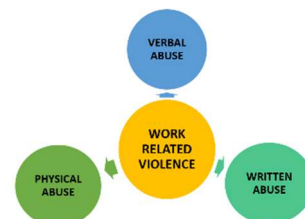


POLICY & PROCEDURE

For

THE PERSONAL SAFETY OF EMPLOYEES EXPOSED TO WORKPLACE VIOLENCE AND ABUSE FROM THE PUBLIC.

(HSENI states that workplace violence is 'any incident in which a person is **abused**, **threatened** or **assaulted** in circumstances relating to their work').



Contents

1) Introduction	3
2) Key-objectives.....	3
3) Definitions of workplace / work-related violence and abuse.....	4
3.1) Verbal abuse	4
3.2) Physical abuse.....	4
3.3) Written abuse.....	5
3.4) Creating a hostile working environment	5
4) "At risk employees"	5
5) Responsibilities of Employees & Managers	5
5.1) All Employees	5
5.2) Managers	6
6) Risk Assessments	6
6.1) Dynamic Risk Assessment (Immediate / Short-term Actions)	7
7) Training.....	7
8) Reporting arrangements.....	8
9) Collecting, Storing and Sharing of Information on known offenders	8
9.1) Procedure for Employees to Gather Information	9
9.2) Procedure for SHEP Section to process information.....	10
10) Legal powers available to assist in protecting employees.....	10
10.1) Excluding persons from property/ premises/ suspension of service.....	10
10.2) Injunction	11
10.3) The Anti-Social Behaviour (NI) Order 2004 (ASBO)	11
10.4) The Protection from Harassment (NI) Order 1997.....	11
10.5) Occurrences outside the workplace.....	12
11) Telecommunications	12
12) Related Policies.....	12
13) Policy Owner	13
14) Policy Authorisation	13
15) Policy Review Date	13
16) Procedures and arrangements for monitoring the implementation and impact of the policy.....	13
17) Equality Screening	13
18) Rural Impact Assessment.....	13
Appendix 1: Risk Assessment Template	14
Appendix 2: HS10 Form.....	16

1) Introduction

This policy document is intended to only deal with the act or threat of physical violence or verbal abuse from a member, or members, of the public to Newry, Mourne and Down District Council (NMDDC) employees.

Issues or concerns regarding violence and abuse between NMDDC employees is not covered in this policy. These are dealt with through the NMDDC grievance and disciplinary procedures and policies relating to employee conduct.

NMDDC as an employer is responsible for the health, safety and well-being of all its employees and acknowledges that it has a legal duty to provide a safe working environment. NMDDC is aware that the issue of work-related violence, the threat of violence and abuse from members of the public is a significant concern for some employees and their managers.

Employees who are exposed to work-related violence or abuse can suffer injury or serious health effects as well as low morale. Serious or persistent verbal abuse or threats can damage the health of staff through anxiety or stress.

NMDDC believe that in the course of their work employees may be exposed to abusive acts or threats of physical violence, intimidation or harassment should have the necessary confidence and tools in place to deal with such situations. Employees must also be, and feel they are, supported by line management in all situations.

Acts or threats of physical violence, intimidation or harassment against NMDDC employees will not be tolerated and NMDDC adopts a zero-tolerance approach towards any such act or threat.

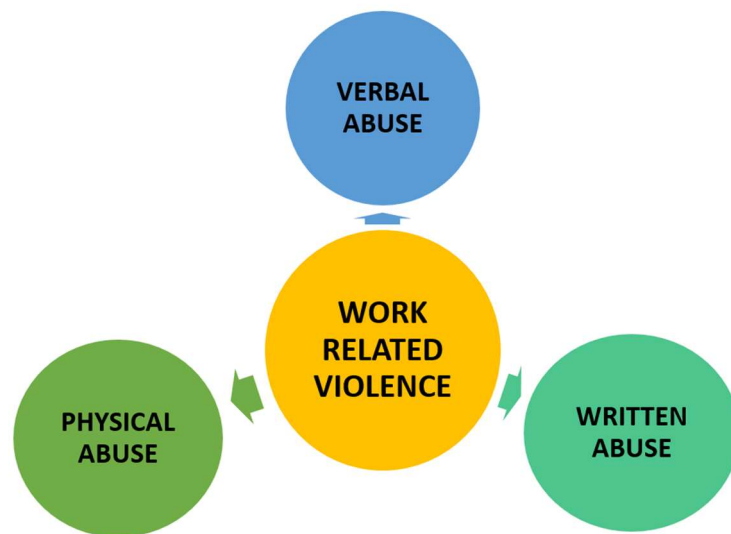
In this policy the term "NMDDC employees" relates to all employees including full-time, temporary, agency workers and volunteers who are on NMDDC premises or undertaking activities on behalf of the Council, including working in private homes and public places.

2) Key-objectives

The following are the key-objectives of this policy document:

- a. Employees will be able to identify actions/behaviour of members of the public that could be defined/ categorised as work-related violence and abuse.
- b. Employees will have a better understanding of workplace factors that may place them 'at risk' from work-related violence or abuse.
- c. Employees will have a clear understanding how to report all cases of work-related violence or abuse.
- d. Outline personal responsibilities of employees, including managers, in relation to the management and mitigation of work-related violence and abuse.

- e. Provide clear procedures for gathering, storing and sharing information dealing with the act or threat of violence by members of the public who potential threat identified have abused/assaulted any employees or has been identified as a potential threat any employees.
- f. Provide legal position and guidance on legal measures to protect employees in relation to work-related violence and abuse.
- g. Provide risk assessment proforma and processes to ensure statutory compliance and uniformity.
- h. Outline training requirements to help protect employees from work-related violence or abuse.



3) Definitions of workplace / work-related violence and abuse

The Health and Safety Executive for Northern Ireland (HSENI) have defined work-related violence as '**any incident in which a person is abused, threatened or assaulted in circumstances relating to their work**'. The following definitions relate to work-related violence and abuse.

3.1) Verbal abuse

Any verbal abuse issued with the intent of creating fear or intimidation to another individual, or group of individuals, or verbal remarks or comments expressed in a loud, harsh or threatening tone of voice or in an inappropriate manner within the workplace or other working environment.

3.2) Physical abuse

Any intentional movement of the body which may include touching, gesturing, pushing, striking, stalking, any unwanted intrusion of "reasonable space" of an employee or any

intentional use of any object towards the employee.

3.3) Written abuse

Any inflammatory written material issued with the intent of creating fear or intimidation, including texts or posts sent via mobile communication, correspondence sent via internet or any electronic medium, comments or images of individuals posted on external websites and all hard copy formats.

3.4) Creating a hostile working environment

Any intentional physical or non-physical action that can be considered intimidating or harassing with the intent of creating an environment that has a purpose or effect of unreasonably interfering with an employee carrying out their duties. This may include threat and/or damage to an employee's personal effects, defamatory remarks or images.

4) "At risk employees"

There are various factors that may place an employee more at risk from violence and abuse in the workplace. People may resort to violence for any number of issues including the following:

- **Perceived dissatisfaction with a service, including cost.**
- **Perception of being unreasonably penalised over an incident such as fines, enforcement issues or ability to access a service.**
- **Lack of information regarding a process or following a problem.**
- **Negative perception of NMDDC employees.**
- **The taking of drugs or alcohol**

Taking the above into account will assist Managers to identify specific working environments/ sectors that NMDDC employees are more likely to be exposed to work-related violence or abuse from members of the public.

5) Responsibilities of Employees & Managers

Both the Health and Safety at Work (NI) Order 1978 and the Management of Health & Safety (NI) Regulations 2000 place legal responsibilities on both employers and employees.

5.1) All Employees

In relation to their own personal safety all **employees MUST**:

1. Take reasonable care for the H&S of themselves and others by what they do or do not do.
2. Co-operate to enable the Council to fulfil its obligations regarding the control of personal safety.
3. Use equipment provided for their personal safety in accordance with instructions and training provided.

4. Report serious or immediate dangers and any shortcomings in the Council's protection arrangements that they believe could compromise their personal safety

5.2) Managers

In relation to the personal safety of all employees, **management MUST:**

1. So far as is reasonably practical, provide a safe place of work including a safe working environment
2. Ensure that all employees receive the necessary information, instruction, training and supervision to ensure their personal safety in the workplace is protected.
3. Must have suitable and sufficient risk assessments in place covering and protecting employee's personal safety. *(Section 9 details job factors that place particular employees more at risk regarding their personal safety which should be considered as part of the risk assessment process.)*
4. Ensure relevant control measures are communicated to employees by appropriate means such as tool-box talks.

6) Risk Assessments

The control and management of risk is an integral element of the Council's Health and Safety Management Policy and Organisational Arrangements and is also necessary to ensure compliance with the relevant statutory or legal provisions.

A 3-step approach to risk assessment is required to ensure it is effective and that the necessary workplace controls are in place, as outlined below.

3 STEPS TO RISK ASSESSMENT	
1. HAZARD IDENTIFICATION	Identify the relevant hazards employees are exposed to
2. RISK EVALUATION	Assess the risk against each hazard. HIGH / MEDIUM / LOW
3. RISK CONTROLS	Decide on suitable control measures to eliminate or mitigate the risk

Refer to Appendix 1 for the risk assessment template. This template uses a qualitative risk assessment approach with risk ratings – high/ medium/ low, and separates risk controls into four groups:

1. Planning
2. Physical
3. Managerial/ Supervisory
4. Training

When undertaking a risk assessment in relation to employee exposure to violence/ abuse, the managers should consider the following: (Note that this list is not exhaustive)

Does the work task involve...

- lone working?
- an enforcement role?
- meeting the public in their homes?
- working in the evenings?
- working at a remote and / or isolated location?
- providing a direct service to the public (eg household recycling centres)?
- safe access and egress to and from the work location?

Other factors...

- potential for criminal activity?
- poor communications at the work location (eg poor mobile phone coverage)?
- any history of abuse regarding this work activity?
- any employee health and fitness concerns to consider?
- new employee/ new to a work activity?
- vulnerable persons (eg young person/ expectant mother)?

6.1) Dynamic Risk Assessment (Immediate / Short-term Actions)

As part of regular working arrangements Council employees are encouraged to undertake 'dynamic risk assessments' whereby they actively observe, assess and analyse the environment they are working in and identify any risks and make quick decisions with regards to their own safety and that of colleagues/ users of Council premises. Examples of immediate actions that can be taken by employees include (list is not exhaustive):

- i) Temporarily cease service/ activity
- ii) Change to working pattern – location/ times/ day
- iii) Ask persons to leave Council premises or property

Each of the actions above MUST be reported and recorded back to Line Managers, as soon as possible to ensure reasons are captured for future reference. If in doubt, seek advice from Line Managers.

In relation to 'asking persons to leave Council premises or property' this can be carried out by authorised Council employees under the NMDDC Scheme of Delegation. Officers are to be identified by Heads of Service and confirmed by NMDDC Senior Management Team.

7) Training

Training will be provided to relevant staff and will be delivered by a competent training provider who has specialist knowledge and expertise in this field and will be in line with the content of this policy and procedure. Additional training on any other personal safety systems/ arrangements will be provided to staff as and when required.

8) Reporting arrangements

As already stated, all employees are responsible for assisting in the prevention and mitigation of work-related violence and abuse. The reporting of all dangerous or potentially dangerous incidents is essential to ensure the Council can investigate and provide an adequate response.

All employees MUST report any incident of threats or acts of violence or intimidation firstly to their line manager as soon as reasonably practicable. If an employee considers the incident to be serious or they were attacked the PSNI should be contacted.

Examples are the types of incident to be recorded (Listed on the HS10 form)	
Damage to property	Physical assault
Sexually motivated	Racially motivated
Threat of violence	Written threat
Verbal abuse (face to face)	Verbal abuse (telephone)
Intimidation / false imprisonment	

Managers and employees must report all incidents and forward relevant forms to the SHEP Section within 24 hours, however contact should be made immediately if staff have sustained an injury (as per RIDDOR(NI) 1997). The following forms must be completed:

- HS10 Violence / threat to Employee Incident Report Form (refer to Appendix 2)
- HS5 Witness Statement template

R:\Health and Safety\Accident Reporting Forms

9) Collecting, Storing and Sharing of Information on known offenders

All employees when gathering and sharing personal information must comply with the Data Protection Act (DPA) and General Data Protection Regulations (GDPR).

Under the GDPR / DPA there must be a clear need and reason for anyone to gather information on members of the public. In the context of this policy the need and purpose for gathering members of the public's personal data is to prevent and detect criminal activity as well as protecting the health, safety and wellbeing of NMDDC employees.

The legal basis under GDPR Council is relying on to share personal data are:

- Article 6(1)(f) processing is necessary for the purposes of legitimate interests and
- Article 9(2)(f) processing is necessary for the establishment, exercise or defence of legal claims. The processing and sharing of personal data to various stakeholders is necessary for the issuing, establishment, exercise or defence of legal claims or proceedings.

Section 3.0 of this policy sets out descriptors of what could be considered work-related violence and abuse. Employees who believe they were subject to a work-related violence and abuse incident should complete page 3 of the HS10 form which is designed to gather personal data on any assailant.

The following is typical personal data that may be gathered (if applicable under the circumstances) to inform investigations.:

1. Name of any individual(s) who abused, assaulted or threatened NMDDC employee(s).
2. Description of individual(s). For example, gender, age, height and appearance.
3. Address of individual(s).
4. Type of vehicle including vehicle registration.
5. Description of the incident and why the employee or manager considers this incident to be a work-related violence / abuse incident.

The sole purposes of recording the above information on any member of the public for the issuing, establishment, exercise or defence of legal claims or proceedings.

Employees are not permitted to carry out any covert surveillance, video or audio, on any member of public using mobile phones or unauthorised CCTV. All Council CCTV locations are required to have a Data Protection Impact Assessment (DPIA) carried out, this includes the use of bodycams.

In a situation where an employee believes their personal safety is at immediate risk the employee may decide to use a mobile phone to record the situation. This will be to defuse the situation or gather information on the assailant as the employee believes they may be subject to violence. **The employee must indicate or state to the member of public that they are now being recorded.** The Council's current telephone lone working system also records conversations once the panic button has been activated. These recordings are kept and controlled by a third party.

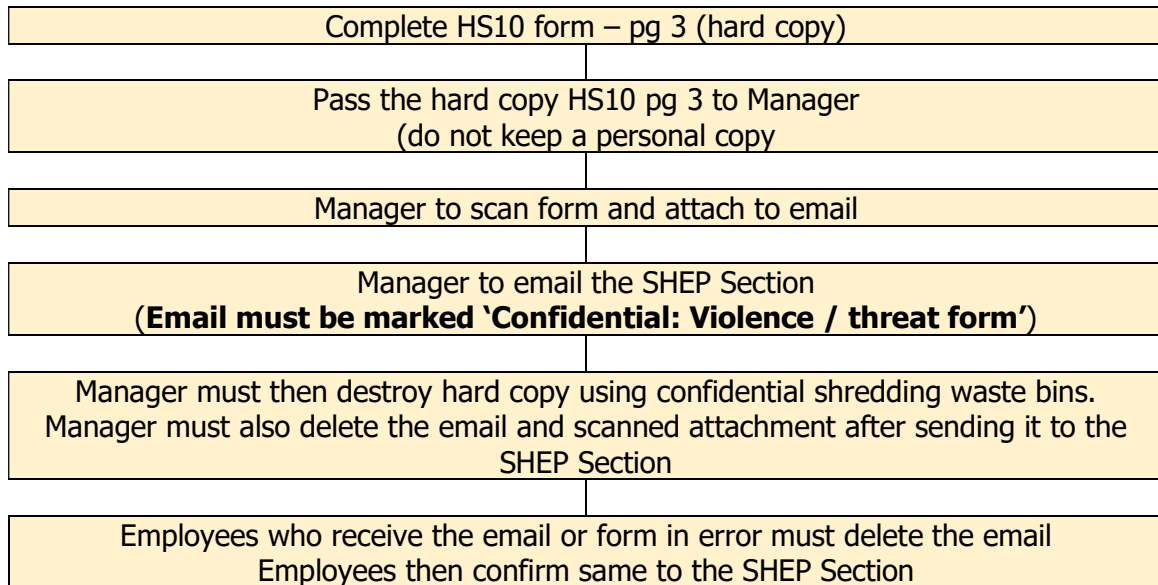
The Head of Compliance will act as the Data Protection Officer (DPO). The SHEP Section will liaise with Human Resources / DPO as necessary.

When necessary information can be shared with the following stakeholders:

- Relevant internal employee(s) as appropriate
- Police Service of Northern Ireland (PSNI)
- Leisurewatch
- External legal team working on behalf of the Council

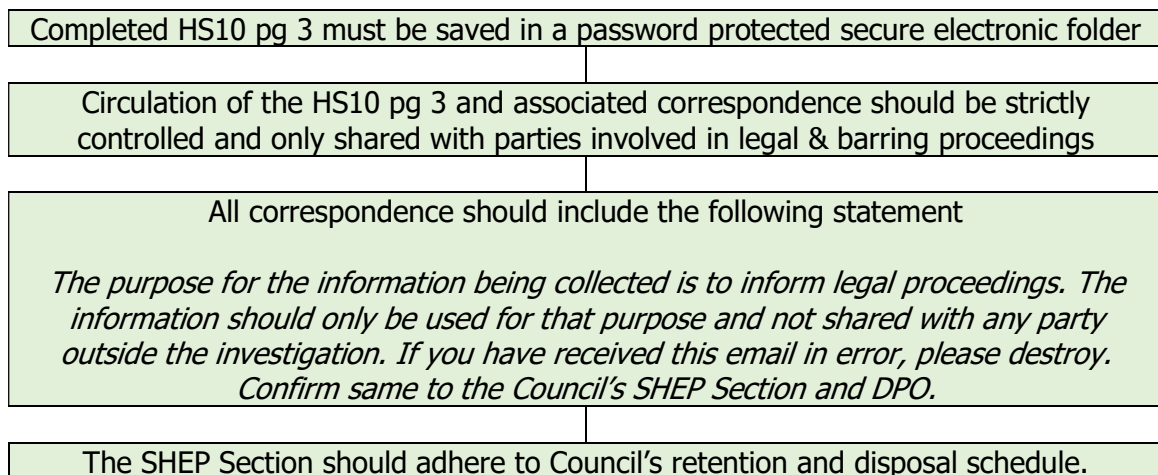
9.1) Procedure for Employees to Gather Information

All employees MUST ADHERE to the following when gathering information on a member of the public following an incident of work-related violence or abuse:



9.2) Procedure for SHEP Section to process information

The Safety, Health and Emergency Planning (SHEP) Section MUST ADHERE to the following when processing information from the above (9.1).



10) Legal powers available to assist in protecting employees

The following outlines a range of legal powers available to Council to assist in protecting employees from work-related violence/ abuse following the report of an incident and dealt with in a case-by-case basis. Such action is likely to be rarely necessary and where appropriate, further formal action may be taken following legal advice.

10.1) Excluding persons from property/ premises/ suspension of service

Council may if necessary for the effective day to day management, administration and supervision of a department, ban an individual from entering specified Council premises. Ultimately enforcement of such a sanction would require the co-operation of the police.

In appropriate cases, where circumstances dictate, it may be necessary to temporarily suspend a service. Additionally, an alternative means of service delivery may be put in place to avoid actual contact between employees and persons who have perpetrated acts of violence.

10.2) Injunction

In appropriate cases in which an individual has either failed to adhere to the terms of a ban or prohibition, or when the level of threat posed is such that it is believed a more immediate and effective remedy is required, Council may apply for an injunction to impose conditions or prevent an individual from entering a Council building or Council property. More usually this is used for the purpose of restraining the commission of criminal offences based on evidence of previous criminal activity or on the level of risk of an offence being committed.

An injunction can only be granted by a County Court Judge and a decision will be based on legal advice taken by Council on the merits of bringing such an application to Court.

10.3) The Anti-Social Behaviour (NI) Order 2004 (ASBO)

By virtue of Article 3 of the 2004 Order the Police or Council may apply for an ASBO against an individual when satisfied that-

"...the person has acted in a manner that caused or was likely to cause harassment, alarm or distress to one or more persons not of the same household as himself; and that such an order is necessary to protect relevant persons from further anti-social acts by him."

Accordingly, this provides a mechanism for obtaining an order placing such restrictions and conditions as are proportionate and necessary to protect employees from the type of conduct in question.

An ASBO can only be granted by applying to Court and a decision will be based on legal advice taken by Council on the merits of bringing such an application.

Such an Order may also be issued by a Court as part of the penalty imposed in any criminal proceedings against an individual.

Breach of an ASBO is in itself a separate criminal offence punishable under the legislation.

10.4) The Protection from Harassment (NI) Order 1997

Under this legislation it is an offence to pursue a course of conduct that amounts to harassment. 'Harassment' includes alarming or causing distress. The 'conduct' can include speech and it must occur on at least two occasions before the provision is breached.

By virtue of a further provision, it is an offence to pursue a course of conduct that causes a person to fear that violence will be used against them, again this must occur on at least two occasions before the provision is breached.

If convicted for an offence under the 1997 Order, the Court can make a restraining order prohibiting the conduct in question or preventing the defendant from doing anything

specified in the Court order for the purpose of protecting the victim or any other person mentioned in the order.

Offences of this nature fall within the jurisdiction of the PSNI and are prosecuted by the Public Prosecution Service (PPS). Indeed, there are a range of other potentially relevant offences including criminal damage, assault and making threats to kill that fall within the jurisdiction of the police. As a matter of policy these potential offences should be reported to the police for investigation. Assistance will be provided by the Council to employees making witness statements in these circumstances.

10.5) Occurrences outside the workplace

There may be rare circumstances where an employee is threatened, assaulted or harassed outside the workplace by an individual with whom he has had contact as a Council employee, where the incident may be motivated by something which has occurred during the individual's employment.

It is not possible to define an outcome in relation to every possible scenario that may arise, however the following broad principles form the basis on which decisions will be taken by Council.

Where such contact amounts to potential criminal behaviour the appropriate action will be for the employee to bring the matter to the attention of the PSNI for investigation. The behaviour may constitute an act of harassment, a criminal act, or anti-social behaviour as outlined above, and the PSNI will act on what is the relevant course of action based on the evidence.

Council cannot take formal legal action on behalf of an employee, for example by way of an injunction or an application for an anti-social behaviour Order, against an individual (unless a Council employee) where an incident has occurred outside the course of his employment. It will be more appropriate for such cases to be dealt with by police or private civil action by the employee. A police investigation will be able to take into account a threat, assault, etc against the employee by the same perpetrator in the course of his Council employment. In appropriate cases, following due consultation between line management and Human Resources, as earlier stated, an alternative means of service delivery may be put in place to avoid or minimise physical contact between employees and persons who have perpetrated acts of violence.

11) Telecommunications

The recent trend of the use of social networking sites and other forms of electronic communication as a vehicle for conduct amounting to harassment warrants special mention. It is a criminal offence to post material that is offensive, indecent, obscene or of a menacing character. In appropriate cases the Council may contact site providers to have material removed and may refer matters to police for investigation. Corporate Communications in conjunction with Legal Services and Human Resources may seek the removal of the material and/or consider any further action as appropriate.

12) Related Policies

NMDDC Health & Safety Policy

NMDDC Health & Safety Policy Organisational Procedure

13) Policy Owner

Assistant Director for Waste Management

14) Policy Authorisation

SMT Authorised on _____

CMT Authorised on _____

Strategy, Policy and Resources
Committee Authorised on _____

Council Authorised on _____

15) Policy Review Date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments.

16) Procedures and arrangements for monitoring the implementation and impact of the policy

This Policy and Procedure will be disseminated to all relevant Departments with actions undertaken by Line Managers and communicated to employees. Ongoing monitoring will be undertaken as part of relevant Departmental Health & Safety Committee meetings and the Corporate Health & Safety Committee (as required).

17) Equality Screening

The Policy and Procedure has been equality screened and the decision is that it not be subject to an equality impact assessment (with no mitigating measures required).

18) Rural Impact Assessment

Due regard to rural needs has been considered in relation to the development of the Policy and Procedures and a rural needs impact assessment has been completed.

Appendix 1: Risk Assessment Template

[illegible]

Side 1 of 2

This risk assessment must be reviewed regularly, where any significant changes are made, where any new equipment is introduced, or if there is *any* reason to suspect it is no longer valid.

SITE/TASK SPECIFIC RISK ASSESSMENT

On each site the generic risk assessment must be validated by reviewing the specific aspects/circumstances

SITE LOCATION/SPECIFIC TASK:			
Max number of people involved in activity:			
Frequency and duration of activity:			
Additional hazards identified (whether site or activity orientated):			
Additional control measures required:		Who to action and by when:	
Assessment of remaining risks:		Low	Medium
Circumstances which may require additional information:			
Circulation of risk assessment:			
Operative:	Manager/supervisor:	Other:	Other:
Assessment completed by:			
Name:	Date:	Signature:	
Review record:			
Next review due:	Reviewed by:	Date:	
Next review due:	Reviewed by:	Date:	
Next review due:	Reviewed by:	Date:	

Side 2 of 2

This risk assessment must be reviewed regularly, where any significant changes are made, where any new equipment is introduced, or if there is any reason to suspect it is no longer valid.

Appendix 2: HS10 Form



Violence/threat to Employee Incident Report Form : HS10

**Contact the Police by phone in the event of a serious incident.
Report the incident to your Line Manager immediately.**

Date received by Safety
Section.

Violent Incident Ref.

THIS SIDE TO BE COMPLETED BY THE EMPLOYEE ASSAULTED OR PERSON ACTING ON THEIR BEHALF

FORENAME/S		SURNAME		AGE	GENDER Male <input type="checkbox"/> Female <input type="checkbox"/>	
DEPARTMENT	SECTION	WORKS NUMBER	OCCUPATION	LINE MANAGER		
INCIDENT Date Time	ADDRESS/LOCATION OF THE INCIDENT POSTCODE			WHERE ON THE ADDRESS/LOCATION		
TYPE OF INCIDENT		Intimidation / false imprisonment <input type="checkbox"/>		CLASSIFICATION OF ASSAILANT		
Damage to property <input type="checkbox"/> Racially motivated <input type="checkbox"/>		Verbal abuse (face to face) <input type="checkbox"/>		Staff <input type="checkbox"/>		
Physical assault <input type="checkbox"/> Threat of violence <input type="checkbox"/>		Verbal abuse (telephone) <input type="checkbox"/>		Intruder <input type="checkbox"/> Visitor <input type="checkbox"/>		
Sexually motivated <input type="checkbox"/> Written threat <input type="checkbox"/>				Customer <input type="checkbox"/> Client <input type="checkbox"/>		
				Member of public <input type="checkbox"/> Other <input type="checkbox"/>		
<p>ONLY Page 3 of this form is to be used to gather information on any member of the public following an incident of violence or abuse of any NMDDC employee.</p> <p>PAGE 3 when complete must be separated from pages 1 & 2, scanned and e-mailed to the SHE Section (marked Confidential: Violence / threat form).</p> <p>Page 3 must be then destroyed using confidential shredding waste bins.</p>						
THIS SECTION SHOULD BE COMPLETED IF THE INCIDENT RESULTED IN PHYSICAL INJURY						
WHAT WAS THE INJURY? (Cut, bruise, unconsciousness, etc.) (If verbal assault/threat; describe accurately words said):				WHAT PART/s OF THE BODY WAS INJURED? (Specify exact location e.g. left or right, upper or lower)		
Please confirm (tick) you allow Council to arrange for confidential counselling services for you: <input type="checkbox"/>						
MEDICAL TREATMENT RECEIVED/ACTION TAKEN (tick)						
None <input type="checkbox"/> First Aid <input type="checkbox"/> Returned to work <input type="checkbox"/> Sent/taken home <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Other <input type="checkbox"/> (Specify below)						
BRIEFLY DESCRIBE THE INCIDENT. Useful information includes a description of the assailant, events leading up to incident and what task or activity was being undertaken at the time. (If a more detailed report exists, please attach to this sheet)						
Who was the incident reported to:				Date/time reported		
I SUBMIT THESE DETAILS AS BEING A TRUE ACCOUNT OF THE INCIDENT						
Signed		Date		Contact phone number:		

IMPORTANT NOTE: In order to allow the Police to take legal proceedings against the person who carried out the assault or threat, the person assaulted must report the incident themselves direct to the Police without delay.

Date/time incident reported to Police by injured person: _____ / _____ Police Ref. number: _____

This side must be completed by the Line Manager

What is the current condition of the employee involved in the reported incident?	Has the Council's Counselling Services been offered to the employee? Yes / No HR Officer reported to and services requested from? Name: _____ Contact No: _____
Having spoken to the employee involved: Describe the nature of injuries:	Details of first aid provided?
What exactly happened: Leading up to the incident? During the incident? After the incident?	What conclusions have you come to as to why this incident occurred?
Were risk assessments in place at the time of the incident? Yes / <u>No</u> : If yes – which risk assessments were in place? <i>Please attach them when returning this completed form</i>	Were procedures in place at the time of the incident? Yes / <u>No</u> : If yes – which procedures were in place? <i>Please attach them when returning this completed form</i>

PAGE 3			
ONLY this page used to gather personal information on a member of the public following an incident of violence or abuse to any NMDDC Employee.			
Date of incident:		Violent Incident Ref: (from page 1)	
<div> <div>NAME / ADDRESS OF ASSAILANT:</div> <div> Name unknown <input type="checkbox"/> Address unknown <input type="checkbox"/> </div> </div>			
<div> <div>GENDER & PERCEIVED AGE BAND OF ASSAILANT:</div> <div> <div>GENDER OF ASSAILANT</div> <div>Male <input type="checkbox"/> Female <input type="checkbox"/></div> </div> <div> <div>PERCEIVED AGE BAND OF ASSAILANT</div> <div> Up to 11 <input type="checkbox"/> 12-18 <input type="checkbox"/> 19-29 <input type="checkbox"/> 30-59 <input type="checkbox"/> 60-75 <input type="checkbox"/> 75+ <input type="checkbox"/> </div> </div> </div>			
<div> <div>BRIEF DESCRIPTION OF ASSAILANT:</div> <div>Any defining features that would help identify the assailant.</div> </div>			
<div> <div>DESCRIPTION OF VEHICLE:</div> <div>Make / Colour / Registration / Other features of vehicle that would help identify the assailant.</div> </div>			
<div> <div>DESCRIPTION OF INCIDENT.</div> <div> Tick relevant category of incident: Damage to property. <input type="checkbox"/> Physical assault. <input type="checkbox"/> Sexually motivated. <input type="checkbox"/> Racially motivated. <input type="checkbox"/> Threat of violence. <input type="checkbox"/> Written threat. <input type="checkbox"/> Verbal abuse (face to face) <input type="checkbox"/> Verbal abuse (telephone) <input type="checkbox"/> Intimidation / false imprisonment. <input type="checkbox"/> </div> <div> (consider the events leading up to and including the actual incident, what task or activity was being carried out. If required, an additional sheet can be attached to this page 3). </div> </div>			
<div> <div>I SUBMIT THESE DETAILS AS BEING A TRUE ACCOUNT OF THE INCIDENT.</div> <div> Signed: _____ Date: _____ Contact phone number: _____ </div> </div>			
<div> <div>PAGE 3 when complete must be separated from pages 1 & 2, scanned and e-mailed to the SHE Section (marked Confidential: Violence / threat form).</div> <div>Page 3 must be then destroyed using confidential shredding waste bins.</div> </div>			

The purpose for the information being collected is to inform legal proceedings. The information should only be used for that purpose and should not be shared with any party outside the investigation.