

PART A - Initial Equality Screening Assessment

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality and diversity.

A **screening** process can help judge relevance and provide a record of both the process and decision. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality and diversity
- whether or not equality and diversity is being/has already been considered, and
- whether or not it is necessary to carry out an Equality Analysis (Part B).

Further information is available in the Equality Screening and Analysis Guidance – see page 9.

1. Title	
Title: Health & Safety Policy & Statement of Intent	
Directorate: Corporate Services	Service area: Human Resources
Lead person: Lynsey Linton/ James Kitchen	Contact: James Kitchen
Is this a:	
<input checked="" type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify	

2. Please provide a brief description of what you are screening
The Health and Safety Policy sets out the health and safety commitments of the organisation, alongside how these will be managed and implemented to ensure compliance with health and safety legislation, guidance and best practice.

3. Relevance to equality and diversity
All the Council's strategies/policies, services/functions affect service users, employees or the wider community – borough wide or more local. These will also have a greater/lesser relevance to equality and diversity.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, civil partnerships and marriage, pregnancy and maternity and other socio-economic groups e.g. parents, single parents and guardians, carers, looked after children, unemployed and people on low incomes, ex-offenders, victims of domestic violence, homeless people etc.

Questions	Yes	No
Could the proposal have implications regarding the accessibility of services to the whole or wider community?	x	
Could the proposal affect service users?	x	
Has there been or is there likely to be an impact on an individual or group with protected characteristics?	x	
Have there been or likely to be any public concerns regarding the proposal?		x
Could the proposal affect how the Council's services, commissioning or procurement activities are organised, provided, located and by whom?	x	
Could the proposal affect the Council's workforce or employment practices?	x	
If you have answered no to all the questions above, please explain the reason		

If you have answered **no** to **all** the questions above please complete **sections 5 and 6**.

If you have answered **yes** to any of the above please complete **section 4**.

4. Considering the impact on equality and diversity

If you have not already done so, the impact on equality and diversity should be considered within your proposals before decisions are made.

Considering equality and diversity will help to eliminate unlawful discrimination, harassment and victimisation and take active steps to create a discrimination free society by meeting a group or individual's needs and encouraging participation.

Please provide specific details for all three areas below using the prompts for guidance and complete an Equality Analysis (Part B).

How have you considered equality and diversity?

Yes — considerations of Equality, Diversity and Inclusion (EDI), along with the need for reasonable adjustments, are integral to assessing risks and determining proportionate,

appropriate control measures. Protected characteristics are referenced and must be identified as part of the risk assessment process, specifically when considering individuals who may be affected by the work activity.

Key findings

A Health and Safety Policy is a legal requirement designed to ensure a safe and healthy working environment for employees and for anyone affected by the Council’s work activities. These activities must be clearly identified, risk-assessed, and managed in a way that recognises and reflects Equality, Diversity and Inclusion (EDI) considerations, including any reasonable adjustments required to support individuals.

Actions

Continue to Maintain up-to-date SOPs, guidance, and template risk assessments that fully reflect work activities, ensure equality considerations, and address protected characteristics, supported by risk-specific guidance notes

Date to scope and plan your Equality Analysis:	April 2026
Date to complete your Equality Analysis:	April 2026
Lead person for your Equality Analysis (Include name and job title):	James Kitchen Head of Health & Safety

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening:

Name	Job title	Date
Judith Badger	Executive Director of Corporate Services.	13/04/2026
Lynsey Linton	Service Director of Human Resources & Organisational Development	13/04/2026

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

If this screening relates to a **Cabinet, key delegated officer decision, Council, other committee or a significant operational decision** a copy of the completed document should be attached as an appendix and published alongside the relevant report.

A copy of **all** screenings should also be sent to equality@rotherham.gov.uk For record keeping purposes it will be kept on file and also published on the Council’s Equality and Diversity Internet page.

Date screening completed	
Report title and date	Health & Safety Policy & statement of Intent 2026

If relates to a Cabinet, key delegated officer decision, Council, other committee or a significant operational decision – report date and date sent for publication	Cabinet 8 th June 2026
Date screening sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	14/04/2026