

Screening/Scoping Pro Forma

Section	Environmental Health and Licensing	Officer responsible for the screening/scoping	Ted Mollart			
Name of Policy to be assessed	Health and Safety function	Date of Assessment	08/10/2008	Is this a proposed new or existing policy/procedure/practice?	Existing unit	
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?		Improving the quality of life and reducing death, accidents, injuries and ill-health for council employees and employees of business in the borough.				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.		Minimise demand on NHS bed uptake, To target high risk premises and rogue traders through a risk-based inspection programme.				
3. Who is intended to benefit from this policy and in what way?		Residents, employees, visitors to the Borough and vulnerable groups, e.g. the elderly.				
4. What outcomes are wanted from this policy/procedures/practice?		Safe, healthy and smoke-free workplaces and public areas				
5. What factors/forces could contribute/detract from the outcomes?		Legislation, Resources, lack of knowledge and non-compliant businesses.				
6. Who are the main stakeholders in relation to the policy?	Local residents/businesses and tourists. Responsible Authorities Committee members	7. Who implements the policy, and who is responsible for the policy?	Health and Safety team and the head of Environmental Health and Licensing team			
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?		Y	N	Y		
What existing evidence (either presumed or otherwise) do you have for this?		Formal action taken in a workplace could affect employees or users whose first language is not English. Translation services provided on request.				

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	No action recorded against existing structures and policies. Statutory requirement to pay particular attention to the health and safety of pregnant employees.		
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	Y	N	Y -All legislation and guidance is only provided in written format which could raise issues to do with illiteracy.
What existing evidence (either presumed or otherwise) do you have for this?	No action recorded against existing structures and policies.		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	No action recorded against existing structures and policies.		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	Y	N	Y -Under the health and safety at work act some machinery can only be used by people over a certain age which <u>could</u> cause some employers to only employ older people.
What existing evidence (either presumed or otherwise) do you have for this?	No action recorded against existing structures and policies. Anecdotal and officer perceptions only.		
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	Y	N	Y - Accident visits could occur on holy days. However visits are not scheduled and are flexible.
What existing evidence (either presumed or otherwise) do you have for this?	No action recorded against existing structures and policies.		

14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	Y	N	N-All visits are flexible.
What existing evidence (either presumed or otherwise) do you have for this?	No action recorded against existing structures and policies.		
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	Y	N	N- The only impact that it could be is if the individual was non-compliant it would attach a negative value to the confidence in management.
What existing evidence (either presumed or otherwise) do you have for this?	No action recorded against existing structures and policies.		
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	N	N
What existing evidence (either presumed or otherwise) do you have for this?	No action recorded against existing structures and policies.		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	Please explain Y Based on a new census and proportionality all enforcement procedures <u>could</u> be available with either a translation service available or printed into different languages to prevent confusion with non-English speakers.
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each heading (questions 8-16) on a separate piece of paper. N

<p>Business improvement</p> <p>19. Is there any concern that there are unmet needs in relation to any of the above groups?</p>	<p>Y</p>	<p>N</p>	<p>Please explain N-Training courses could be offered in different languages (including sign, rather than having to ask to obtain them.) HSE posters could come in different languages.</p>
<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>	<p>Y</p>	<p>N</p>	<p>Please explain N</p>
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>Y</p>	<p>N</p>	<p>Please explain N</p>
<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>			<p>Could possibly be a business review to ascertain whether or not the guidance and correspondence is understood by the businesses and at grass roots level.</p>

23. Should the policy proceed to a full equality impact assessment?	Y	N		Yes	No
			<p data-bbox="831 363 1883 432">24. If No, are there any changes required to the policy to improve it around the equality agenda?</p> <p data-bbox="831 467 1906 531">Changes to include improvement notices etc. and all enforcement action to include a translation service.</p> <p data-bbox="831 566 1906 667">Introducing the monitoring of the equality profile of employees who have accidents at work would help to identify whether or not people from particular equality groups are disproportionately more likely to suffer accidents.</p>		

Signed
(completing officer)

Date October 2008

Signed
(Head of Section)

Date November 2008

Countersigned
(HR representative)

Date November 2008