

Thanet District Council (TDC) Equality Impact Assessment

Step one: test for relevance

1 Person responsible for this assessment

Name:	Stewart Bundy (Health and Safety Compliance Officer)		
Job title:	Health and Safety Compliance Officer		
Phone:	Mob: 07881 319834		
Service area:	Operational Services	Date of assessment:	29/11/2023

2 Others involved in carrying out the analysis

Name:	Rebekah Sexton (Health & Safety Support Officer)
Name:	
Name:	

3. Description of strategy, policy, service, project, activity or decision

Title:	Corporate Health and Safety Policy
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Is it new?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
A review of existing?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

3.1 Aims and objectives

Consider: **what** you are doing? **why** you are doing it? **who** will benefit?

The Health and Safety Policy updates and revises previous versions to reflect the current structure of the Council and to ensure compliance with recent health and safety guidance and best practice.

3.2 What outcomes are expected? Who is expected to benefit?

The policy sets out the Council's commitment to ensuring the highest standards of health, safety and wellbeing at all levels of the organisation and to ensure that Health and Safety is an integral part of our management culture. We will comply fully with all health and safety legislation.

4 Who is affected?

- 4.1 Which groups or individuals does the strategy, policy, service, project, activity or decision affect? For example, the Council, employees (including temporary workers), other public authorities, contractors, partner organisations, the wider community, others.

The policy covers all services of the Council and places responsibilities on the Chief Executive, Directors and Elected Members to ensure, so far as reasonably practicable, the health, safety and welfare at work of all employees and others who may be affected by the Council's work operations. All employees and everyone who uses Council services will benefit from the effective and efficient application of the Health and Safety Policy.

- 4.2 Does the strategy, policy, service, project, activity or decision relate to a service area with known inequalities? (Give a brief description).

This policy is for employees from and across all the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex and sexual orientation).

5 Equality Act 2010

How does the strategy, policy, service, project, activity or decision actively meet the public sector equality duties to:

Eliminate unlawful discrimination (including harassment, victimisation and other prohibited conduct)

The policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristics. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures.

Advance equality of opportunity (between people who share a protected characteristic and people who do not share it)

The policy as a whole seeks to advance equality of opportunity for and between different protected groups.

Foster good relations (between people who share a protected characteristic and people who do not share it). Could it have an adverse impact on relations between different diverse groups?

The purpose and intended outcomes of the policy is to foster good relations between and across protected groups.

6 Priority

The following questions will help you to identify whether this 'service' is a high priority. Please answer all questions with particular reference to the protected characteristics; race, gender, gender reassignment, disability, religion or belief, sexual orientation, age, marriage and civil marriage/partnership and pregnancy and maternity.

Please provide a comment for each answer, providing evidence for your answer, regardless whether you have answered yes or no.

Questions	Yes	No
1. Are there any particular groups who may have trouble accessing the 'service'?		No
Comments: All employees and everyone who uses Council services will benefit from the effective and efficient application of the Health and Safety Policy.		
2. Does your information suggest that some groups of people are less satisfied than others with this 'service'?		No
Comments: None known, that is specifically for a health and safety policy. The health and safety process involves the assessment of risk in relation to existing Council policies, plans and activities which are themselves subject to equalities assessments.		
3. Will this service have a significant impact on any of our residents?		No
Comments: The process of identifying and managing risk and taking steps to ensure the health and safety of people is continuous.		
4. Do you have any evidence that discrimination, harassment and/or victimisation could occur as part of this service?		No
Comments: Directors must ensure, so far as reasonably practicable, the health and safety and welfare at work of employees and of others who may be affected by Council work.		
5. Do you think the service will hinder communication and negatively impact relations between the organisation and its employees, residents, contractors or anyone else?		No
Comments: No, not at all		
6. Does this service need to improve the way in which it is communicated to people who have literacy, numeracy or any other access needs?	Yes	
Comments: Digitalisation is ongoing across the Councils services, however, many of our operational staff have literacy, numeracy needs, which has been raised by the H&S advisor to the Corporate Safety Group and additional support is being put in place to reduce or remove any potential negative impact(s), e.g infographics, group E-Learning.		
7. Does consultation need to be carried out?		No
Comments: The revised policy was developed in taking account of the feedback received from trade union representatives, staff safety meetings and from Service Directors. The draft policy was presented to the Council's Safety Committee on 29th of June 2023		

In order to assess the priority of your **'service'** please complete the table below by adding up how many questions you answered yes to and following the appropriate action.

Priority	Number of questions answered 'yes'	Rating	Action
High	3 or more		Continue to section 2
Medium	1 to 2	1	Please provide evidence to any questions you answered 'yes' to in section 1. Test for relevance complete (sometimes a full assessment may be required).
Low	0		Test for relevance complete.

If, following the completion of the test for relevance, a full assessment is not required, go straight to the declaration. If a full assessment is required, go to Step two: full equality impact assessment.

Step two: full equality impact assessment

1 Could the strategy, policy, service, project, activity or decision have a **negative, positive or neutral** effect on groups or individuals?

Consider:

What you are doing?

Why you are doing it?

How you are doing it?

Who can access the service easily and who may not be able to access the service and **why**?

The full analysis explores ways to reduce or eliminate barriers and/or negative impacts.

Protected characteristics	N e g a t i v e	P o s i t i v e	N e u t r a l	Evidence/Reasoning (Consider any barriers which will have negative impact and/or good practices giving positive impact)
<p>Age</p> <p>Consider:</p> <ul style="list-style-type: none"> • The way younger and older people access services may be different • Use of technology • Child care/care of other dependant • Timings/flexibility, such as work patterns • Transport arrangements • Venue location 			X	<p>Recommendations:</p> <p>It is not considered that the policy will have the potential for impact on this protected group(s)</p>
<p>Disability (Includes: physical, learning, sensory (deaf/blind), mental health)</p> <p>Consider:</p> <ul style="list-style-type: none"> • Communication methods • Accessibility – venue, location, transport • Range of support needed to participate • Hearing Loops/Interpreters • Disability awareness training for employees 		X		<p>Recommendations:</p> <p>The policy will have a positive impact - in that it ensures staff have specialist equipment if needed because of a disability to carry out their roles.</p> <p>Where colleagues have a specific reasonable adjustment we work directly with the individual, to ensure that we are able to identify and remove any negative impact changes to their workspace they may potentially have.</p> <p>The policy ensures Personal Evacuation Plans are put in place for certain staff.</p>
<p>Race (Includes; gypsy, travelling, refugee and migrant communities)</p> <p>Consider:</p>			X	<p>Recommendations:</p> <p>It is not considered that the policy will have the potential for impact on this protected group(s)</p>

<ul style="list-style-type: none"> • The size of the BME communities that your service/project affects. • Language(s) spoken/understood. • Culture, such as hygiene, clothing, physical activities, mixed gender activities. • What access support can you offer? 			
<p>Religion, faith or belief</p> <p>Consider:</p> <ul style="list-style-type: none"> • The diversity within the communities that your service/project affect • Prayer times, meal times, food (some religions do not eat meat), cultural habit or belief, religious holidays such as Ramadan • Awareness training for employees 		X	<p>Recommendations:</p> <p>It is not considered that the policy will have the potential for impact on this protected group(s)</p>
<p>Pregnancy and maternity</p> <p>Consider:</p> <ul style="list-style-type: none"> • Flexible hours of the service/project • Is there access to private area for breastfeeding mothers? 		X	<p>Recommendations:</p> <p>This policy has a positive impact on pregnant women - through the policy it ensures that the appropriate risk assessments etc are carried out by managers. This policy promotes that individuals will be supported by HR/Health & Safety and their line managers during this period to determine any additional requirements. This will be on a case-by-case basis.</p>
<p>Gender</p> <p>Consider:</p> <ul style="list-style-type: none"> • The impact on men and women • Child care/care of other dependant • Mixed/single gender groups/activities • Timing of services/projects 		X	<p>Recommendations:</p> <p>It is not considered that the policy will have the potential for impact on this protected group(s)</p>
<p>Sexual orientation (Includes: lesbian, gay, bisexual)</p> <p>Consider:</p> <ul style="list-style-type: none"> • LGB people should feel safe to disclose their sexual orientation without fear of prejudice 		X	<p>Recommendations:</p> <p>It is not considered that the policy will have the potential for impact on this protected group(s)</p>

<ul style="list-style-type: none"> • Make it clear you recognised civil marriage and partnerships • Awareness training for employees 				
Transgender Consider: <ul style="list-style-type: none"> • Trans people should be able to disclose their gender identity without fear of prejudice • Making it clear you have a Trans policy and process • Awareness training for employees 			X	Recommendations: It is not considered that the policy will have the potential for impact on this protected group(s)
Marriage and civil marriage/partnership Consider: <ul style="list-style-type: none"> • All couples or partners, regardless of gender, should be able to access services 			X	Recommendations: It is not considered that the policy will have the potential for impact on this protected group(s)

Outsourced services	
If your policy/process is partly or wholly provided by external organisations/agencies (such as Civica or Capita), please list any arrangements you plan to ensure that they promote equality and diversity. Include this in your improvement plan	That all reasonably practicable steps are taken to ensure the health, safety and welfare at work of all its employees and that the Council's responsibilities in respect of persons other than its employees are met.
Relations between different equality groups	
Does your assessment show that a strategy, policy or process may amount to potential adverse impact between different equality groups? If yes please explain how the improvement plan is going to tackle this issue	All employees and everyone who uses Council services will benefit from the effective and efficient application of the Health and Safety Policy.
Consultation responses	
Summary of replies from individuals and stakeholders consulted including any previous complaints on equality and diversity issues about the strategy, policy or process	The revised policy was developed in taking account of the feedback received from trade union representatives, staff safety meetings and from Service Directors.

Summary of recommendations		
Actions	By Who	By When

Declaration


I am satisfied that a Test for Relevance has been carried out on the matter named in this Analysis and conclude that a full Equality Impact Assessment **is not required**.

Yes No

If you do not think that a full Equality Impact Assessment is required – please give your reasons:

I confirm that a full Equality Impact Assessment has been completed.

Yes No

Signature of Head of Service:	Date: 18/07/2023
	

Recommendations agreed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Signed: (Director):	EIA date:
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