

Equality Impact Assessment

The Council has a duty to consider the needs and requirements of the community who are affected by our policies and procedures. This checklist has been developed to ensure that relevant groups are neither directly or indirectly discriminated against in the planning and delivery of Council services in compliance with legislation and good practice.

An impact assessment is a systematic way of finding out the impact of a policy or proposed policy on different groups. Officers are required to identify the likely outcomes/impacts that may result from introducing a policy/procedure.

Examples of groups that can be disadvantaged if their specific needs are not considered are women/parents/carers, people from different ethnic minorities, people with disabilities/impairments and Welsh speakers.

How should you assess impact?

1. Identifying the objectives of your policy and how it will work
2. Examining the data and research available
3. Assessing the likely impact on equality
4. Consulting people who are likely to be affected by your policy
5. Making arrangements to monitor and review your policy and its impact
6. Publishing the results of the assessment

It is the responsibility of the Head of Service or Operational Manager responsible for each policy to ensure that an assessment has been completed for the policy identified.

The form should be completed electronically and returned to the Equalities Section :

LJBrown@valeofglamorgan.gov.uk

If you have any queries, telephone: 01446 709362

Policy/practice title: Corporate Lone Working Policy

Who is responsible for developing and implementing the policy/practice?

Name: Richard Stopgate	Job Title: Principal Health & Safety Officer
Directorate: Finance ICT, Finance & Property	Division: Occupational Health and Safety Section
Assessment Date: 09/02/2010	

1. Objectives

What are the objectives of the policy/practice being developed or reviewed?

The objectives of this Policy are to ensure:

- All lone working roles are identified throughout the Council;
- Managers, for all Lone-working roles throughout the Council, conduct risk assessments;
- Suitable and sufficient supervision, training and information is provided to all lone working employees;
- Suitable and sufficient emergency procedures are in place for all lone working activities.

2. Background data:

Who is intended to benefit from this policy/practice?	Please ✓
All residents of the Vale of Glamorgan	
Internal departments (please state): All Lone Working Staff	✓
Customers/residents in a specific geographical location	
Specific customers (age, gender, etc.) Please identify: People over 65 dementia related illnesses and resultant residential needs.	
Other Please specify:	
What research or baseline information do you have about how your service is used by various groups of people?	
Benchmarking against 'Best Practice' took place from varying sources e.g. Health and Safety Executive, Other Local Authorities, NHS etc.	

3. Gender

Will the policy/practice have a **negative impact** directly or indirectly on different genders?

Please ✓	Yes	No
Women		✓
Men		✓

Will the policy/practice have a **positive impact** directly or indirectly on different genders?

Please ✓	Yes	No
Women	✓	
Men	✓	

Please give details of the negative impact?
N/A
Please give details of the positive impact?
Specific risk assessments regarding lone working activities will identify any gender-related hazards associated with an employee carrying out their role. A careful examination of real work circumstances shows that both women and men can face significant risks at work. It is therefore important to include gender issues in workplace risk assessments. 'Mainstreaming' gender issues into risk prevention is now an objective of the European Community.
What action(s) can you take to mitigate the negative impact?
N/A
What action(s) can you take to have a more positive impact?
N/A
What supporting evidence do you have?
Monitoring incident reports will identify hazards associated with gender and ensure that suitable control measures are put in place to manage those risks.

4. Race

People from different black and minority ethnic communities may use Council services differently (for example will women from certain minority communities use the Council's swimming pool more often if same sex swimming arrangements are in place).

Will the policy/practice have a **negative impact** on the following groups?

Please ✓	Yes	No
Black and minority ethnic population		✓
Economic migrants		✓
Asylum seekers and refugees		✓

Will the policy/practice have a **positive impact** on the following groups?

Please ✓	Yes	No
Black and minority ethnic population	N/A	
Economic migrants	N/A	
Asylum seekers and refugees	N/A	

Please give details of the negative impact?
N/A
Please give details of the positive impact?
Specific risk assessments regarding lone working activities will identify any hazards associated with an employee's ethnicity.
What action(s) can you take to mitigate the negative impact?
N/A
What action(s) can you take to have a more positive impact?
N/A
What supporting evidence do you have?
The monitoring of incident reports will identify hazards associated with ethnicity and suitable control measures will be put in place to manage those risks.

5. Disability

Will the policy/practice have a **negative impact** on people with disabilities?

Disability: please ✓	Yes	No
Visually impaired		✓
Hearing impairment		✓
Physically disabled		✓
Learning disability		✓
Mental health problem		✓
Other:		

Will the policy/practice have a **positive impact** on people with disabilities e.g. will services be more accessible?

Disability: please ✓	Yes	No
Visually impaired	✓	
Hearing impairment	✓	
Physically disabled	✓	
Learning disability	✓	
Mental health problem	✓	
Other:		

Please give details of the negative impact?
N/A
Please give details of the positive impact?
Specific risk assessments regarding lone working individuals who require further workplace adjustment will identify any hazards associated with an employee carrying out their role.
What action(s) can you take to mitigate the negative impact?
N/A
What action(s) can you take to have a more positive impact?
Amend the policy to ensure it is clear that managers have a responsibility to ensure any employee who requires additional support to carryout specific lone working activities has a specific risk assessment carried out to identify any reasonable adjustments that can be made.
What supporting evidence do you have?
Auditing of departmental incident reports and risk assessments will identify cases where adjustments are needed for disabled employees.

6. Welsh language

Will the policy/practice have a **negative impact** on the Welsh language?

Please ✓	Yes	No
		✓

Will the policy/practice provide a **positive impact** on the Welsh language, in accordance with the Council's Welsh Language Scheme, e.g. translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms, etc.?

Please ✓	Yes	No
	N/A	

Please give details of the negative impact?
N/A
Please give details of the positive impact?
Specific risk assessments regarding lone working activities will identify any potential hazards associated with an employee carrying out their role and not speaking Welsh.
What action(s) can you take to mitigate the negative impact?
N/A
What action(s) can you take to have a more positive impact?
N/A
What supporting evidence do you have?
N/A

7. Age

Will the policy/practice have a **negative impact** for younger/older people?

Please ✓	Yes	No
Under 25 years		
Over 50 years		

Will the policy/practice provide a **positive impact** for younger/older people?

Please ✓	Yes	No
Under 25 years	N/A	
Over 50 years	N/A	

Please give details of the negative impact?
N/A
Please give details of the positive impact?
N/A
What action(s) can you take to mitigate the negative impact?
N/A
What action(s) can you take to have a more positive impact?
N/A
What supporting evidence do you have?
Risk assessments would identify lone working inexperienced staff who should not be put at risk if complex situations require a more experienced officer. e.g. potential conflict.

8. Religion and belief

Will the policy/practice provide a **negative impact** for people with different religions or beliefs?

Religion/belief: please ✓	Yes	No
		✓

Will the policy provide a **positive impact** for people with different religions or beliefs?

Religion/belief: please ✓	Yes	No
	N/A	

Please give details of the negative impact?
N/A
Please give details of the positive impact?
N/A
What action(s) can you take to mitigate the negative impact?
N/A
What action(s) can you take to have a more positive impact?
N/A
What supporting evidence do you have?
Risk assessments would identify any potential risks associated with religion or belief and lone working.

9. Sexual orientation

Will the policy provide a **negative impact** for gay men/lesbians/bisexuals

Sexual orientation: please ✓	Yes	No
Gay men/lesbians/bisexuals		✓

Will the policy provide a **positive impact** for gay men/lesbians/bisexuals?

Sexual orientation: please ✓	Yes	No
Gay men/lesbians/bisexuals	N/A	

Please give details of the negative impact?
Please give details of the positive impact?
What action(s) can you take to mitigate the negative impact?
What action(s) can you take to have a more positive impact?
What supporting evidence do you have?
Risk assessments would identify any potential risks associated with sexuality and lone working.

10. Consultation

What arrangements have been made to consult with:

- men/women/parents/carers
- the black and minority ethnic community (including asylum seekers, refugees, economic migrants)
- people with disabilities / impairments (sensory, physical, learning, medical etc)
- the Welsh speaking community
- other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families)

Consultation activities that have taken place (include the method of consultation e.g. focus group, survey, public meeting, citizens panel, etc.)
HR Consultation Process – Policy Review Group, Single status,
Who was consulted?
Health and Safety, Legal, Equalities, HR, Trade Unions
How have the results of the consultation been implemented?
YES

11. Monitoring

How will you monitor the impact of this policy on service users?
This Policy will be monitored through safety committees via auditing, inspections, incident and accident statistics and investigation reports. This Policy will be reviewed once every 4 years or when any significant changes occur.
What monitoring data will you collect (number of people with a disability, black and minority ethnic communities, women/men, Welsh speakers, etc.)?
Data will be collected in terms of risk assessments being completed, incidents and accidents forms, reportable injuries etc. Not in terms of equality impact.

Publication of policy

How will you publish and publicise the policy to ensure equality of access to this information (including raising awareness with minority groups, publishing information in accessible formats, etc.)?

Details:
Internal Staffnet, meta compliance, Core Brief, paper copies.

12. Further action

Any recommendations for action that you plan to take as a result of this impact assessment (listed in the sections above) should be included in your Team Plan or Departmental Service Plan.

NO

13. Completed Impact Assessments:

Email a copy of this form to the Corporate Equalities Officer. Completed forms will be published on the Council's website.

14. Authorisation

(This form should be authorised by the relevant Head of Service or Operational Manager for the department).

Approved by (name): Adrian Unsworth	Date: June 2010
Designation: Operational Manager – Human Resources	