

Policy/Procedure/Strategy: Lone Working Policy
 Review Due: 01/03/2022
 Date of Assessment: 29/03/2017

Author/Owner: Ailsa Close
 Department/Section: Health and Safety

Signature: John McLuckie
 Date: 29/03/2017

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

Argyll College UHI acknowledges that there may be an increased risk to the health and safety of its employees, students, visitors and contractors when working alone. Suitable risk assessments should be carried out to identify the risks to lone workers and safe working arrangements shall be introduced to minimise the risks as far as is reasonably practicable. Those who may be at risk shall be provided with information, equipment and training as appropriate in order to minimise the risks when working remotely from colleagues and or outside of normal working hours.

- New
 Revised
 Existing

Who will be affected?	Who will be consulted?	Evidence available:
College staff, students, visitors and contractors	College staff	Qualitative – Argyll College UHI Lone Working Policy, Argyll College Driving at Work Policy, Health and Safety at Work etc Act (1974), Management of Health and Safety at Work Regulations (1999). Anecdotal – Staff views on the policy.

Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	N	P, N	N/I	N/I	N	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Promoting Good Relations	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I

Step 3

Action to be taken

- Potential equalities impact relating to age, disability and pregnancy/maternity regarding responses to, and actions resulting from, the medical questionnaire used to risk assess staff travelling alone.
- Review of equality impact assessment whenever this policy, related college policies or associated legislation is updated or revised.
- Ongoing monitoring of compliance to ensure no protected group is discriminated against when dealing with issues relating to lone working.

Summary of EIA Outcome – please tick

- No further action to be carried out
 Amendments or changes to be made
 Proceed with awareness of adverse impact
 Abandon process – Stop and Rethink

Please forward completed EIA forms to the Equality & Diversity Committee