

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	
Equality Analysis title: Health and Safety Policy (version 2.5)	
Date of Equality Analysis (EA): 30 June 2022	
Directorate: Regeneration and Environment	Service area: Emergency & Safety Team
Lead Manager: Claire Hanson	Contact number: 07748 760498
Is this a:	
<input checked="" type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function
<input type="checkbox"/> Other	
If other, please specify	

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)
Claire Hanson	RMBC	Emergency & Safety Team – Service Manager
Alan Coward	RMBC	Health and Safety Advisor
Vikki Brannan	RMBC	Resilience Officer

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)

This may include a group/s identified by a protected characteristic, others groups or stakeholder/s e.g. service users, employees, partners, members, suppliers etc.)

The Health and Safety Policy sets out how Health and Safety will be managed across the organisation, how the Council will manage workplace risks that could affect employees, contractors’ members of the public and other stakeholders. The Health and Safety Policy is shrouded in legislative requirements and parameters in terms of managing specific risks, as outlined in the Policy document. These legislative safety requirements must be paramount to ensure we remain complaint. This policy document outlines the Council commitment to taking reasonable precautions to secure the health and safety of employees, contractors, members of the public or others affected by our work activities, as far is reasonably practicable through controlling foreseeable risks and mitigating these.

The Health and Safety Policy introduces systematic processes to support the management of Health and Safety, aimed at ensuring our activities and work will be carried out in a safe manner and that the health and safety of Council employees and others who may be affected by our activities or actions - fundamentally underpinned through Risk Assessments, and as such protected characteristics, as well as other factors that may influence the risk of a Council activity not being delivered in a safe manner will be addressed here. This Policy is applicable to employees and other stakeholders regardless of any protected characteristics.

These risk assessments predominantly take the form of a generic or specific work activity risk assessment, display screen risk assessments, new and expectant mums risk assessment (led by HR) and their requirements stated within the policy document.

The policy document also aims to demonstrate that training is available and competent health and safety advice available to support this.

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

None known specifically in relation to Health and Safety policy. As noted, this process involves assessment of risk in relation to work activities delivered by all Service Areas – these activities in their own right, where appropriate are subject to Equality Impact assessment in line with Council Policy.

Are there any gaps in the information that you are aware of?	
What monitoring arrangements have you made to monitor the impact of the policy or service on communities/groups according to their protected characteristics? 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	
Engagement undertaken with customers. (date and group(s) consulted and key findings)	None – this is an internal management policy
Engagement undertaken with staff (date and group(s) consulted and key findings)	The Health and Safety policy has been subject to the following consultation processes, and feedback incorporated: <ul style="list-style-type: none"> • All Directorates through the Council's Resilience, Health, Safety and Wellbeing Governance Group (Commenced November 2021) • All key services as defined by the Council's Resilience, Health, Safety and Wellbeing Governance Group Terms of Reference (Namely, Community Safety, ICT, Facilities Management, HR, Corporate Insurance and Corporate Risk Management) (Commenced November 2021) • Community Safety and Regulatory Services (as a sample user group) (January 2022) • Through an interactive session delivered at the Wider Leadership Team (February 2022) • Trade Unions through Branch Secretaries (Commenced December 2021) • The Council's Health, Welfare and Safety Panel, chaired by Cllr Alam and attended by both Trade Unions, Councillors and officers alike (presented in April and endorsed for progression through the democratic process for formal approval by Cabinet)

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 focuses on delivery of safe and health and safety practices, that remain compliant with legislation, it is fundamentally an inward look at safe systems of work, processes and procedure aimed at ensuring compliance with Health and Safety Law.

The policy, where appropriate highlights some protected characteristics and makes recommendations for managing these risks (risks in a Health and Safety Context), such as young persons potentially immaturity and lack of work experience may mean that more supervision or training is required, new and expectant mums (supported by separate HR policy) and Display Screen Equipment (DSE) requirements that may associated with disability, pregnancy, maternity or age related risks – the policy, supporting the regulatory requirements makes provision for reasonable adjustments to ensure a safe and health work environment is achieved.

Within the policy document there is provision for the reporting of accidents and incidents that may occur, this reporting process, again is aligned to HSE requirements and whilst does not specifically request information regarding Personal Characteristics, it is implied within some free text options.

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

No

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
- Allows for adaptations to working practices to accommodate a divers 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, these can be addressed 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

Title of analysis: Health and Safety Policy V2.5
Directorate and service area: Regeneration and Environment (Community Safety and StreetScene)
Lead Manager: Claire Hanson
Summary of findings:
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 as listed below	Target date (MM/YY)
The risk assessment guidance is scheduled for review, this review will ensure protected characteristics are explicit, opposed to implicitly referenced within the guidance note sufficiently.	All	12/22
The accident and incident reporting process to be reviewed (at its scheduled review point)to determine whether protected characteristics ought to form part of this process, how this may be best captured and how this information may be used going forward	All	12/22

*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
Sam Barstow	Interim Assistant Director Community Safety and StreetScene	
Claire Hanson	Emergency Resilience and Safety Manager	

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 For record keeping purposes it will be kept on file and also published on the Council's Equality and Diversity Internet page.

Date Equality Analysis completed	30/06/22
Report title and date	Health and Safety Policy (version 2.5)
Date report sent for publication	
Date Equality Analysis sent to Performance, Intelligence and Improvement equality@rotherham.gov.uk	05/07/22