

# LONE WORKING POLICY

**Version 0.1**

**Important:** This document can only be considered valid when viewed on the CCG's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

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Name of Responsible Committee/Individual:	Hull CCG Health & Safety Group
Equality and Diversity Impact Assessment:	Attached as Appendix 2
Trade Union Representative Approval:	
Implementation Date:	24 April 2015
Review Date:	24 April 2017
Target Audience:	All Staff

**Contents**

1.	Introduction	Page 3
2.	Policy Statement	Page 3
3.	Scope	Page 4
4.	Responsibilities	
4.1	Chief Officer	Page 4
4.2	Line Managers	Page 4
4.3	Health & Safety Advisor	Page 5
4.4	All Staff	Page 5
5.	Equality & Diversity	Page 6
6.	NHS Constitution	Page 6
7.	Statutory Requirements	Page 7
8.	Points to Consider for Lone Workers	Page 7
9.	Risk Assessment	Page 8
10.	Management of Meetings/Appointments	Page 9
11.	Staff Training	Page 10
12.	Performance Standards	Page 10
13.	Measuring Performance	Page 11
14.	Monitoring Compliance and Effectiveness	Page 11
15.	Review	Page 11
16.	Appendix 1 – Advice & Guidance	Page 12

### 1. Introduction

Although there is no specific legislation relating to Lone Working, it is the statutory duty of the employer (Hull CCG) under both The Health & Safety at Work etc Act (1974) and The Management of Health & Safety at Work Regulations (1999) to take all reasonably practicable steps to reduce to a minimum the risk to their employees from lone working. Hull CCG must provide and maintain suitable risk assessments, procedures and control measures, including Personal Protective Equipment (PPE) if appropriate.

Risk assessments must be carried out in all areas of work where working alone poses an actual or potential risk to staff, including the risk of verbal or physical abuse. Risk assessments should be completed by competent persons, be recorded, reviewed and communicated to all staff who may be potentially at risk.

### 2. Policy Statement

The primary objective of this Policy is to ensure that lone workers are safe and feel secure whilst carrying out their work based activities. Hull CCG will take all reasonably practicable steps to protect staff, visitors and contractors from the hazards and risks to health and wellbeing that may be encountered in their work based activities.

This Policy provides an overview of the lone working arrangements within Hull CCG business.

For the purposes of this policy, lone working is defined as ***'any situation or location in which someone works without a colleague nearby; or when someone is working out of sight or earshot of another colleague'***. Lone working may be a constituent part of a person's job or it could occur on an infrequent basis and may include travelling for work.

This Policy makes it clear that if any time a member of staff feels unsafe they have a right:

- Not to conduct a consultation/visit (in discussion with relevant Line Management) until suitable control measures are in place
- To leave the location if they feel their own safety and security or that of others is compromised.

### 3. Scope

This policy applies to all employees of Hull CCG, any staff who are seconded to the CCG, contracted and agency staff.

This policy applies to all CCG premises whether owned or leased, and forms part of the overall risk management strategy. To this end, this policy will be circulated to representatives of tenant and contractor organisations.

### 4. Responsibilities

#### 4.1 Chief Officer

- The Chief Officer has the overall responsibility to ensure that Hull CCG complies with all relevant health and safety legislation. Specific duties include:
  - Provide reports/feedback, where appropriate, to the Health & Safety Group on all matters relating to the safety and security of lone workers.
  - Ensure that the Health and Safety Advisor works with Line Management to ensure suitable arrangements for lone workers are in place on a day to day basis.
  - Ensure that following any incidents involving lone working, a thorough investigation is undertaken.
  - Receive reports/audits of the arrangements for lone workers from the Health and Safety Advisor and ensure that, if appropriate, recommendations are acted upon and corrective actions are taken.

#### 4.2 Line Managers

- Line Managers should be the first point of contact for staff with concerns over lone working arrangements. Specific duties include:

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- Ensuring that this Policy is brought to the attention of all members of staff who are involved in lone working activities.
- Ensure that a risk assessment is completed for all activities identified within their assigned area of control which may involve lone working.
- Ensure that completed risk assessments are reviewed as required.
- Maintain local copies of all risk assessments that are relevant to the lone working activities within their area of responsibility and ensure that the assessments are available for all concerned to view, and ensure that copies of such assessments are sent to the Health & Safety Advisor.
- Ensure that the findings of risk assessments are communicated to those who may be affected by the lone working activity.
- Ensure that control measures identified by the risk assessment are put in place and acted upon.

### **4.3 The Health & Safety Advisor**

- The Health and Safety Advisor has responsibility for the ongoing monitoring of the security arrangements for lone workers. Specific duties include:
  - Review completed risk assessments to ensure that they have been completed in accordance with this Policy and provide guidance as necessary to Line Managers.
  - Audit the lone working arrangements on a regular basis and provide a report to the Director with responsibility for Health and Safety on such audits.
  - Audits of the lone working arrangements should be shared with the CCG / CSU Health and Safety Group

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- Review and update this Policy on a regular basis to ensure it meets regulatory requirements, and the requirements of Hull CCG Health and Safety Policy.

### **4.4 All Staff**

- It is the duty of all staff and any others who may be affected by the work activities of Hull CCG to comply with the findings of all risk assessments.
- Staff should make themselves aware of the potential risks and control measures in place for all activities that may involve lone working within their work routines.
  - It is also the duty of all staff to report any deficiencies within the lone working arrangements, and to cooperate in developing a safe outcome to identified deficiencies.
  - All staff involved in lone working must report any concerns to Line Management as soon as they arise and if involved in a lone working incident must report it via the DATIX system.

## **5. Equality and Diversity**

All policies require an assessment for their impact on people with protected characteristics. An Equality Impact Assessment has been undertaken for this policy and as a result of performing the analysis, it is evident that no risk of discrimination exists. This screening can be found in Appendix 2.

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

## **6. NHS Constitution**

The CCG is committed to:

- the achievement of the principles, values, rights, pledges and responsibilities detailed in the NHS Constitution, and
- ensuring they are taken account of in the production of its Policies, Procedures and Guidelines.
- This Policy supports the NHS Constitution insofar as it 'confirms a commitment to providing high-quality working environments that promote health, well-being and safety.' It also supports the pledge to 'Provide support and opportunities for staff to maintain their health, well-being and safety.'

## 7. Statutory Requirements

The main Acts and Regulations which have a bearing on lone working are:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999

Each of these statutes contains provisions which stipulate that non-compliance is a criminal offence and set out the penalties for such offences. The penalties on conviction include fines, imprisonment or both. Those with managerial responsibility within Hull CCG, as well as the corporate body, may be prosecuted.

## 8. Points to consider for Lone Workers

- There are no absolute restrictions on working alone; it will depend on the findings of a risk assessment. The broad duties of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 require that hazards of work activities are identified, risks involved are assessed and measures are put in place to avoid or reduce the risk. Risk assessment should help decide the right level of control measures required.

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- Control measures may include instruction, training, supervision, personal attack alarms, working in twos, 'buddy' systems etc. An awareness of where employees are during working hours is key to management of risks. Employers should take steps to check that control measures are applied and periodically review the risk assessment to ensure it remains suitable and sufficient.
- When risk assessment determines that it is not possible for the work to be carried out safely by a lone worker, arrangements for providing help or back-up should be put in place. When a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and control measures that should be taken. This helps the lone worker's employer to assess the risks.
- Lone workers should not be more at risk than other employees. This may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies such as fire, equipment failure, extreme weather, illness and accidents.
- Employers should identify situations where people work alone and ask questions such as:
  - Does the workplace present a special risk to the lone worker?
  - Is there safe access and egress for one person?
  - Can all the equipment, substances and goods involved in the work be safely handled by one person? Consider whether the work involves manual handling of patients or objects that are too large for one person.
  - Is there a risk of violence or aggression?
  - Are women especially at risk if they work alone?
  - Are young workers especially at risk if they work alone?
  - Is the employee medically fit and suitable to work alone?

- What happens if the employee becomes ill, has an accident or there is an emergency such as a road traffic accident?

Guidance from the Suzy Lamplugh Trust is available as Appendix 1 to this document and further information can be found at <http://www.suzylamplugh.org/personal-safety-tips>

## 9. Risk Assessment

All managers should identify the lone workers in their teams. A risk assessment should be made of the lone worker activities staff are engaged in. This should include the risks presented by the varied working environments. Lone working can also occur in an office environment when a member of staff is working alone outside normal hours.

The risk assessment should include impact factors such as:

- The environment – hazardous conditions such as dangerous steps, unhygienic conditions, poor lighting, driving or an isolated working area.
- The work activities – delivering unwelcome information or refusing an appointment.
- The increased risk of violence from others due to alcohol, drug misuse, a mental or personality disorder.
- The necessity to carry equipment and the capacity of the lone worker to handle the equipment themselves.
- Evaluation of physical capability to carry out lone working. This should include physical disabilities, temporary injuries, pregnancy, etc.
- An estimation and assessment of ‘emergency equipment’ that may be required, such as a torch, map of the local area, telephone numbers for emergencies (including the local Police and ambulance service), a first aid kit, mobile phone charger, etc.

- When working alone in a building, emergency arrangements in the event of an accident, fire, break-in, etc. will need to be considered. Using lifts out-of-hours should be avoided wherever possible.

Staff should have knowledge of the risk assessment before carrying out their duties.

## **10. Management of Meetings/Appointments**

Managers of lone workers and lone workers themselves should always ensure that colleagues are aware of their movements and appointments when away from their base, or working at their base out-of-hours.

A list of meetings/appointments should be accessible to a Line Manager or colleague.

The list of movements and appointments should include the full address of where they will be working, the details of persons with whom they will be working or visiting, telephone numbers if known and indications of how long they expect to be at those locations. Details of vehicles used by lone workers should also be available, including registration number, make, model, colour, etc.

Procedures should be in place to ensure that lone workers are in regular contact with a Line Management or a colleague, particularly if they are delayed or have to cancel an appointment.

Where there is a genuine concern, as a result of a lone worker failing to attend a visit or an arranged meeting, the Line Manager or colleagues should attempt to make contact with the lone worker. In the event of failure to make contact, the Line Manager should consider involving the Police if this is felt appropriate.

## **11. Staff Training**

All staff will be made aware of the lone worker risks identified in association with their duties and will also be made aware of risk assessments and the control measures

that are in place to control identified risks. Suitable training will be given in order for staff to comply with these control measures.

## **12. Performance Standards**

Any activity carried out within Hull CCG which may involve lone working must only be carried out after a suitable and sufficient assessment of the risks involved. The assessment must properly consider and apply the Principles of Good Practice where the elimination or substitution of the risk must be considered as the primary methods of control. Where this is not possible other adequate control measures must be applied. The Line Manager working with those who are familiar with the activity will complete the assessment.

All risk assessments must be completed on a Hull CCG Risk Assessment form. The assessor must ensure that this form correctly describes the tasks and the potential for harm. The form should be signed and dated, and include a date for review. The forms will be stored electronically and locally in paper form.

The Line Manager (Responsible Manager) and the Health and Safety Advisor must ensure that all risk assessments are reviewed at the agreed date or if any significant change has taken place which may affect the risks associated with lone working.

Where control measures are required, Line Management must ensure that staff comply with their use. The Line Manager must also ensure that all control measures, are properly maintained and procedures observed and revised as appropriate.

The Line Manager and Health and Safety Advisor must ensure that any additional information, instruction and training of employees is provided to ensure that the risks associated with lone working are adequately controlled. Records of all such provision must be kept locally along with records of maintenance of other control measures.

## **13. Measuring Performance**

All those operating within the lone worker arrangements should assess them continuously on an informal basis. Any faults, failings and potential areas for

## **Hull Clinical Commissioning Group**

improvement should be communicated to Line Management in the first instance, and then to the Health and Safety Advisor if further advice or action is required.

More formally, the arrangements will be reviewed regularly by the Health and Safety Advisor to ensure continued compliance with regulatory requirements. Reviews of the arrangements will take account of various sources of information, from individual feedback to analysis of incident statistics. Reports will be made available to the Health and Safety Committee and to the Director with responsibility for Health and Safety.

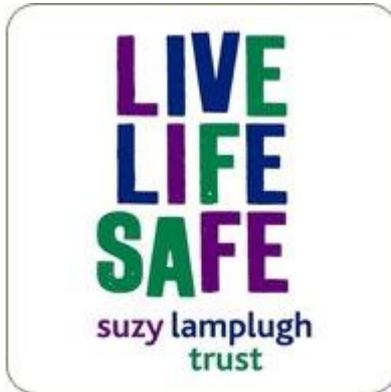
The Health and Safety Advisor will keep up to date with any changes in statutory requirements and implement them where appropriate.

### **14. Monitoring Compliance with and Effectiveness of this Policy**

Compliance with, and effectiveness of this policy will be monitored by the Health & Safety Advisor who will annually audit the premises against the risk assessments and the policy to ensure continuing compliance. Any such audit will be recorded and retained with the copy of the risk assessments. Reports will also be submitted to the Integrated Audit & Governance Committee as and when required.

### **15. Review**

This Policy will be reviewed two years from the date of implementation, except where legislation changes apply, or if there has been a significant event.



Suzy Lamplugh Trust are the pioneers of personal safety. They campaign, educate, and support people to help reduce the risk of violence and aggression for everyone.

Below are some hints and tips on personal safety both at work and at home taken from the Suzy Lamplugh Trust website.

## WORKING ALONE

**ON THE FRONTLINE** - For example receptionists, retail staff etc:

- Ensure you have a means of communicating with others.
- Some form of emergency alarm system should be in place which will enable you to summon assistance if necessary. Is it tested? Do people know how to respond?
- Make sure that any cash is kept out of sight.

## WORKING FROM HOME

- Try not to advertise that you work from home to prospective clients.
- Consider setting up a buddy system with someone so they know your plans for the day. Think about asking your 'buddy' to call you 10 minutes into any meeting with a new client to check that you are ok and feel comfortable with them. Have a predetermined code word ready in case you want to summon help.
- If clients have to come to your house, use rooms that are as professional looking as possible.
- When visiting others, conduct your own risk assessment on the door step before you enter.
  - Give some thought before you arrive as to what exit strategies you could use if you felt uncomfortable or threatened.
  - If you feel at all uncomfortable or unsure, make an excuse and leave. Trust your instincts and be mindful of the fact that you are entering someone else's territory. Your presence there may be unwanted and/or pose a threat.
  - As you enter, make a note of how the door opens and closes so that you can leave quickly, if necessary.

## **Hull Clinical Commissioning Group**

- Give the client an idea of how long the meeting will take and try to adhere to this.
  - Avoid actions or words which may appear judgemental, aggressive or an invasion of privacy or space.
- 
- It is important that a tracing system is in place that enables your employer/colleagues to know where you are and who you are with at all times.
  - Risk assessments should be carried out by your employer to identify any risks related to the people, environment or tasks involved in your job.
  - You also need to be able to make quick risk assessments yourself, which can help you decide how safe a situation is and what action you should take to avoid danger.

### **TRAVELLING FOR WORK**

#### **Public Transport**

- Obtain timetable and fare information before travelling to prevent you waiting around for long periods at bus stops or stations.
- When waiting for public transport after dark, try to wait in well-lit areas and near emergency alarms and CCTV cameras.
- If you work for an organisation that receives unwelcome attention from the public, try to hide anything that would make you identifiable as an employee of that organisation.

#### **Walking**

- Plan ahead. Before you go out, think about how you are going to get home, e.g. What time does the last bus/train leave?
- Avoid danger spots like quiet or badly-lit alleyways, subways or isolated car parks. Walk down the middle of the pavement if the street is deserted.
- Try to use well-lit, busy streets and use the route you know best.
- Try to walk against oncoming traffic to avoid kerb crawlers.
- If something or someone makes you feel uncomfortable, act upon your instinct. It may be better to move away before a problem arises.

#### **Taxis and MiniCabs**

- Ask your employer to put together a list of licensed taxi or minicab companies or contact your local council for details for such firms in your area.
- Try to carry the telephone number of a licensed taxi or minicab firm with you at all times or add a suitable booking app to your phone.

## **Hull Clinical Commissioning Group**

- When making a booking, ask for the driver and/or car details and confirm them when the cab arrives. Also ask the driver whose name the taxi/cab is booked under.
- When you are in the cab, avoid giving out any personal details.
- If the driver makes you feel uneasy for any reason, trust your instincts and ask them to stop in a busy area and let you out.
- Always book your minicab in advance. Un-booked cabs are illegal and potentially very dangerous.

### **Driving**

- Put together an emergency kit for your car. This might include an extra coat, bottle water, a torch, spare change and an emergency mobile telephone charger.
- When driving to meetings, try to plan where you will park before you go. Park as close to your destination as possible. If you will be returning after dark, consider what the area will be like then and try to park near street lights.
- When parking in a car park, consider where the entrances and exits are. Try to avoid having to walk across a lonely car park to get to your car. Park away from pillars/barriers. If you can, reverse into your space so you can drive away easily.
- When approaching your car, be aware of your surroundings; have your keys ready and check that no one is inside before entering quickly.
- If you break down, check out your surroundings and only get out of your car when and if you feel it is safe to do so.
- Road rage incidents are rare and can often be avoided by not responding to aggression from other drivers.
- If the driver of another car forces you to stop and then gets out of his/her car, stay in your car, keep the engine running and if you need to, reverse to get away.

## Equality Impact Assessment:

<b>Equality Impact Analysis:</b>	
<b>Policy / Project / Function:</b>	Lone Working Policy
<b>Date of Analysis:</b>	26/02/15
<b>This Equality Impact Analysis was completed by: (Name and Department)</b>	Helen Johnson, Health & Safety Advisor
<b>What are the aims and intended effects of this policy, project or function ?</b>	As part of Hull CCG's (the CCG) work activity, staff may be placed in situations where they are lone working. This policy outlines the procedures to be followed to ensure that those staff are not exposed to undue risk.
<b>Please list any other policies that are related to or referred to as part of this analysis</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> <li>• On-Call Policy</li> </ul>
<b>Who does the policy, project or function affect ?</b>  Please Tick ✓	<p>Employees ✓</p> <p>Service Users</p> <p>Members of the Public</p> <p>Other (List Below)</p>

**Equality Impact Analysis:**

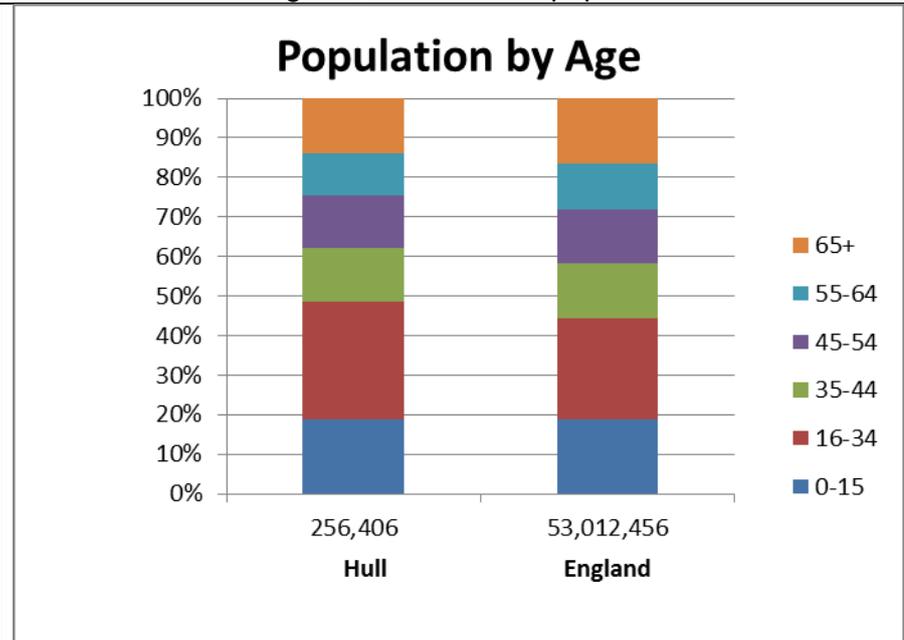
**Local Profile/Demography of the Groups affected (population figures) Relevant data can be found in the attached Knowledge Management Toolkit**

**General**

There are 57 GP practices in the Hull area which spans 7,154 hectares and, as a city, has relatively tight geographical boundaries with most of the 'leafy suburb' areas outside Hull's boundaries in East Riding of Yorkshire. As a result, Hull has a relatively high deprivation score, as measured by the Index of Multiple Deprivation 2010, with Hull ranked as the 10th most deprived local authority out of 326 (bottom 4%).

The resident population of Hull is 256,406 based on the 2011 Census data and 265,369 residents based on estimates from the local GP registration file as at October 2011. This equates to approximately 37 residents per hectare. The Joint Strategic Needs Assessment (JSNA) identifies considerable inequalities in health between Hull and England, and between populations within Hull.

**Age**



Compared to England, Hull has lower percentages of residents aged 10-19 years and 55+ years, but slightly higher percentages aged under 5, 20-34 years and 45-54 years. There is a relatively large difference between Hull and England for the age group 20-34 years, due to Hull's colleges and Universities.

There were 2,869 live births occurring to Hull residents in 2001, but this has increased steadily to 3,771 for 2010. The

## Hull Clinical Commissioning Group

	<p>number of deaths occurring to Hull residents has decreased from 2,571 to 2,310 between 2001 and 2010. ONS estimated the resident population to be 243,596 in 2001 compared to 260,424 residents based on the GP registration file, with the difference between these estimates narrowing over time. So, whilst it is difficult to quantify the exact increase in Hull's population, it has increased over recent years. Between 2010 and 2030, ONS estimate that Hull's population will increase from 266,100 to 311,900 residents, an increase of 17%.</p> <p>The figure above shows the population of Hull (2011 Census Data).</p>		
<p><b>Race</b></p>	<p>The percentage of the population from Black and Minority Ethnic (BME) groups has increased substantially since 2001. For the 2001 Census, it was estimated that 3.3% of Hull's population was not White British or White Irish, whereas Census data shows that this figure increased to 10.2% for 2011. There is no single BME group in Hull with much higher percentages compared to other groups. The 2011 census data shows:</p> <p>White British - 89.7%          White Other - 4.4%          Mixed - 1.3%          Asian - 2.5%          Black - 1.2%          Other - 0.8%</p>		
<p><b>Sex</b></p>	<p>The gender split in Hull is approximately 50.1% men and 49.9% women. For 2008-2010, life expectancy in Hull was 75.7 years for men and 80.2 years for women compared to 78.6 years and 82.6 years for men and women respectively in England.</p>		
<p><b>Gender reassignment</b></p>	<p>No local information provided.</p>		
<p><b>Disability</b></p>	<p>According to the 2011 Census, it is estimated that approximately 19.7% of the Hull population lives with a long term health problem or disability compared with 17.6% for England. This information can be broken down further (Source: Projecting Older People Population Information System and Projecting Adult Needs and Service Information) to include learning disabilities, physical disabilities, hearing impairments and visual impairments, as follows:</p> <table border="1" data-bbox="507 1823 1402 1883"> <tr> <td data-bbox="507 1823 1248 1883"><b>2012 Estimates</b></td> <td data-bbox="1248 1823 1402 1883"><b>Hull</b></td> </tr> </table>	<b>2012 Estimates</b>	<b>Hull</b>
<b>2012 Estimates</b>	<b>Hull</b>		

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	Learning Disability (Age 18 – 64)	4,078																				
	Learning Disability (Age 65 and over)	762																				
	Physical Disability – Moderate (Age 18 – 64)	12,222																				
	Physical Disability – Serious (Age 18 – 64)	3,491																				
	Visual Impairment (Age 18 – 64)	108																				
	Visual Impairment (Age 65 and over)	3,263																				
	Hearing Impairment – Moderate or Severe (Age 18 – 64)	5,765																				
	Hearing Impairment – Moderate or Severe (Age 65 and over)	15,707																				
	Hearing Impairment – Profound (Age 18 – 64)	49																				
	Hearing Impairment – Profound (Age 65 and over)	402																				
<b>Sexual Orientation</b>	There are no local statistics for how many Lesbian, Gay or Bisexual (LGB) people live within Hull however, nationally, the Government estimates that 5% of the population are lesbian, gay, bi and transgender communities.																					
<b>Religion, faith and belief</b>	<p>According to the 2011 Census, 54.9% of the population have identified themselves as Christian and 3.1% of the population is made up of other religions. The remainder of the population did not state anything (7.2%) or stated 'no religion' (34.8%).</p> <table border="1"> <thead> <tr> <th>Religion</th> <th>2011</th> </tr> </thead> <tbody> <tr> <td>Christian</td> <td>54.9%</td> </tr> <tr> <td>Buddhist</td> <td>0.3%</td> </tr> <tr> <td>Hindu</td> <td>0.2%</td> </tr> <tr> <td>Jewish</td> <td>0.1%</td> </tr> <tr> <td>Muslim</td> <td>2.1%</td> </tr> <tr> <td>Sikh</td> <td>0.1%</td> </tr> <tr> <td>Other Religion</td> <td>0.3%</td> </tr> <tr> <td>No Religion</td> <td>34.8%</td> </tr> <tr> <td>Religion Not Stated</td> <td>7.2%</td> </tr> </tbody> </table>		Religion	2011	Christian	54.9%	Buddhist	0.3%	Hindu	0.2%	Jewish	0.1%	Muslim	2.1%	Sikh	0.1%	Other Religion	0.3%	No Religion	34.8%	Religion Not Stated	7.2%
Religion	2011																					
Christian	54.9%																					
Buddhist	0.3%																					
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Jewish	0.1%																					
Muslim	2.1%																					
Sikh	0.1%																					
Other Religion	0.3%																					
No Religion	34.8%																					
Religion Not Stated	7.2%																					

<b>Marriage and civil partnership</b>	This protected characteristic generally only applies in the workplace. Data from the Office of National Statistics covering the period 2008-2010 indicates that there were 18,049 Civil Partnerships in England and Wales during this three-year period – 52% men and 48% women.
<b>Pregnancy and maternity</b>	There were 2,869 live births occurring to Hull residents in 2001, but this has increased steadily to 3,771 for 2010.

### Equality Impact Analysis:

<p><b>Is any Equality Data available relating to the use or implementation of this policy, project or function ?</b></p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as ‘<i>Equality Groups</i>’.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> <li>1: Application success rates</li> <li>2: Complaints by <i>Equality Groups</i></li> <li>3: Service usage and withdrawal of services by <i>Equality Groups</i></li> <li>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></li> </ol>	<p>Yes employee data has been used to support the monitoring of the impact of this policy in the future. The employee data is not included due to the low number of CCG employees and concern around anonymity.</p> <p>No <input data-bbox="1150 1050 1249 1122" type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p><b>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</b></p>	<p>Consultation has taken place both locally and nationally with Trade Unions and staff</p> <ul style="list-style-type: none"> <li>• SLT</li> <li>• CCG Employees</li> <li>• JTUPF Sub group</li> <li>• JTUPF</li> <li>• Governing Body (approval)</li> </ul>

<p><b>Promoting Inclusivity</b> How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This Policy does not directly promote inclusivity, but provides a framework to meet on-call requirements for the organisation</p>

### Equality Impact Assessment Test:

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
<b>Gender</b> (Men and Women)	✓			Considered – neutral impact; the policy does specifically ask line managers to consider women working alone as part of the risk assessment.
<b>Race</b> (All Racial Groups)	✓			As the policy is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy. However this potential impact is minimised due to the development of the ‘portal’ facilities detailed in the action plan and an expectation that employees should be able to comprehend all policy documents.
<b>Disability</b> (Mental and Physical)	✓			Considered – neutral impact Lone Working arrangements might have an adverse impact on those with disabilities as they may find they require special arrangements however the policy provides for risk assessment to identify such circumstances and make appropriate arrangements
<b>Religion or Belief</b>	✓			Considered – neutral impact Lone working arrangements might have an adverse impact on those with religious beliefs however this is considered as part of the risk assessment process and appropriate arrangements will be made.

<b>Sexual Orientation (Heterosexual, Homosexual and Bisexual)</b>	✓			Considered – neutral impact
<b>Pregnancy and Maternity</b>	✓			Lone Working arrangements might have an adverse impact on those employees who are pregnant, however the risk assessment process will identify any specific risks and appropriate arrangements will be made
<b>Transgender</b>	✓			Considered – neutral impact
<b>Marital Status</b>	✓			Considered – neutral impact
<b>Age</b>	✓			Considered – neutral impact

## Hull Clinical Commissioning Group

### Action Planning:

**As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?**

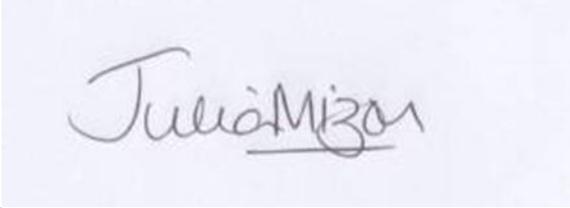
Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
As the policy is written in English there is a potential impact on employees whose first language is not English and therefore may struggle reading the policy.	The CCGs Communication Team has developed the 'portal' to signpost individuals to alternative formats. As of January 15 there have been no requests for information in alternative formats, however this will be monitored.	CCG Communications	April 2016	Next policy review

## Equality Impact Findings:

<b>Analysis Rating:</b>	Amber - As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.
<b>Red – Stop and remove the policy</b>	<b>Red:</b> As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.
<b>Red Amber – Continue the policy</b>	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.
<b>Amber – Adjust the Policy</b>	As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.
<b>Green – No major change</b>	As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.



<b>Brief Summary/Further comments</b>	<p>As a result of performing the analysis, the policy could have an adverse impact on CCG employees with protected characteristics, however a process of risk assessment exists which will ensure implementation of appropriate control measures.</p>
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<b>Signatures</b>	
<b>Other Comments</b>	<p>As a result of performing the analysis, the policy could have an adverse impact on CCG employees with protected characteristics, however a process of risk assessment exists which will ensure implementation of appropriate control measures.</p>
<b>Confirmed by (manager): (Name and Title)</b>	
<b>Date:</b>	<p>17.03.15</p>

