

# Equality Impact Assessment Record

Date of EIA 24 November 2008

Directorate Corporate Services

Initial Screening Record		
Activity to be assessed	Corporate Health & Safety	
What is the activity?	Function/procedure	
Is it a new or existing activity?	Existing	
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	<p><b>The purpose of the activity is to:</b> advise and assist line managers throughout the Council's operation on matters relating to their duties and obligations under the provisions of the Health and Safety at Work etc Act 1974 and related legislation. Ensure a healthy and safe workplace is provided.</p> <p><b>The activity is designed for:</b> employees and non- employees including contactors, school pupils, all council clients and customers and members of the public affected by the Councils undertakings and/or in receipt of services.</p>	
Who is responsible for the activity?	<p>The person/section/team responsible for this policy/function is:</p> <ul style="list-style-type: none"> <li>• Corporate Management Team</li> <li>• Strategic Risk Management Group</li> <li>• Chief Officer Human Resources</li> <li>• Senior Health and safety Adviser</li> <li>• All employees</li> </ul>	
Did Step 1: Initial Screening indicate that a full EIA was necessary?	Yes – full EIA completed and recorded below.	
Full EIA Record		
Who are the members of the EIA team?	<p>Tony Madden                      Chief Officer Human Resources Andy Anderson                      Senior Health and Safety Adviser</p>	
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation undertaken)	Reports from external assessors (OHSAS 18001), monitoring and review of health and safety databases and feedback from user groups	
With regard to the equalities themes, which groups might be <b>impacted</b> by the activity? Might any of these groups be impacted <b>adversely</b> ?	<p><b>Groups Impacted</b></p> <input type="checkbox"/> Race and ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief	<p><b>Groups impacted adversely</b></p> <input type="checkbox"/> Race and ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Religion or belief
	All Groups	None Evident
What evidence is there to suggest an impact/adverse impact?	None	None

On what grounds can impact or adverse impact be justified?	Not applicable
Is there any current action that addresses issues for any of the groups impacted/adversely impacted?	Reviewing the Councils Guidance Procedures for Accident Reporting and Violence at Work (ALERT) particularly in relation to racially motivated incidents and also monitoring by gender.
What changes will you make to the activity reduce or remove any differential/adverse impact?	Provide new databases which will ensure all groups are monitored in relation to the reporting of: <ul style="list-style-type: none"> <li>• Violent, Racial and Sexual Harassment and Verbal Abuse Incidents</li> <li>• Accidents, Hazardous Conditions, Near Misses etc.</li> </ul>
Into which action plan/s will these actions be incorporated?	<ul style="list-style-type: none"> <li>• Corporate Services Business Plan</li> <li>• Corporate HR Workforce Plan</li> <li>• Health and Safety Annual Work Plan</li> </ul>
Who is responsible for the action plan?	Tony Madden                      Chief Officer Human Resources
Have any examples of good practise been identified as part of the EIA?	<p>H&amp;S policies, procedures and guidance is available on Councils Intranet (BORIS)</p> <p>H&amp;S Induction Training for all staff. All groups are made aware of full H&amp;S Service available to them</p> <p>Programme of visits to all establishments to monitor H&amp;S arrangements are in place for all staff</p> <p>Regular H&amp;S Newsletters to all staff.</p> <p>Regular H&amp;S Meetings attended by management and trade union representatives where any H&amp;S issues raised by staff can be discussed.</p>
Has the EIA been published on the Council website?	Yes
Who is the relevant Chief Officer and have they signed off the EIA?	<p>Tony Madden                      Chief Officer Human Resources</p> <p><b>Signature</b>.....</p>
Which PMR will this EIA be reported in?	Corporate Services Quarter 3 – October/December 2008