

# Surrey County Council Equality Impact Assessment

## 1. Context of the Service or Policy

### Service or Policy being assessed

Audit and Risk Assurance Health and Safety Team

**Assessor:** Keith Paskins

**Date** 4 March 2009

**What are the aims of the service or policy? If this assessment is part of a project it is important to focus on the service or policy the project aims to review/improve**

To advise the Executive, County Council Management Team and other SCC employees (as resources permit) on actions necessary to ensure compliance with the law relating to health and safety and SCC Health and Safety Policy. For an Equality Impact Assessment of this policy see the published document 'Health and Safety EIA (Audit and Risk Assurance).pdf' (hereafter referred to as the 'H&S Policy EIA').

**Who are the beneficiaries /users of this service or policy?**

Surrey County Council's employees, service users and others affected by its activities

**What is the existing situation in relation to minority, disadvantaged and excluded groups in which this service/policy operates?**

The H&S Policy EIA includes the following statement:

*Excluding any employee, service user or person affected by Surrey County Council's activities from the provisions of the Health and Safety Policy would contravene its requirements and statutory duties under the Health and Safety at Work Act.*

The members of the Health and Safety Team are required by their employment contracts and professional codes of conduct to ensure that the advice they give complies with this principle.

## 2. Given what you already know, what is the potential for this service/policy to have a negative or differential impact on minority, disadvantaged, vulnerable and excluded groups or on race relations and community cohesion?

The H&S Policy EIA summarises potential negative impacts identified due to age, belief/faith, disability, gender/transgender, sexual orientation, race and other or general equality issues. The Health and Safety Team will act in accordance with SCC's Equality and Diversity Scheme to provide advice intended to minimise negative or differential impacts.

- 3. Given what you already know, what is the potential for this service/policy to have a positive impact, such as tackling discrimination, promoting equality of opportunity and / or promoting good community relations, for minority, disadvantaged and excluded groups?**

The H&S Policy EIA summarises potential positive impacts identified due to age, belief/faith, disability, gender/transgender, sexual orientation, race and other or general equality issues. The Health and Safety Team will act in accordance with SCC's Equality and Diversity Scheme to provide advice intended to maximise positive impacts.

- 4. Give details of involvement, consultation and or research undertaken for each relevant equality and diversity grouping, upon which this policy/service has had an impact either internally or externally.**

**What is the research telling you in relation to age, belief/faith, disability, race gender/transgender, sexual orientation and other equality issues?**

The H&S Policy EIA summarises research and consultation mechanisms and relevant Health and Safety Team involvement between 1993 and 2008. The principal information sources for health and safety professionals do not automatically generate equalities information as the disciplines originate from separate legal frameworks. Consequently the Health and Safety Team relies on good cross-service and external networks to inform its contribution to equalities support activities. Central Joint Safety Committee is an important internal network.

- 5. Given your answers to the previous questions, how will your service or policy be revised to mitigate, reduce or eliminate negative impacts and enhance positive impacts for the relevant equality groups?**

The Health and Safety Team will support implementation of the Health and Safety Action Plan 2008 – 2011 recorded in the H&S Policy EIA (see paragraph 6).

**6. Actions needed to implement the EIA recommendations:**

| Action Plan:  | Target  |           | Responsibility:                                      | Date to be completed: |
|---|---|-----------|--|-----------------------|
| Improve communication methods for existing Information and instructions   | Transfer corporate Safety Manual from existing Lotus Notes microsite to a database fully accessible and searchable from SCC's public access internet site                 |           | A&RA Health and Safety Team plus SSC and IMT support | 2008                  |
|   | Secure comprehensive accessibility for service health & safety procedures via websites and other communication methods  |           | Service SMTs and consultation committees             | 2008                  |
| Revise content and presentation of corporate Safety Manual and service health and safety procedures to improve clarity and understanding  | All new and revised items approved via joint consultation. All existing publications reviewed and if necessary revised before 2011 via priority driven rolling programmes | Corporate | A&RA HS Team & CJSC                                  | 2008-2011             |
|   |   | Service   | Service SMTs and consultation committees             | 2008-2011             |
| Provide and as necessary refresh awareness training to enable managers to give new and existing team members essential corporate health and safety information and instructions | Provide corporate health and safety training courses to meet needs identified in the 2007 Health and Safety Training Review   |           | HR/A&RA H&S Team                                     | By June 2008          |
|   | All Level 1-4 managers attend Corporate Governance training   |           | Level 1-4 managers                                   | By June 2008          |
|   | All Level 4 managers attend Managers Induction course   |           | Level 4 managers                                     | By Dec 2008           |
|   | Level 3-4 managers determine who should attend other corporately funded health and safety courses, including refresher needs  |           | Level 3-4 managers                                   | Continuous            |
|   | All managers cascade corporate health and safety awareness training to their team members, including induction and refresher training                                     |           | All managers   | Continuous            |

NB these actions should have SMART Targets

Please continue and attach a separate sheet if necessary

NB these actions should be reported to the DIG and where relevant incorporated into the Equality and Diversity Action Plan, Service Plans and or personal objectives of key staff.

**7. If no actions are to be taken with respect to the recommendations please give reasons below:**

**Action plan review date:** \_\_\_\_2011\_\_\_\_\_

**Name of person responsible for review:** Senior Health and Safety Manager

**Name of person who carried out assessment:** Keith Paskins

**Name Head of Service:** Stewart Nash **Signed:** \_\_\_\_\_

**Date Completed:** 4 March 2009

1. Signed off electronic version to be kept in your team for monitoring and audit purposes
2. Send an electronic copy to the SCC 'Web Operations Team' for publication on the SCC website
3. Send Action Plan to DIG for review at its next meeting.

**Date sent to Web Operations Team:** 5 March 2009