

Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Health & Safety Policy, Strategy 2024-27 and Annual Report 2023-24
Lead Officer (SRO or Assistant Director/Director)	Sam McVaigh
Department/Team	HR
Proposed Implementation Date	September 2024
Author of the EqIA	Sam McVaigh
Date of the EqIA	August 2024

<p>1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?</p> <p>In accordance with the Health and Safety Executive (HSE) best practice the Council produces an annual Health and Safety Report. This report sets out key health and safety activity over the preceding financial year alongside a summary of reported health and safety incidents. This enables learning and the proactive development of best practice moving forwards.</p> <p>As part of the annual reporting process the Council's Health and Safety Policy is also reviewed (in-line with HSE Best Practice). The Policy sets out how the Authority will meet its responsibilities under the Health & Safety at Work etc. Act 1974 and all other associated legislation to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, instruction and training as may be necessary for this purpose. In addition, it also sets out how the Council will take responsibility for the health, safety and welfare of third parties such as contractors, visitors or members of the public who may be affected by our activities.</p>

Additionally, in-line with the recommendations from an external review of Health and Safety arrangements in the Council conducted in 2023, the Council has developed a new 3-year Health and Safety Strategy which proposes a set of priorities for 2024-27, including:

- Ensuring full compliance with our robust new risk assessment process
- Developing a system to centrally monitor health and safety training and working towards full compliance
- Developing a robust health and safety culture
- Integrating Housing Services into our approach to health and safety

Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

2.1 Who could the proposed policy/project/decision likely have an impact on?

Employees: **Yes**

Community/Residents: **Yes – contractors, visitors and members of the public affected by our activities**

Third parties such as suppliers, providers and voluntary organisations: **Yes – where compliance with Council health and safety policies and practices is required**

If the answer to all three questions is ‘no’ there is no need to continue with this analysis.

2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation

Documentary Evidence: Our [Employment Equality Report](#) illustrates the demographics of the staff this policy relates to.

Data: Health and safety performance data is included in the Health and Safety Annual Report 23-24

Stakeholder information/consultation:

2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.

- Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? **No**
- Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic? **No**
- Could the proposal affect the usage or experience of a service because of a protected characteristic? **No**
- Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? **No**
- Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation?
Less
- Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? **No**
- Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council? **No**

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age	Young people are likely to be new to the workplace and so are at more risk of injury in the first six months of a job, as they may be less aware of risks and how to raise concerns.		Health and Safety covered as part of corporate induction checklist. Risk assessments to support young employees	Neutral
Disability	Health surveillance findings may result in		The checks are in place to safeguard employees and those impacted by their	Neutral

	employees temporarily or permanently being unable to fully or partially carry out their roles.		activities. Many are also a legal requirement so must be carried out. Support and guidance (via our occupational health provider, managers and HR) is in place to keep employees in work or return to work as soon as possible.	
Disability	Health conditions/ disabilities could impact an employee's ability to work safely		DSE assessments, reasonable adjustments, H&S Toolkit, personal risk assessments.	Neutral

Disability	Some health conditions and disabilities may require support during emergency evacuations		Personal Emergency Evacuation Plans (PEEP) can be set for colleagues with their managers and support from H&S	Neutral
Disability	Emergency evacuations may require people to evacuate in a style and manner they may be uncomfortable with		Emergency evacuation guidance overrides the Equality Act 2010. This requires people to evacuate in a manner they may feel is undignified. All efforts will be made to maintain dignity where possible in a PEEP. PEEPs can be reviewed and practiced at regular intervals	Neutral

Disability	Some disabled colleagues may not be able to access online H&S training or engage with online training formats		H&S training can be provided in different formats as a workplace adjustment so that all colleagues receive this training in a way that is suitable to them. This may include an increased frequency of undertaking training	Neutral
Gender Reassignment	May be more exposed to work related violence and aggression (WRVA) by virtue of the characteristic		Guidance to support employees subject to WRVA based upon gender identity	Neutral
Marriage and Civil Partnership				
Pregnancy and Maternity	Pregnancy could impact an employee's ability to work safely		Risk assessments to protect pregnant colleagues	Neutral
Pregnancy and Maternity	Policy, guidance and training may have updated or changed during maternity		Colleagues returning from maternity will be asked to undertake H&S training on their return to work	Neutral

Race	May be more exposed to work related violence and aggression (WRVA) by virtue of the characteristic		Guidance to support employees subject to race related WRVA	Neutral
Race	Some colleagues may not be able to access online or written H&S training or engage with online or written training formats		H&S training can be provided in different formats as a workplace adjustment so that all colleagues receive this training in a way that is suitable to them This may include an increased frequency of undertaking training	Neutral
Religion and Belief				
Sex	May be more exposed to work related violence and aggression (WRVA) by virtue of the characteristic		Guidance to support employees subject to WRVA based on gender	Neutral
Sexual Orientation	May be more exposed to work related violence and aggression (WRVA) by		Guidance to support employees subject to WRVA based upon sexual orientation	Neutral

	virtue of the characteristic			
Carers				
Looked After Children and Care Leavers				
Socio-economically vulnerable				
Veterans				

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristics	Action	Action Owner	Completion Date

Section 3 - Impact Risk

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4

0	Positive / No impact	0	0	0	0
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Risk Level	No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16
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3.2 Level of risk identified	2
3.3 Reasons for risk level calculation	On occasion, health and safety considerations take priority over protected equality characteristics where necessary to protect people’s safety.

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed	X	
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		

Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Sam McVaigh	20/08/2024	
Responsible Asst. Director/Director			
EDI	Lee Cawley	20/08/2024	

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details