

Reference Number: UHB 034 Version Number: 3	Date of Next Review: 25 April 2020 Previous Trust/LHB Reference Number: 175
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LONE WORKER POLICY

Policy Statement

To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently we will ensure, so far as is reasonably practicable, that staff and others who are required to work alone or unsupervised for significant periods of time are protected from risk to their health and safety. Measures will also be adopted to protect anyone else affected by lone working.

The aim of this policy is to provide a structure for the management of staff who undertake lone working. Lone working exposes staff and others to certain hazards. The intention is, where practicable, to entirely remove the risk from these hazards or, where complete elimination is not practicable, to reduce the risk to an acceptable level.

Policy Commitment

Lone working exposes staff and others to certain hazards. The intention is, where practicable, to entirely remove the risk from these hazards or, where complete elimination is not practicable, to reduce the risk to an acceptable level.

The Health Board is committed to ensure the safety of lone workers or staff who work alone, by minimising the risks that they face and putting in place appropriate measures to improve their safety.

Supporting Procedures and Written Control Documents

This Policy is supported by the following documents:

- Health and Safety Policy
- Lone Worker Procedure
- Violence & Aggression (Personal Safety) Policy
- Incident Hazard and Near Miss Reporting Policy
- Security Policy
- Violent Warning Marker Procedure
- Dealing with Visitors who are Violent/Abusive or Vexatious Procedure
- Care of Adult Patients with Capacity who are Violent or Abusive Procedure

Scope

This policy includes all people acting as lone workers, working or acting directly or indirectly, for or on behalf of, the UHB including those with honorary contracts.

Document Title: Lone Worker Policy	2 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

Equality and Health Impact Assessment	An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be a no impact.
Policy Approved by	Health and Safety Committee
Group with authority to approve procedures written to explain how this policy will be implemented	Operational Health and Safety Group
Accountable Executive or Clinical Board Director	Director of Corporate Governance
<p><u>Disclaimer</u></p> <p>If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate.</p>	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	January 2011	March 2011	Reviewed and updated Supersedes previous Trust document ref no: 175
2	January 2014	January 2014	Reviewed and updated in line with departmental and reporting structure changes
3	March 2017	08/09/2017	Reviewed and updated in line with departmental and reporting structure changes

Equality & Health Impact Assessment for

LONE WORKER POLICY

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	N/A
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	
3.	Objectives of strategy/ policy/ plan/ procedure/ service	To ensure the safety of lone workers or staff who work alone, by minimising the risks that they face and putting in place appropriate measures to improve their safety.
4.	Evidence and background information considered. For example <ul style="list-style-type: none">• population data• staff and service users data, as applicable• needs assessment• engagement and involvement findings	All UHB Staff that have lone working in the Job role

Document Title: Lone Worker Policy	4 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

	<ul style="list-style-type: none"> • research • good practice guidelines • participant knowledge • list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages <p>Population pyramids are available from Public Health Wales Observatory¹ and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need².</p>	
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	All UHB Staff Lone Working

¹ <http://nww2.nphs.wales.nhs.uk:8080/PubHObservatoryProjDocs.nsf>

² <http://www.cardiffandvaleuhb.wales.nhs.uk/the-challenges-we-face>

Document Title: Lone Worker Policy	5 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
6.1 Age For most purposes, the main categories are: <ul style="list-style-type: none"> • under 18; • between 18 and 65; and • over 65 	N/A	N/A	
6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	N/A	N/A	

Document Title: Lone Worker Policy	6 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

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<p>6.3 People of different genders: Consider men, women, people undergoing gender reassignment</p> <p>NB Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender</p>	N/A	N/A	
<p>6.4 People who are married or who have a civil partner.</p>	N/A	N/A	

Document Title: Lone Worker Policy	7 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

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6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding. They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	N/A	N/A	
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	N/A	N/A	
6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a	N/A	N/A	

Document Title: Lone Worker Policy	8 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
religious or philosophical belief			
6.8 People who are attracted to other people of: <ul style="list-style-type: none"> • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual) 	N/A	N/A	
6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design Well-being Goal – A Wales of vibrant culture and thriving Welsh language			

Document Title: Lone Worker Policy	9 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

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<p>6.10 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health</p>	N/A	N/A	
<p>6.11 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities</p>	N/A	N/A	
<p>6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</p>			

Document Title: Lone Worker Policy	10 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>7.1 People being able to access the service offered: Consider access for those living in areas of deprivation and/or those experiencing health inequalities</p> <p>Well-being Goal - A more equal Wales</p>			
<p>7.2 People being able to improve /maintain healthy lifestyles: Consider the impact on healthy lifestyles, including healthy eating, being active,</p>			

Document Title: Lone Worker Policy	11 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation services, weight management services etc</p> <p>Well-being Goal – A healthier Wales</p>			
<p>7.3 People in terms of their income and employment status: Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels,</p>	N/A	N/A	

Document Title: Lone Worker Policy	12 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

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job security, working conditions Well-being Goal – A prosperous Wales			
7.4 People in terms of their use of the physical environment: Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces	N/A	N/A	

Document Title: Lone Worker Policy	13 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
Well-being Goal – A resilient Wales			
<p>7.5 People in terms of social and community influences on their health: Consider the impact on family organisation and roles; social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos</p> <p>Well-being Goal – A Wales of cohesive communities</p>	N/A	N/A	

Document Title: Lone Worker Policy	14 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

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<p>7.6 People in terms of macro-economic, environmental and sustainability factors: Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate</p> <p>Well-being Goal – A globally responsible Wales</p>	N/A		

Document Title: Lone Worker Policy	15 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

Please answer question 8.1 following the completion of the EHIA and complete the action plan

8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service	
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Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
8.2 What are the key actions identified as a result of completing the EHIA?	No Actions			

Document Title: Lone Worker Policy	16 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p>8.3Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required?</p> <p>This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?</p>	N/A			

Document Title: Lone Worker Policy	17 of 18	Approval Date: 25/04/2017
Reference Number: UHB 034		Next Review Date: 25/04/2020
Version Number: 3		Date of Publication: 08/09/2017
Approved By: Health and Safety Committee		

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p>8.4 What are the next steps?</p> <p>Some suggestions:-</p> <ul style="list-style-type: none"> • Decide whether the strategy, policy, plan, procedure and/or service proposal: <ul style="list-style-type: none"> ○ continues unchanged as there are no significant negative impacts ○ adjusts to account for the negative impacts ○ continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so) ○ stops. • Have your strategy, policy, plan, procedure and/or service proposal approved • Publish your report of this impact assessment • Monitor and review 	No			

