



## Equality Assessment

### Part 1 - Initial screening

Name of Policy/Function:		This is <b>new</b>
	<b>Y</b>	This is a <b>change</b> to an existing policy
		This is an <b>existing</b> policy, Function, not previously assessed
		This is an existing policy/function for <b>review</b>

Date of screening	08 March 2016
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#### 1. Briefly describe its aims & objectives

To implement a Health and Safety Policy that will ensure the health, safety, welfare and security of employees, employees of other organisations working with the Council and the general public. To identify, eliminate, reduce and control the risks associated with our facilities and undertakings.

The Council will provide suitable and sufficient resources to meet the requirements of Health and Safety legislation.

Health and Safety performance will be monitored regularly and the Policy will be reviewed and revised as required.

#### 2. Are there external considerations? (Legislation/government directive etc)

Health and Safety at Work etc Act 1974  
 Managing for Health and Safety  
 Approved codes of practice, statutory instruments and associated legislation

#### 3. Who are the stakeholders and what are their interests?

All Council employees, all employees of other organisations working with and for the Council, councillors and the general public.

All stakeholders have an interest in their own and others health, safety, welfare and security.

#### 4. What outcomes do we want to achieve and for whom?

To prevent accidents and cases of work-related ill health by managing the health and safety of risks in the workplace.  
 To maintain safe and healthy working conditions and to provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.  
 To engage and consult with employees on health and safety.

## 5. Has any consultation/research been carried out?

The draft Health and Safety Policy will be discussed at the Health and Safety Group and any comments will be considered for inclusion in the document.  
 A Health and Safety Policy is a legal requirement under the Health and Safety at Work Act, and this revision takes into account previous versions and good practice.

## 6. Are there any concerns at this stage which indicate the possibility of Inequalities/negative impacts? (Consider and identify any evidence you have -equality data relating to usage and satisfaction levels, complaints, comments, research, outcomes of review, issues raised at previous consultations, known inequalities) If so please provide details.

No

## 7. Could a particular group be affected differently in either a negative or positive way? (Positive – It could benefit, Negative – It could disadvantage, Neutral – neither positive nor negative impact or Not sure?)

	Type of impact, reason & any evidence
Disability	<b>Positive, a risk assessment of the workplace must be carried out for employees with disabilities and any areas identified that are additional requirements would be provided</b>
Race (including Gypsy & Traveller)	<b>Neutral</b>
Age	<b>Positive, a risk assessment of the workplace must be carried out for employees who are young persons and any areas identified that are additional requirements would be provided</b>
Gender Reassignment	<b>Neutral</b>
Sex	<b>Neutral</b>
Sexual Orientation	<b>Neutral</b>
Religion/Belief	<b>Neutral</b>
Marriage and Civil Partnership	<b>Neutral</b>

Pregnancy and Maternity	<b>Positive, a risk assessment of the workplace must be carried out for employees who are pregnant or returning from maternity leave and any actions would be taken to address any issues</b>
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**8. Could other socio-economic groups be affected** e.g. carers, ex-offenders, low incomes, homeless?

**No**

**9. Are there any human rights implications?**

Yes/No (if yes please explain)

**Yes, the Council has a duty of care to ensure that the workplace is a safe and healthy environment**

**10. Is there an opportunity to promote equality and/or good community relations?**

Yes/No (if yes how will this be done?)

**No**

**11. If you have indicated a negative impact for any group is that impact legal** (not discriminatory under anti-discrimination legislation)?

Yes/No (please explain)

**No**

**12. Is any part of this policy/service to be carried out wholly or partly by contractors?**

Yes/No

**Yes**

**13. Is a Part 2 full Equality Assessment required?**

Yes/No

**No**

**14. Date by which a Part 2 full Equality Assessment is to be completed with actions.**

**N/A**

**Please note that you should proceed to a Part 2, the full Equality Impact Assessment if you have identified actual, or the potential to cause, adverse impact or discrimination against different groups in the community.**

We are satisfied that an initial screening has been carried out and a full equality assessment is **/ is not required\*** (please delete as appropriate).

Completed by Paul Evans, Health and Safety Officer  
(Policy/Function/Report written)

Date 08 March 2016

Countersigned by .....Date.....  
(*Head of Service*)

Screened by:.....Date:.....

Please forward an electronic copy to: [veronika.quintyne@oadby-wigston.gov.uk](mailto:veronika.quintyne@oadby-wigston.gov.uk)  
(*Community Engagement Officer*)

Equality Assessments shall be published on the Council website with the relevant and appropriate document upon which the equality assessment has been undertaken.



## Equality Assessment

### Part 2 – Full Equality Assessment

**15. Summarise the likely negative impacts for relevant groups identified in the screening process** (sections 7-8, start to think about possible alternatives)

**16. What consultation/involvement activities have taken place or will need to take place with groups/individuals from each relevant equality group?**

**17. What other research has been or will need to be carried out to help you with the assessment?**

**18. Results of research/consultation** (what does it tell you about the negative impacts?)

## 19. Conclusions & Action Planning

You should explain what and how negative impacts have been reduced or removed and how positive impacts are to be improved or included.

Your final decisions or recommendations may include making immediate changes, stopping or proceeding with a new policy, justifying a decision or adding objectives/targets to the service development plan/equality scheme (long term changes).

You could use the template below to record your conclusions/actions. You should also make reference to any additional monitoring or research that is still required, or was not retrievable at the point of assessment, but will be required in subsequent reviews or in order to complete actions.

Equality Group	Details of possible disadvantage or negative impact	Action to be taken to address the disadvantage or negative impact	Lead Officer	Timescale
Age				
Disability (physical, visual, hearing, learning, disabilities, mental health)				
Gender/ Transgender				
Marriage and Civil Partnership				
Race/ ethnicity				
Religion or belief				
Sexual orientation				
Other socially excluded groups (low literacy, socio-economic etc)				
Other factors that may lead to inequality				

**20. How will you monitor, evaluate and check the policy in the future?**

**21. When will a review take place?**

**In accordance with the Policy document, where appropriate or subject to legislative change).**

**Please complete**

We are satisfied that a full assessment has been carried out.

Completed by .....Date.....  
( Policy/Function/Report written)

Countersigned by .....Date.....  
(*Head of Service*)

Screened by:.....Date:.....  
(*Community Engagement Officer*)

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