

Date:

Recipient's address

Department / Unit / Person

Made-up-place
1 Fiction Road
Countrytown
Anyshire
L12 3AB

Tel: 01234 000000

Fax: 01234 000000

Email: address@nhs.net

Notification of risk of violence marker being placed on an NHS record

Dear

I am writing to you on behalf of EPUT as the Security Management Director. Working with the Local Security Management Specialist, part of my role is to protect NHS staff from abusive and violent behaviour and it is in connection with this that I am writing to you.

(Insert summary of behaviour complained of, include dates, effect on staff/services and any police/court action if known)

Behaviour such as this is unacceptable and will not be tolerated. EPUT is firmly of the view that all those who work in or provide services to the NHS have the right to do so without fear of violence, threats or abuse.

The NHS Constitution makes it clear that just as the NHS has a responsibility to NHS patients, so patients have a responsibility to treat staff with respect and in an appropriate way.

All employers have a legal obligation to inform staff of any potential risks to their health and safety. One of the ways this is done is by marking the records of individuals who have in the past behaved in a violent, threatening or abusive manner and therefore may pose a risk of similar behaviour in the future. Such a marker may also be placed to warn of risks from those associated with service users (e.g. relatives, friends, animals, etc.).

A copy of the trust policy on risk of violence markers is enclosed/can be obtained from the Trust LSMS.

I/the Violent Patient Marker Panel have carefully considered the reports of the behaviour referred to above and have decided that a risk of violence marker will be placed on your records. This information may be shared with other NHS bodies and other providers we jointly provide services with (e.g. ambulance trusts, social services and NHS pharmacies) for the purpose of their health and safety. This decision will be reviewed by the Violent Patient Marker Panel within four weeks.

This decision will be reviewed again in twelve months' time and if your behaviour gives no further cause for concern this risk marker will be removed from your records.

Any other provider we have shared this information with will be advised of our decision.

If you do not agree with the decision to place a marker on your record, and wish to submit a complaint in relation to this matter, this should be submitted in writing to:

Complaints Department

The Lodge

The Chase

Wickford

Essex SS11 7XX

Tel: 01268 407817

Tel: 01268 739717

epunft.complaints@nhs.net

Yours faithfully,

Trevor Smith

Executive Chief Finance & Resources Officer and Security Management Director