Housing Executive: Policy Screening

Part 1 - Policy Scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy writer work through the screening process on a step by step basis.

Name of the policy

Management of Lone Working Policy

Information about the policy (General Context Statement)

This policy is designed to alert staff to the hazards and risks presented by lone working, to identify the responsibilities for relevant persons, to provide advice and guidance to managers and to describe procedures which will minimise such risks.

This policy outlines the general principles to be adopted by staff with regard to safe working practices for lone workers.

Is this an existing, revised or a new policy?

(Please mark an 'X' where appropriate)

Existing	Revised	New
	X	

What is it trying to achieve? (Intended Aims/Outcomes)

•	To safeguard the Health, Safety & Welfare of staff.

•	To provide information and best practice guidance to educate staff on how to work alone safely.

•	To establish arrangements for lone working to ensure each department knows the whereabouts of the lone worker, what he/she is doing, when they are due to return to their base or home on completion of a task, including arrangements for out of hours and will implement the agreed emergency response when required.

Are there any Section 75 categories which might be expected to benefit from the intended policy?

If so, explain how.

This policy is aimed at all staff and is based on the premise that all lone working situations should be subject to a risk assessment. This approach acknowledges that staff are different and may require adjustments to the risk assessment and any subsequent actions or controls. This could for example be the approach for a young female member of staff or a member of staff with physical or sensory

impairments. In this way all forms of difference are accommodated within the policy and any actions are tailored to meet the needs as set out by the risk assessment.

Who initiated or wrote the policy?
Lynn Keightley

Who owns and who implements the policy?
Karen Cunningham, Assistant Director, Health & Safety Services

Implementation factors

	Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? **If yes, are they:** **(Please mark an 'X' where appropriate)**	
	Financial
X	Legislative Health & Safety at Work Order (NI) 1978 and the Management of Health & Safety at Work Regulations (NI) 2000.
	Other (Please Specify) :

Main stakeholders affected

	Who are the internal and external stakeholders (actual or potential) that the policy will impact upon? **(Please mark an 'X' where appropriate and detail as necessary)**
X	Staff
	Service Users, Customers
	Other Public Sector Organisations
	Voluntary/Community/Trade Unions
	Other (Please Specify) :

Other policies with a bearing on this policy
What are they?

All main HR policies and all Health & Safety policies.

Who owns them?

HR and Health & Safety Services

Available evidence

Evidence to help inform the screening process may take many forms. Policy Writers should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories that evidence is required for.

Section 75 category	Details of evidence/information
Religious belief	Liaison with Grants Manager, Patch Managers, Maintenance Officer, Area Manager, Survey Team Leader, Building Surveyor, Managers of Caretakers, Concierge, Hostel Assistants and other Housing Associations.
Political opinion	
Racial group	Reported violent and aggressive incidents.
Age	INDG73 – Health and Safety Guidance on the Risks of Lone Working: http://www.hse.gov.uk/pubns/indg73.pdf
Marital status	
Sexual orientation	https://www.suzylamplugh.org/Pages/FAQs/Category/personal-safety
Men and women	Staff data and section 75 analysis of staff data.
Disability	
Dependants	

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories that are affected.

Section 75 category	Details of needs/experiences/priorities
Religious belief	Staff in the Housing Executive are different in many ways including religion and faith, age, gender, sexual orientation, and racial background. Some may have disabilities and or significant caring responsibilities. Our Section 75 staff data gives us some insight into this.
Political opinion	
Racial group	
Age	However we recognise that lone working can present risks and challenges which can vary and change. Therefore our approach states that each situation will be assessed and any difference where relevant, associated with the staff member will be appropriately considered in that assessment.
Marital status	
Sexual orientation	

Section 75 category	Details of needs/experiences/priorities
Men and women	
Disability	
Dependants	

Part 2 - Screening questions

Please see guidance below for further information

Screening questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none		
Section 75 category	**Details of policy impact**	**Level of impact? minor/major/none**
Religious belief	Equality and Diversity are central components of policy making. It is the Housing Executive's approach to build equality into policy performance management by making it a standard item on performance management agenda. This will acknowledge the continuous duty element of section 75 but also act as an aide memoire to managers to ensure they are thinking about equality when monitoring the performance of the Lone Worker policy.

Religion of staff, racial background, disability, gender etc. can at times be relevant to lone worker situations but these will be given careful consideration when planning jobs. | None |
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women		
Disability		
Dependants		

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	**If Yes, provide details**	**If No, provide reasons**
Religious belief	The risk assessment approach ensures that all differences and opportunities to accommodate equality issues are addressed adequately.	
Political opinion		
Racial group		
Age		

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Marital status		
Sexual orientation		
Men and women		
Disability		
Dependants		

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none		
Good relations category	Details of policy impact	Level of impact minor/major/none
Religious belief	There are no Good Relations aspects to this policy.	None
Political opinion		
Racial group		

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If Yes, provide details	If No, provide reasons
Religious belief	There are no Good Relations aspects to this policy.	None
Political opinion		
Racial group		

Additional considerations

Multiple Identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?

(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

There are no Multiple identity aspects to this policy.

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

Disability Duties:

1. Does this policy affect (or have the potential to affect) disabled people? (Please mark an 'X' where appropriate)

Yes	No
X	

2. If yes, how does this policy pay due regard to the promotion of positive attitudes towards disabled people?

The policy is designed to address disability within the risk assessment process.

3. If yes, does this policy provide any opportunity for the engagement of, or participation of any stakeholder representatives? e.g. Housing Community network. (Please mark an 'X' where appropriate)

Yes	No
	X

4. If yes, what efforts have been made to encourage the participation of disabled people?

N/A

Human Rights:

The Screening Team must consider the Human Rights "Convention Checklist" set out below. The Screening Team must be satisfied that the policy does not interfere (unless justified by a legitimate, necessary and/or proportionate aim) with any of the rights listed. On occasion, the Screening Team may require legal advice to assure the Board/CXBC of adequate consideration of Human Rights.

There are no Human Rights issues with this policy.

Additional Human Rights Conventions:

There are many international instruments that the UK Government have made commitments to progressively realise. Some of these impact on housing policy and it is important that when we make policy that we can assure the Board that cognisance of these instruments has been observed. This is particularly important where policies affect or have the potential to affect children and young people and disabled people. The Screening Team may wish to seek additional legal advice or views of representative groups.

Monitoring:

How will this policy be monitored for equality impacts in accordance with the Housing Executive's Equality Scheme?*

This policy will be reviewed every 3 years and will be sent to the Equality Unit for review as part of the Screening process.

*Guidance available from the Equality Monitoring Officer, Equality Unit.

Part 3 - Screening Team decision

Does this policy require an equality impact assessment? (Please mark an 'X' where appropriate)

Yes	No
	X

Reasons for the decision:

An EQIA is not required. This policy is aimed at providing guidance for safe working practices for lone workers. The risk assessment approach to lone working as highlighted in Part 2 of the screening ensures that all differences and opportunities to accommodate equality issues are addressed adequately.

Part 4 - Approval and authorisation

Screened by: (Please insert name below)	Position/Job Title	Date
Lynn Keightley	Assistant Health & Safety Manager (Projects/Contracts)	14/11/22
Lee Duffin	Equality & Safeguarding Manager	14/11/22
Approved by:		
John McCullagh	Health and Safety Manager	18/11/22