

## PART B – Equality Analysis Form

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.

This form:

- Can be used to prompt discussions, ensure that due regard has been given and remove or minimise disadvantage for an individual or group with a protected characteristic
- Involves looking at what steps can be taken to advance and maximise equality as well as eliminate discrimination and negative consequences
- Should be completed before decisions are made, this will remove the need for remedial actions.

Note – An Initial Equality Screening Assessment (Part A) should be completed prior to this form.

When completing this form consider the Equality Act 2010 protected characteristics 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. – see page 11 of Equality Screening and Analysis Guidance.

1. Title	
<b>Equality Analysis title: Health &amp; Safety Policy &amp; Statement Of Intent</b>	
<b>Date of Equality Analysis (EA):</b>	
<b>Directorate:</b> Corporate Services	<b>Service area:</b> Human Resources
<b>Lead Manager:</b> James Kitchen	<b>Contact number:</b> 07345747891
<b>Is this a:</b> <input checked="" type="checkbox"/> <b>Strategy / Policy</b> <input type="checkbox"/> <b>Service / Function</b> <input type="checkbox"/> <b>Other</b>  <b>If other, please specify</b>	

**2. Names of those involved in the Equality Analysis (Should include minimum of three people) - see page 7 of Equality Screening and Analysis Guidance**

Name	Organisation	Role (eg service user, managers, service specialist)
James Kitchen	RMBC	Head of Health & Safety
Hannah Gibson-Jowitt	RMBC	Principal Health & Safety Advisor
Rachael Steel	RMBC	Health & Safety - Trainer

**3. What is already known? - see page 10 of Equality Screening and Analysis Guidance**

**Aim/Scope (who the Policy/Service affects and intended outcomes if known)**

The Council’s Health and Safety Policy sets out the framework for how health and safety is managed across the organisation and how workplace risks that may affect employees, contractors, members, service users, members of the public, partners, suppliers, and other stakeholders are identified, assessed, and controlled. The Policy applies to all Council workplaces, activities, and services, and to all individuals who may be affected by Council operations.

The intended outcomes of the Policy are to ensure, so far as is reasonably practicable, that safe and healthy working environments are maintained, foreseeable risks are effectively managed, and harm to people is prevented. This includes protecting the health, safety, and welfare of employees and others, while also supporting consistent, lawful, and proportionate health and safety arrangements across all service areas.

The Policy operates alongside the Council’s Standard Operating Procedures (SOPs), which provide the detailed, step-by-step instructions required to implement the Policy in practice. Together, the Policy and associated SOPs establish a systematic and consistent approach to managing health and safety risks, ensuring that expectations are clear for managers, employees, and others undertaking work on the Council’s behalf.

The Health and Safety Policy is underpinned by relevant health and safety legislation, and these legal requirements directly inform both the Policy and its supporting SOPs. Legislative compliance remains paramount to ensure the Council meets its statutory duties and maintains safe working environments for all affected individuals.

The Policy outlines the Council’s commitment to taking all reasonable precautions to secure the health, safety, and welfare of employees, contractors, members of the public, and others affected by Council activities. This commitment is delivered through the identification of hazards, assessment of risks, implementation of appropriate control measures, and the ongoing monitoring and review of those controls. These arrangements ensure that health and safety considerations remain central to all work undertaken by the Council.

A core component of the Policy is the use of risk assessments, which form the foundation of safe systems of work and are referenced throughout both the Policy and the associated SOPs. Risk assessments must take account of all relevant factors, including protected characteristics under the Equality Act 2010 and any individual needs that may affect how work is undertaken safely. Particular consideration is given to employees with disabilities, health conditions, new or expectant mothers, and others who may require reasonable adjustments to ensure risks are adequately controlled.

The Council uses several types of risk assessments to support this approach, including:

Generic and task-specific work activity risk assessments

Display Screen Equipment (DSE) risk assessments

New and Expectant Mothers risk assessments, undertaken in partnership with Human Resources

The processes for completing, implementing, reviewing, and updating these assessments are set out in the relevant SOPs.

In delivering the Policy, the Council recognises that different groups may experience health and safety risks differently, both within the workforce and as service users or members of the public. The Policy therefore seeks to ensure that health and safety arrangements are applied fairly, consistently, and proportionately, without disadvantaging individuals or groups with protected characteristics, while still maintaining effective risk control.

The Policy also confirms the Council's commitment to ensuring that employees and managers have access to appropriate training and competent health and safety advice. This enables them to understand their responsibilities, comply with the Policy and SOP requirements, and implement health and safety measures in a manner that is inclusive, responsive to individual needs, and supportive of equality of opportunity.

**What equality information is available? (Include any engagement undertaken)**

There are no specific implications directly arising in relation to Health and Safety policy. As outlined, this process involves the assessment of risk associated with work activities delivered across all Service Areas. Where appropriate, these activities are independently subject to Equality Impact Assessment in accordance with Council policy.

Targeted actions have already been undertaken. For example, data held by HR has been used to identify individuals who may require a Personal Emergency Evacuation Plan (PEEP) in the event that a building evacuation is necessary. Further sources of relevant data will continue to be explored to support this approach.

HR hold information relating to protected characteristics where this has been disclosed by individuals and recorded on the MYHR system.

<p><b>Are there any gaps in the information that you are aware of?</b></p> <p>The analysis is subject to limitations, as HR equality data is optional and may not reflect the full diversity of the workforce. Furthermore, we currently lack robust information on the needs of non-employees, including service users, visitors, and other building users. This presents a risk that certain needs or barriers may not be fully identified or addressed.</p>	
<p>What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics?</p> <p>This policy document focuses on ensuring health and safety provision is sufficient across the council, with due regard given to the safe delivery all working practices in line with statutory provision and expectations. Moving forward, the H&amp;S team will engage with established staff network groups to understand the impact of this policy on targeted groups.</p>	
<p><b>Engagement undertaken with customers. (date and group(s) consulted and key findings)</b></p>	<p>None External – this is an internal management policy</p>
<p><b>Engagement undertaken with staff (date and group(s) consulted and key findings)</b></p>	<p>The Health and Safety Policy has been subject to the following consultation processes, and feedback incorporated:</p> <p><b>All Directorates through representatives of the Council’s SLT. 17/03/2026</b></p> <p><b>All key services as represented at the Council’s SLT (namely, Community Safety, ICT, Facilities Management, HR, Corporate Insurance and Corporate Risk Management</b></p> <p>Fully supportive of the policy &amp; Statement of intent</p> <p><b>HRLT 22/01/2026</b></p> <p>Fully supportive of the policy &amp; Statement of intent.</p> <p><b>Meeting with Trade union Branch Secretaires GMB/Unison Date 02/04/2026</b></p> <p>Fully supportive of the policy and processes. Seen as a positive step for improvement for RMBC.</p>

	<p><b>The Council's Health, Welfare and Safety Panel, chaired by Cllr Alam and attended by both Trade Unions, Councillors and officers alike.</b></p> <p><i>Feedback – Meeting 23/04/2026</i></p>
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**4. The Analysis - of the actual or likely effect of the Policy or Service (Identify by protected characteristics)**

**How does the Policy/Service meet the needs of different communities and groups?** (Protected characteristics of Age, Disability, Sex, Gender Reassignment, Race, Religion or Belief, Sexual Orientation, Civil Partnerships and Marriage, Pregnancy and Maternity) - see glossary on page 14 of the Equality Screening and Analysis Guidance)

This policy document establishes the Council's approach to delivering safe working practices and ensuring full compliance with Health and Safety legislation. It provides an internal focus on safe systems of work, processes, **Standard Operating Procedures (SOPs)**, and other arrangements that support statutory duties under Health and Safety Law.

The policy outlines how safe systems of work and SOPs are developed, implemented, and maintained across services to ensure consistency, clarity, and legal compliance. These SOPs set out step-by-step instructions for safely completing tasks, managing risks, and responding to incidents, and they form an integral part of the organisation's overall health and safety management framework.

Where appropriate, the policy highlights relevant protected characteristics and provides recommendations for managing associated risks within a health and safety context. This includes, for example, the need for increased supervision, training or mentoring for young people who may have limited maturity or work experience; considerations for new and expectant mothers (supported by a separate HR policy); and requirements relating to Display Screen Equipment (DSE) that may be linked to disability, pregnancy, maternity or age-related risks.

Further examples include adjustments for employees with physical or sensory disabilities (such as mobility impairments, visual or hearing loss), consideration of neurodiversity where task design, clear instructions or reduced sensory triggers may be appropriate, and support for employees experiencing mental health conditions, including stress, anxiety or depression. The policy also recognises that age can be a factor for older workers in relation to musculoskeletal health, fatigue or recovery time; that religion or belief may require consideration when specifying personal protective equipment (PPE), working hours or welfare facilities; and that race or nationality may necessitate accessible communication, such as translated materials or additional support where language barriers exist.

The policy, in conjunction with associated SOPs and regulatory requirements, ensures that reasonable adjustments are identified and implemented to reduce risk and

provide a safe and healthy working environment for all employees, without discrimination and in compliance with equality and health and safety legislation.

The policy also defines the process for reporting accidents, incidents, and near misses. This reporting process aligns with Health and Safety Executive (HSE) requirements and supports organisational learning and continual improvement. While the reporting mechanism does not explicitly request details relating to personal characteristics, it is recognised that such information may be provided indirectly within free-text fields.

**Does your Policy/Service present any problems or barriers to communities or Groups?**

None known

**Does the Service/Policy provide any positive impact/s including improvements or remove barriers?**

- It aims to deliver safe working practices
- Take actions through access to allow equal access – i.e. Disability compliant access to buildings
- Allows for adaptations to working practices to accommodate a diverse workforce made where identified through risk assessment

**What affect will the Policy/Service have on community relations?** (may also need to consider activity which may be perceived as benefiting one group at the expense of another)

- Proactive policy document that offers benefits to any person affected by council activities or work through a structured approach to managing health and safety across the organisation.
- Ensuring safe working practice is the fundamental outcome of this policy
- Where Personal Characteristics are known and disclosed, potential issues can be mitigated through risk assessments and ways of working to ensure a healthy and safe work environment

Please list any **actions and targets** that need to be taken as a consequence of this assessment on the action plan below and ensure that they are added into your service plan for monitoring purposes – see page 12 of the Equality Screening and Analysis Guidance.

## 5. Summary of findings and Equality Analysis Action Plan

If the analysis is done at the right time, i.e. early before decisions are made, changes should be built in before the policy or change is signed off. This will remove the need for remedial actions. Where this is achieved, the only action required will be to monitor the impact of the policy/service/change on communities or groups according to their protected characteristic - See page 11 of the Equality Screening and Analysis guidance

<b>Title of analysis: Health &amp; Safety Policy &amp; Statement of Intent</b>
<b>Directorate and service area: Corporate Services</b>
<b>Lead Manager: James Kitchen - Head of Health &amp; Safety</b>
<b>Summary of findings:</b>
The Health and Safety Policy document is shrouded in legislative requirements to ensure compliance with statutory provisions and manage our health and safety responsibilities effectively and proportionately. It outlines our key objectives to support this management processes.

Action/Target	State Protected Characteristics	Target date (MM/YY)
Continue to maintain up to date risk assessment guidance and SOP templates to ensure protected characteristics are explicit, opposed to implicitly (ie when describing those affected by the work activity) All Ongoing	<b>All</b>	<b>Ongoing</b>
Continue to deliver regular training to support the suitable and sufficient development of risk assessments across services All Ongoing in line with training programme	<b>All</b>	<b>Ongoing in line with training programme</b>
Engage with established staff networks (for example disability and long term health conditions, and young people network) to understand the impact of the H&S	<b>All</b>	<b>Engagement with existing staff network groups, under</b>

policy on these groups, and any H&S issues All Engagement with existing staff network groups, under the advisement of the equalities team.		<b>the advisement of the equalities team.</b>
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\*A = Age, D= Disability, S = Sex, GR Gender Reassignment, RE= Race/ Ethnicity, RoB= Religion or Belief, SO= Sexual Orientation, PM= Pregnancy/Maternity, CPM = Civil Partnership or Marriage. C= Carers, O= other groups

## 6. Governance, ownership and approval

Please state those that have approved the Equality Analysis. Approval should be obtained by the Director and approval sought from DLT and the relevant Cabinet Member.

Name	Job title	Date
Judith Badger	Executive Director Corporate Services	
Lynsey Linton	Service Director Human Resources & Organisational Development	14/04/2026

## 7. Publishing

The Equality Analysis will act as evidence that due regard to equality and diversity has been given.

If this Equality Analysis 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 should also be sent to [equality@rotherham.gov.uk](mailto: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.

<b>Date Equality Analysis completed</b>	15/04/2026
<b>Report title and date</b>	Health & Safety Policy & Statement of Intent
<b>Date report sent for publication</b>	08 <sup>th</sup> June 2026
<b>Date Equality Analysis sent to Performance, Intelligence and Improvement</b> <a href="mailto:equality@rotherham.gov.uk">equality@rotherham.gov.uk</a>	14 April 2026