

Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN	
Name of function/policy/plan to be assessed	Health and Safety Policy 2012-2014
Service/service area responsible	Corporate Services – Buildings and Facilities
Name of person carrying out the assessment and contact details	David Rendall, Head of Buildings and Facilities; Ext 2309. Email: david.rendall@orkney.gov.uk
Date of assessment	14 December 2012
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	The Health and Safety Policy 2012-2014 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.

2. INITIAL SCREENING	
What are the intended outcomes of the function/policy/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.
State who is, or may be affected by this function/policy/plan, and how	The policy covers all services of the Council and places responsibilities on Elected Members, the Chief Executive, and Executive Directors 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.
How have stakeholders been involved in the development of this function/policy/plan?	The revised policy was developed in taking account of the feedback received from trade union representatives and from Service Directors. The draft policy was presented to the Council's Safety

	Committee on 16 November 2012 and to the Council's Senior Management Team on 17 December 2012.
Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise. e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)	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.
Could the function/policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)
1. Race: this includes ethnic or national groups, colour and nationality	No. There is no differential impact
2. Sex: a man or a woman	No. There is no differential impact
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No. There is no differential impact
4. Gender Reassignment: the process of transitioning from one gender to another	No. There is no differential impact
5. Pregnancy and maternity	No. There is no differential impact
6. Age: people of different ages	No. There is no differential impact
7. Religion or beliefs or none (atheists)	No. There is no differential impact
8. Caring responsibilities	No. There is no differential impact
9. Marriage and Civil Partnership	No. There is no differential impact
10. Disability: people with disabilities (whether registered or not)	No. There is no differential impact

3. IMPACT ASSESSMENT

Does the analysis above identify any differential impacts which need to be addressed?	None
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How could you minimise or remove any potential negative impacts?	N/A
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. CONCLUSIONS AND PLANNED ACTION

Is further work required?	Yes
What action is to be taken?	Executive 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 works.
Who will undertake it?	Executive Directors, Heads of Services and Managers
When will it be done?	The process of identifying and managing risk and taking steps to ensure the health and safety of people is continuous.
How will it be monitored? (e.g. through service plans)	Through the Corporate Performance and risk management System; by exception reports to the Senior Management Team; by Internal Audit's on request; Annual reports to the Council's Safety Committee.

Signature

Date 14 December 2012

Name DAVID J RENDALL
(BLOCK CAPITALS)

Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.