

Glasgow Kelvin College

Equality Impact Assessment

Lone Working Policy – 2021



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Practitioners conducting assessment		
Name	Designation	Date
Geoff Lawson	Health & Safety Manager	18.11.21
Doreen Shiels	Director of HR	19.11.21

Step 1 – Identification and Scope

Brief description of the decision, policy *or* practice being assessed

Glasgow Kelvin College is committed to taking all reasonable precautions to secure the health and safety of those carrying out work activities and will ensure, so far as is reasonably practicable, that employees, contractors and anyone else required to work alone or unsupervised for any period of time are protected from risks to their health and safety.

Aims of the decision, policy or practice?

This policy has been developed to protect employees and others required to work alone or unsupervised, so far as is reasonably practicable, by controlling the foreseeable risks they may be exposed to. It aims to provide managers and staff with guidance and advice in addition to the training provided.

Who is affected by the decision, policy or practice?

- Students
- Staff
- Members of the public/Stakeholders

Step 2 – Research and Consultation

Outline evidence / research

The Health and Safety at Work Act 1974 etc.
The Management of Health and Safety at Work Regulations 1999
BS OHSAS 18001 Occupational Health and Safety Management
Accident / Incident statistics (Age/Gender)
HSE - Health and safety guidance on the risks of lone working
HSE – Lone Workers
Health Working Lives – Lone Working
TUC – Lone Working – A Guide for Safety Representatives

What consultation has been undertaken on this policy or practices, including consultation with those affected?

Senior Management
Human Resources
Trades Unions
Safety Representatives
HSE
Managers
Staff
F and R Committee – 30.11.18

Research Key Findings

The circumstances of accident/incident reports are confidential; however, the College can confirm that from the data and review there were no equality issues evident in any of the issues which were reported during the timeframe.

The College has a Zero Tolerance approach and incidents are managed through the appropriate staff and student policies.

The College has launched a Report and Support Platform which enables staff (and students) to report incidents of inappropriate behaviour. This system will be incorporated into GKC policies and practices. Online modules for staff are in place including, Personal Travel Safety, Risk Assessment, Home Workers and Mobile Worker Safety Awareness. A risk assessment process is in place for pregnant workers.

Is there any evidence that different groups have, or may have, different needs, experiences and priorities in relation to this policy or practice?

Protected Characteristic	Yes (+ or -)	Potentially (+ or -)	Neutral (no impact)	Not known
Age			X	
Disability		X		
Gender		X		
Gender reassignment				X
Marriage and Civil partnership			X	
Pregnancy and Maternity		X		
Racial group			X	
Religion or belief			X	
Sexual orientation			X	

Step 3 – Assessing the Impact

What impact could the proposal have on people who share protected characteristics (positive, negative and/or neutral?) Please provide details below.

Protected Characteristic	Likely Impact – state why impact is positive, negative and/or neutral
Age	No impact. A generic health and safety risk assessment for each faculty and departmental area.
Disability	Potentially an impact for Lone Working as emergency evacuation provisions would need to be reviewed and adapted or working areas specifically defined to allow for solo evacuation. A PEEP system is in place for staff (and students) which is arranged and agreed with the line manager.
Gender	No impact. A generic health and safety risk assessment for each faculty and departmental area.
Gender reassignment	There is insufficient evidence to assess the impact. No impact. A generic health and safety risk assessment for each faculty and departmental area.
Marriage and Civil partnership	No impact. A generic health and safety risk assessment for each faculty and departmental area.
Pregnancy and Maternity	Potentially an impact for Lone Working as emergency evacuation provisions would need to be reviewed and adapted or working areas specifically defined to allow for solo evacuation. A PEEP system is in place for staff (and students) which is arranged and agreed with the line

	manager. In addition a Pregnancy Risk Assessment is undertaken by the Health and Safety Manager.
Racial group	No impact. A generic health and safety risk assessment for each faculty and departmental area.
Religion or belief	No impact. A generic health and safety risk assessment for each faculty and departmental area.
Sexual orientation	No impact. A generic health and safety risk assessment for each faculty and departmental area.

Step 4 – Taking Action

Detail the actions you would take to remove or minimise any actual or potential negative impacts identified, and to build positive impacts.

PEEP considerations are reviewed or adapted to enable disabled and pregnant staff to conduct lone working by the staff member and manager. A pregnancy risk assessment is in place and a generic health and safety risk assessment for each faculty and departmental area.

Staff undertaking lone working will be provided with additional safety awareness training and provided with equipment (such as mobile phone). Appropriate measures are in place to ensure the safety of staff such as panic buttons at each reception area on campus.

Managers and staff issued with pointers and checklist.

Step 5 – Monitoring and Evaluation

Identify how this policy will be monitored and any areas of concern reported.

Incident statistics are reviewed annually by the Health and Safety Committee, SMT and the Board of Management to assess impact on lone workers and appropriate steps taken where required. Reports made through Report and Support are monitored and reported.

Please present your EIA with recommendations for endorsement. All EIAs will be published on the Portal and added to the current record of EIAs.

Step 6 – Approval

Identify outcome

A. Proceed –	
<ul style="list-style-type: none"> • no potential identified for discrimination or adverse impact, and: • all opportunities to advance equality have been taken. 	yes
B. Proceed with adjustments to:	

<ul style="list-style-type: none"> • remove barriers identified or • better advance equality. 	
C. Stop and rethink as actual <i>or</i> potential unlawful discrimination has been identified.	

Approved	Yes
*Not Approved and Requires Further Information	

**Please add Comments*

Person(s) responsible

Name	Designation	Date
Monica McKerlie	Head of Student Support Services	22.11.21

Central Monitoring

Once your EIA is complete:

1. add it to the EIA monitor on the Equalities Section of the Intranet
2. In Col A. Insert Title **and** Hyperlink Doc

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management.

Appendix

Equality Act General Duty requires colleges to have **due regard** to the need to:

1. **Eliminate**
 - a) discrimination,
 - b) harassment,
 - c) victimization; or
 - d) any other prohibited conduct

2. **Advance** equality of opportunity by
 - a) removing or minimising disadvantage
 - b) meeting the needs of particular groups that are different from the needs of others
 - c) encouraging participation in public life

3. **Foster** good relations – tackle prejudice, promote understanding

Protected Characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in employment, not to students)
5. Pregnancy And Maternity
6. Race
7. Religion Or Belief
8. Sex/ Gender
9. Sexual Orientation.