensuring employee safety but it also has the potential to be abused. The system is therefore fully auditable and a record of all queries entered by employees is logged. Any employee found to be using the information held on the Employee Warning System for reasons other than ensuring their health and safety while at work may be subject to disciplinary action.

	<p><u>Responding to Actual, or Threats of, Violence</u></p> <p>Following an incident of actual or threatened violence the member of staff should act to protect their safety and remove themselves from the situation/circumstances as soon as possible.</p> <p>The employee must report the incident to their line manager as soon as is practicable. This may be by phone, email or in person. If reporting by phone or email the employee must speak to their Line Manager (or Senior Manager if the Line Manager is not available) in person by the end of the next working day.</p> <p>The Line Manager must interview the employee as soon as is practicable but before the end of the next working day regardless and also:</p> <ul style="list-style-type: none"> • Make an entry in the Accident/Incident Book - Click Here • Complete an Employee Warning System assessment form (appendix 1) • Notify the police if necessary after consultation with the Senior Manager <p>The employee and Line Manager will then review the assessment form with the Senior Manager as soon as is practicable. If it is agreed that the person or premises should be placed on the Employee Warning System then the assessment form will be forwarded to the System Controller for review as soon as is practicable.</p> <p>A number of business support staff will be trained as administrators.</p> <p>Various links are provided below, however it is important that all staff are aware of the process and is followed accordingly.</p> <p>Link to EWS: Click Here Link to Guidance: Click Here Link to EWS assessment form: Click Here (Appendix 1)</p>
Reason:	To improve staff safety
Adopted at:	DMT
Authorised by:	Darren Shaw
Date:	8 th August 2018
Review Date:	8 th August 2019
Reference No:	0039/2018/CP