

Initial Equalities Screening Record Form

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| Date of Screening: June 2013 | Directorate: Corporate Services | Section: HR/H&S | | | |
| 1. Activity to be assessed | Lone working policy/violence and abuse at work policy | | | | |
| 2. What is the activity? | <input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change | | | | |
| 3. Is it a new or existing activity? | <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing | | | | |
| 4. Officer responsible for the screening | Pat Butler | | | | |
| 5. Who are the members of the screening team? | Pat Butler, Anna Whitworth, Andy Anderson/Doug Brady | | | | |
| 6. What is the purpose of the activity? | To provide guidelines for managers and staff which will reduce the risk of incidents, and appropriately record and respond to any incidents which may occur, involving experiencing violence or abuse at work or risks/incidents connected with lone working. | | | | |
| 7. Who is the activity designed to benefit/target? | Employees | | | | |
| Protected Characteristics | Please tick yes or no | Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. | What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data | | |
| 8. Disability Equality | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Y ✓</td> <td style="width: 50%; text-align: center;">N</td> </tr> </table> | Y ✓ | N | The risks of lone working may be higher for those who have mobility difficulties in that it may be harder to evacuate in case of fire or seek assistance with physical activities. Managers should take account of this in their risk assessments and take appropriate measures to mitigate risk or limit risky lone working. Guidance on evacuation for those with mobility difficulties is in the H&S manual and each such employee has a personal evacuation plan. | No reported cases of people being abused at work on the grounds of their disability – but any such reported cases would require the manager to suggest future actions to protect against recurrence. Any private address where such abuse was encountered would be logged on the ALERT system to warn others (guidance on intranet) and any employee being abusive on the grounds of disability would face disciplinary action. |
| Y ✓ | N | | | | |

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| 9. Racial equality | Y ✓ | N | The risks of violence/abuse which are racially motivated do exist. Employees should feel free to report racist abuse from whatever source, both on their own account and to warn others. | No reported cases of people being abused at work on grounds of their ethnicity – any such cases would be reported and the manager required to suggest future actions to reduce risk. Any private address where such abuse was encountered would be logged on ALERT to warn others. Racist behaviour by other employees would be the subject of disciplinary proceedings and any such proceedings reported additionally via Workforce Monitoring Report. |
| 10. Gender equality | Y ✓ | N | Although women may fear lone working late at night or in isolated places more than men, the risk is present to both genders and should be taken into account in assessing risk of lone working. Sexist abuse or violence against women is also a possibility Both men and women should be encouraged to report abuse etc, if not for their own sake then to warn others, so that there is no stigma to reporting abuse | No reported cases of sexist abuse/violence. Any such cases would be reported and the manager required to suggest measures to reduce risk. Sexist behaviour by other employees would be the subject of disciplinary proceedings and additionally reported via Workforce Monitoring report. |
| 11. Sexual orientation equality | Y ✓ | N | There is the potential for abuse linked to orientation or perceived orientation. No direct correlation to working alone risks. | No reported cases. Would be treated as per other forms of violence or abuse towards those of with protected characteristic. |
| 12. Gender re-assignment | Y ✓ | N | There is the potential for abuse linked to gender reassignment. No direct correlation to working alone risks | No reported cases. Would be treated as per other forms of violence/abuse. |
| 13. Age equality | Y ✓ | N | Potential for abuse linked to age. No direct correlation to working alone risks. | No reported cases. |
| 14. Religion and belief equality | Y ✓ | N | Potential for abuse linked to actual or perceived religion. No direct correlation to working alone risks. | No reported cases |

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| 15. Pregnancy and maternity equality | Y ✓ | N | Risk of lone working may be increased for pregnant workers and risk assessment should include this. Physical or verbal abuse towards a pregnant employee might have direct physical consequences due to their pregnancy. | No reported cases |
| 16. Marriage and civil partnership equality | Y ✓ | N | The marital or partnership status of an employee will not usually be apparent, so abuse is less likely. | No reported cases. |
| 17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations. | N/a | | | |
| 18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason? | The risk of adverse experiences for all protected groups is present, which is why these policies exist and why any incidents should be recorded, considered and reported for the sake of the individual concerned and others. Managers should consider special factors when assessing risk. | | | |
| 19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected? | The risk is theoretical and not supported by any specific evidence. However it is considered that if employees are theoretically more likely to encounter abuse or violence then not only should the risk be considered but the employees encouraged to report it to help prevent recurrences if at all possible. | | | |
| 20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties? | Y | N✓ | Policy should mitigate the effects of any perceived discrimination as far as it is in the employer's ability to do so. | |
| 21. What further information or data is required to better understand the impact? Where and how can that information be obtained? | Information collected from internal disciplinaries/grievances, the reporting procedures for violence/abuse and for recording discriminatory behaviour, and risks at particular locations recorded on the ALERT system. H&S confirm that none of the records on the ALERT system of violent or abusive incidents have a record of a link to a protected characteristic. | | | |
| 22. On the basis of sections 7 – 17 above is a full impact assessment required? | Y | N✓ | | |
| 23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed. | | | | |
| Action | Timescale | Person Responsible | Milestone/Success Criteria | |

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| 24. Which service, business or work plan will these actions be included in? | | | |
| 25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening? | Policies exist specifically to promote risk assessment, careful consideration of measures to reduce risk, and awareness of special vulnerabilities. The violence at work form specifically prompts people to report any discriminatory elements to an incident | | |
| 26. Chief Officers signature. | T Madden | | |