

INITIAL EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of policy / process / service / other	Lone Working Policy	Date applicable	November 2021
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Responsible Staff Member: Gilly Ede, Health and Safety Advisor
 EIA Assessor/s: Richard Evans, Operations Manager
 Directorate: Estates and Facilities

1. FIELD / SUBJECT

Function
 Policy
 Procedure / practice
 Service
 Strategy
 Document (if joint, state with whom)

Describe the main aim, objectives and intended outcomes of the above:
 To ensure the safety of all staff undertaking lone working activities.

An initial screening should be undertaken first. This helps to identify whether there is a possibility that people might have different experiences of the function/ policy / process/ strategy compared to others.

This initial EIA simply assesses whether different groups of people who use a service are affected by the intended function / policy/ practice / strategy more, less or in a different way than other groups of people. A differential impact occurs when a particular group has been affected differently by this in either a positive or negative/adverse way.

An assessment of whether there is a differential impact will be based on two factors – quantitative monitoring data and qualitative information, including the expert opinion from the EIA assessor who is normally the manager responsible for the delivery as well as someone with a different perspective. This would ideally be one or more service users or someone related to the service. There will be times when involving someone for their technical expertise or someone with specialist knowledge will be appropriate and EIA assessors should consider this. You must assess **each** of the 9 areas separately and consider how your document in section 1 may affect people’s human rights.

2. ASSESSMENT OF POSSIBLE ADVERSE IMPACT AGAINST ANY MINORITY GROUP

	Response		If YES, please state why and the evidence used in your assessment
	Yes	No	
Could the policy / service / function / other in section 1 have a significant negative impact on equality in relation to each area below?			
1 Age		No	
2 Sex (Male and Female)		No	
3 Disability (Learning Difficulties / Physical or Sensory Disability)		Yes	It may not be possible for those with challenges to undertake all elements of lone working however, Managers are expected to make all reasonable adjustments to facilitate lone working as appropriate for all staff if the work situation requires it.
4 Race or Ethnicity		No	
5 Religion and Belief		No	
6 Sexual Orientation (gay, lesbian or heterosexual)		No	
7 Pregnancy and Maternity		No	However, managers must ensure that a pregnant worker’s risk assessment is carried out and reasonable adjustments made to ensure the safety of new and expectant mothers The risk assessment should be reviewed as the pregnancy progresses.
8 Gender Reassignment (the process of transitioning from one gender to another)		No	
9 Marriage and Civil Partnership		No	

You need to ask yourself:

- Will the policy / practice / service create any **problems** or **barriers** to any community or group? **No**
- Will any group be **excluded** because of this? **No**
- Will there be a negative impact on **community relations**? **No**

If the answer to any of these questions is YES, you must complete a **FULL** Equality Impact Assessment. Contact the Corporate Governance Administrator and refer to the EIA Policy on the intranet.

3. POSITIVE IMPACT

Could the policy / practice / service / other have a significant positive impact on equality by reducing inequalities that already exist? Explain how will it meet our duty to:		Response		If YES, please state why and the evidence used in your assessment
		Yes	No	
1	Promote equal opportunities		No	
2	Get rid of discrimination		No	
3	Get rid of harassment		No	
4	Promote good community relations		No	
5	Promote positive attitudes towards disabled people		No	
6	Encourage participation by disabled people		No	
7	Consider more favourable treatment of disabled people		No	
8	Promote and protect human rights		No	

4. SUMMARY

On the basis of the information/evidence/consideration so far, do you believe that the policy / practice / service / other will have a positive or negative adverse impact on equality?

POSITIVE			NEGATIVE			
	Medium			Nil		

Date Assessment completed: November 2021

Is a **full** Equality Impact Assessment required? **No**

COMPLETED BY

Name	Gilly Ede		
Job Title	Health and Safety Advisor		
Date	November 2021	Contact number/s mob: 07730 208 738	
Head of Service	Richard Evans, Operations Manager		

THIS EIA HAS BEEN APPROVED BY THE MANAGER / HEAD OF SERVICE

Name	Richard Evans		
Job Title	Operations Manager		
Date	November 2021	Contact number/07957 952397	