

## Appendix D

### Equality Impact Assessment – Screening Form

#### Section 1: Proposal details

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| <b>Service:</b> Human Resources  | <b>Person undertaking the assessment:</b> Sarah Haig Pincay |
| <b>Policy being assessed:</b> Violence and Aggression at work guidance   | <b>Job Title:</b> HR Policy Manager                         |
|  | <b>Contact details:</b> Sarah.Haig@Cambridgeshire.gov.uk    |
| <b>Date commenced:</b> 02/09/2021  | <b>Date completed:</b>                                      |
| <p><b>Key service delivery objectives</b></p> <p>The purpose of the violence and aggression at work guidance is to:</p> <ul style="list-style-type: none"> <li>• Summarise the steps to preventing violence and aggression at work and sign posting relevant training and policy information.</li> <li>• Detail what an employee should do if they experience violence and aggression at work</li> <li>• Outline the support that is available to employees if they have experienced violence and aggression at work.</li> </ul>   |   |
| <p><b>Key service outcomes:</b></p> <ul style="list-style-type: none"> <li>• Information on violence and aggression is summarised in a central guidance document so that it is easy to navigate/in a user-friendly format.</li> <li>• Employees are aware of how violence at work can be prevented</li> <li>• Appropriate risk assessments and control measures are in place to keep employees safe</li> <li>• Employees have the appropriate training in this area</li> <li>• There is a clear process to follow if an incident occurs</li> <li>• Employees are well supported following any incident</li> <li>• Processes are revisited following any incident so that they can be improved.</li> </ul>  |   |
| <p><b>What is the proposal?</b></p> <p>Summarise our approach to preventing and responding to violence and aggression at work in a central guidance document. This will cover the following areas:</p> <ul style="list-style-type: none"> <li>• Defining unacceptable Behaviours</li> <li>• Outlining preventative measures</li> <li>• Detailing the steps to follow when preparing to meet a high-risk individual</li> <li>• Guidance that applies during a meeting or visit</li> <li>• What to do if an incident occurs (in a planned meeting or unexpectedly)</li> <li>• How to report an incident</li> <li>• Information on how incidents are investigated</li> <li>• Guidance on reporting to the police</li> <li>• How we support employees following an incident</li> <li>• Information on what an employee should do if they receive an abusive or offensive email, phone call or social media message.</li> </ul> |   |

**What information did you use to assess who would be affected by this proposal?**

Reviewed existing sources of guidance on violence and aggression in the work place e.g. lone working policy, customer handling policy.  
 Attending the personal safety training undertaken by the Health and Safety team.  
 Meeting with representatives of services where employees have experienced violence and aggression.  
 Input from property, health and safety and customer service colleagues.

**Are there any gaps in the information you used to assess who would be affected by this proposal?**

We are only aware of incidents of violence and aggression that has been reported via corporate incident reporting system. There are potentially incidents of violence and aggression that have been dealt with locally by line managers that are not recorded centrally. The incident reporting system does not capture if an incident is related to discrimination in a way that can be reported on (this detail would be in the notes of an incident).

**Who will be affected by this proposal?**

The violence at work guidance is relevant to all employees in the organisation particularly those that have contact with members of the public/service users/customers. The guidance is particularly relevant to employees that are dealing with challenging situations.

**Section 2: Identifying impacts on specific minority/disadvantaged groups**

| Scope of this Equality Impact Assessment   |                          |                                 |                          |
|--|--------------------------|---------------------------------|--------------------------|
| <i>Check box if group could foreseeably be at risk of negative impact from this proposal</i> |                          |                                 |                          |
| Note *= protected characteristic under the Equality Act 2010                                 |                          |                                 |                          |
| Age*   | <input type="checkbox"/> | Disability*                     | <input type="checkbox"/> |
| Gender reassignment*   | <input type="checkbox"/> | Marriage and civil partnership* | <input type="checkbox"/> |
| Pregnancy and maternity*   | <input type="checkbox"/> | Race*                           | <input type="checkbox"/> |
| Religion or belief (including no belief)*  | <input type="checkbox"/> | Sex*                            | <input type="checkbox"/> |
| Sexual orientation*  | <input type="checkbox"/> | Rural isolation                 | <input type="checkbox"/> |
| Poverty  | <input type="checkbox"/> |                                 |                          |

**Section 3: Explanation of 'no foreseeable risk' EIA screening**

Explain why this proposal will not have a foreseeable risk of negative impact for each group. Provide supporting evidence where appropriate. Where the same explanation applies to more than one group, state it in the 'Reasons' column for the first relevant group and put 'as per [first group name] above' to reduce duplication.

| Characteristic / group of people | Explanation of why this proposal will not have a foreseeable risk of negative impact                       |
|----------------------------------|--|
| 1. Age                           | The violence at work guidance does not have a foreseeable negative impact on individuals due to their age. |

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| <p>2. Disability</p>                     | <p>The violence at work guidance does not have a foreseeable negative impact on disabled individuals. The steps that are detailed in the guidance to prevent and respond to incidents of aggression and violence would apply in the same way to disabled employees as to non-disabled employees.</p> <p>There are situations where reasonable adjustments are required to aspects of a specific role for a disabled employee. These would be tailored to the specific nature of a person's disability, the requirements of the role and their individual circumstances. Consideration should be given as to how reasonable adjustments fit with team/role risk assessments including any control measures in place to prevent violence and aggression. If any control measure in the team/role risk assessment are not appropriate for a person with a disability this should be addressed on an individual basis.</p> <p>There is potential for an employee to receive abuse from a member of the public due to their disability. Information is given in the policy about how discrimination/abuse will be dealt with.</p> <p>Employees can use a screen reader to access the guidance document.</p> |
| <p>3. Gender Reassignment</p>            | <p>The violence at work guidance does not have a foreseeable negative impact on transgender employees.</p> <p>There is potential for an employee to receive abuse from a member of the public because they are transgender – either in person, by phone/email or via social media. Information is given in the policy about how discrimination/abuse will be dealt with including where this has been received through online channels.</p>  |
| <p>4. Marriage and Civil Partnership</p> | <p>The violence at work guidance does not have a foreseeable negative impact on individuals on the basis of their marriage/civil partnership status. The guidance is applicable to all employee regardless of their marriage/civil partnership status.</p> <p>It is not anticipated that marriage/civil partnership status would increase the likelihood of a person experiencing violence or aggression at work or mean that measures that are outlined in the risk assessments need to be amended.</p>   |
| <p>5. Pregnancy and Maternity</p>        | <p>The violence at work guidance does not have a foreseeable negative impact on individuals on the basis of being pregnant or on maternity leave.</p> <p>Any employee that is pregnant will have a maternity risk assessment undertaken. This needs to consider if the measures that are in place to prevent violence and aggression are appropriate/workable for a pregnant employee. If any control measure in the risk assessment for the role are not appropriate for a person with a disability this should be addressed on an individual basis via the maternity risk assessment.</p>  |
| <p>6. Race</p>                           | <p>The violence at work guidance does not have a foreseeable negative impact on individuals on the basis of race.</p> <p>There is potential for an employee to receive racist abuse from a member of the public in person, via phone, email or social media. Information is given in the policy about how discrimination/abuse will be dealt with including where this has been received through online channels.</p>  |

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| <p>7. Religion or Belief<br/>(including no belief)</p> | <p>The violence at work guidance does not have a foreseeable negative impact on individuals based on their religion or belief.</p> <p>There is potential for an employee to receive abuse from a member of the public due to their religion or belief particularly where a person religion or belief is visible via observing religious practices norms of dress during the working day. This may be in person, via phone, email or social media. Information is given in the policy about how discrimination/abuse will be dealt with including where this has been received through online channels.</p>   |
| <p>8. Sex</p>  | <p>The violence at work guidance does not have a foreseeable negative impact on individuals based on their gender.</p> <p>There is potential for an employee to receive abuse from a member of the public due to their gender. This may be in person, via phone, email or social media. Information is given in the policy about how discrimination/abuse will be dealt with including where this has been received through online channels.</p> <p>The policy uses gender neutral language throughout.</p>  |
| <p>9. Sexual Orientation</p>                           | <p>The violence at work guidance does not have a foreseeable negative impact on individuals based on their sexual orientation.</p> <p>There is potential for an employee to receive homophobic abuse from a member of the public. This may be in person, via phone, email or social media. Information is given in the policy about how discrimination/abuse will be dealt with including where this has been received through online channels.</p>  |
| <p>10. Rural Isolation</p>                             | <p>An employee working in a rural area may be more vulnerable to violence and aggression due to the absence of others nearby and are further from assistance if an incident occurs e.g. an employee visiting an isolated farm location where there are not other people around, an employee travelling on rural roads will not be able to leave a problematic situation as easily and response time from the police are likely to be longer etc. The guidance directs teams to consider these factors via the risk assessment process and put in place appropriate control measures e.g. carry out joint visits, putting in place a buddy systems to check in and out when undertaking a site/home visit, use of technology such as solo protect devices, planning journeys etc.</p> |
| <p>11. Poverty</p>                                     | <p>The policy applies to employees across the organisations pay grades. We have roles across the salary spectrum that have significant contact with members of the public e.g. reablement workers undertaking home visits and principle social workers dealing with case work to leadership roles interacting with the public at a more strategic level. The nature of any risk of experiencing violence and aggression will vary depending on their job role. The guidance directs teams to put in place control measures that are role specific.</p> <p>Some employees on lower grades do not routinely access our computer network/Camweb – in these situations we are reliant on managers to communicate the messages outlined in the violence and aggression guidance.</p>      |

**Other relevant information**
**Communication and application**

How well the policy supports employees is dependent on them knowing that the policy exists and the actions within the guidance being routinely put into practice. A Camweb page has been designed that signposts employees to this guidance (and the routes to raise other types of concerns).

Communication will also be done to highlight this guidance via Friday Focus, the HR Newsletter and briefings to management teams. Where employees do not have IT access, we are reliant on managers to disseminate this information to their team members and ensuring that it is put into practice.

**Section 4: Approval**

*Note: if there is no information available to assess impact, this means either information should be sought so this screening tool can be completed, or information should be gathered during a full EIA.*

I confirm that I have assessed that a full Equality Impact Assessment is not required.

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| <b>Name of person who completed this EIA:</b> |  |
| <b>Signature:</b>                             |  |
| <b>Job title:</b>                             |  |
| <b>Date:</b>                                  |  |

I have reviewed this Equality Impact Assessment – Screening Form, and I agree that a full Equality Impact Assessment is not required.

|                   |  |
|-------------------|--|
| <b>Name:</b>      |  |
| <b>Signature:</b> |  |
| <b>Job title:</b> |  |
| <b>Date:</b>      |  |