Organisation name Site or unit		FORM Violence and aggression incident record	
Document ID	WRK-FRM-003	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · WRK-FRM-003 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 2E.5

1. Purpose

Records every incident of violence or aggression against staff, from any source, on the day it happens.

2. How to complete

- Complete on the day of the incident.
- Describe what happened in facts, not opinions.
- Tick the support offered to each person affected.

3. Checks

Check	Entry
Date, time and place recorded	Yes
Source of the aggression recorded (patient, visitor, staff)	Yes
Risk assessment on arrival available	Yes or not done, and why
Help called and time recorded	Yes
Each person affected offered support	Yes

Follow-up review at one week	Date

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

No e-learning course is linked to this document yet.

Planned course: New course planned.

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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