

# West Lothian Council: Equality Impact Assessment

## A. About the function, service, policy, procedure, project etc

- 1 What is the name of the function/service/policy/procedure/project etc (called “policy” from this point) to be assessed?

Housing & Building Services Health & Safety policy

- 2 What were the results of the screening for relevance?

- The parts of the general duty covered are, eliminating discrimination where it exists, providing equality of opportunity and encouraging good relations between different groups of people in the community.
- A full impact is not necessary as these procedures merely combine our approach to a number of working policies and strategies which have largely been impact assessed on an individual basis where there are any concerns or perceptions of inequality, e.g. Arrears, Anti-Social Behaviour, Repairs and complaints.
- Housing & Building Services recognises its responsibilities under the Health and Safety at Work Act 1974. It is the policy of Housing & Building Services that its operations are executed at all times in such a way as to ensure, so far as reasonably practicable, the health, safety and welfare of all its employees, and all other persons likely to be affected by its operations. There is no evidence to suggest that there are any indications of any inequality in practice, nor are there any concerns that there may be.
- There is no evidence to believe that any groups of people are intentionally or indirectly treated differently or in a discriminatory manner. The guidance is taken from nationally agreed guidelines and standards on Health & Safety.
- The following areas are specifically covered within the Health & Safety policy in Housing & Building Services.
  - Incident Reporting Procedure
  - Work Place Audit
  - Display Screen Equipment Risk Assessment
  - Needlestick/Sharps Injuries
  - Dangerous Dogs - Toolkit Talk
  - Accident Reporting

- Violent Incident Report Form

The service is covered in general by the council wide Health & Safety policy, reporting procedures, arrangements and organisation. The procedures for the areas noted above have been verified as being correct and have been risk assessed and signed off by the Health & Safety Team as being appropriate.

3 Briefly describe the aim of the policy etc.

What needs or duties is it designed to meet? Who are the intended beneficiaries? How will it affect employees? How will it affect the community and the different groups of people within it?

Is the service contracted out or delivered under a service-level agreement or with partners? Who else is involved?

In what way will you involve any of these people in the impact assessment process?

## **B. Gathering the evidence and assessing the impact**

4 Is there any evidence (or reason to believe) that this policy could have a different effect on some groups of people compared to others? (e.g. different needs, different experiences, different outcomes, different rates of participation, different abilities to access opportunities).

Is there an adverse impact around race, gender, disability, faith, sexual orientation, age, health, etc? What are the reasons for this adverse impact?

5 Please describe the evidence or reasoning you have used to make your judgement. What existing data for example (qualitative or quantitative) have you used to form your judgement? Tell us about the information as it applies to different groups (e.g. by race, gender and disability etc).

6 Are there any unmet needs/requirements that can be identified that affect any of the specific groups?

**C. Making changes and promoting equality**

7 If in your judgement, the policy etc does have an adverse impact, can you modify the policy to reduce/eliminate any adverse impact?

You need to think whether your modifications will:

- have a positive or negative effect on the promotion of equality of opportunity for any group
- help eliminate discrimination in any way
- encourage or hinder community relations.

8 If you cannot modify the policy to reduce adverse impact, consider if the impact can be justified and explain. (It is unlikely that you will be able to justify any impact which amounts to unlawful discrimination.)

If the impact cannot be justified, how do you intend to deal with it?

**D. Consultation**

8 What steps have you taken/are you taking to consult externally as part of your assessment?

Whom have you consulted? What methods did you use? How long was the consultation period?

Have you consulted any “experts”? Did you involve any people in the affected groups in some other way during the process?

## E. Next steps

- 10 What were the results of the consultation?  
What have you done with the results i.e. how do you intend to use the information gathered as part of the consultation?

- 11 Have you published the results of that consultation? If so, where?  
What arrangements were made to reach specific groups affected?

- 12 What are your recommendations based on the conclusions of this assessment?

- 13 Please provide us with separate information about how you intend to monitor this policy in future. What is the review date set for this policy?

- 14 How will you publish the results of this assessment? What methods will you use?  
What arrangements are there to reach specific groups affected?

- 15 Have you conducted any other types of impact assessment on this policy? (e.g. health, financial, environmental).

- 16 Is there anything else you wish to add?

Assessment made by:	Sarah Kelly
Others involved in assessment:	
<p>Summary of assessment (this will be published).</p> <ul style="list-style-type: none"> <li>▪ What you did</li> <li>▪ What evidence you used</li> <li>▪ What you found</li> <li>▪ What consultation you undertook</li> <li>▪ What changes you made</li> <li>▪ What will happen next.</li> </ul>	<p>Completed screening of Health &amp; Safety policy</p> <p>Policy &amp; procedures, feedback from previous audits, Health &amp; Safety at Work Act</p> <p>No evidence of discrimination or concerns of discrimination in practice</p> <p>Publication on service consultation web pages</p> <p>N/a</p> <p>No changes currently requires, this will be revisited during the next A &amp; R Review – within 2 years.</p>
Manager's Signature	
Date:	December 2008
Service area and job title:	

When you have completed this form, please take a copy and send it to your service representative on the Corporate Working Group on Equality and/or the Equality Officer.