

Screening/Scoping Pro Forma

Section	Human Resources		Officer responsible for the screening/scoping	Richard Wood, HR Manager		
Name of Policy to be assessed	Health & Safety and Welfare (from the HR perspective) including stress, home working, remote working, DSE use, violence at work, safe driving, cash handling and related 'at risk' occupations – PMI, access to counselling, smoking, alcohol and drug use, dignity and respect at work (NOTE This is a big lump of activity but with the same general purpose. The differing nature of the various policies banded together under this heading is likely to mean that, in time, EIAs should go down to a lower level.)	Date of Assessment	31/10/2008	Is this a proposed new or existing policy/procedure/practice?	Existing	
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?		To protect and ensure the health, safety and Welfare of Guildford's employees.				
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.		To ensure that the Council meets its statutory obligations for the health, safety and welfare of its staff; To avoid compensation claims from staff for lapses in health, safety and welfare				
3. Who is intended to benefit from this policy and in what way?		All Council employees Senior management with designated responsibilities for health and safety; The Council as a corporate body				

4. What outcomes are wanted from this policy/procedures/practice?	<ul style="list-style-type: none"> ➤ A workforce that is aware of its responsibilities, aware of safe systems of work and aware of support mechanisms that are available to staff ➤ An absence of accidents at work ➤ An absence of work related illnesses/diseases ➤ An absence of formal and informal complaints regarding health, safety and welfare 		
5. What factors/forces could contribute/detract from the outcomes?	<ul style="list-style-type: none"> ➤ Lack of awareness ➤ Not keeping knowledge up to date ➤ Deferring corrective action ➤ Trying to save money 		
6. Who are the main stakeholders in relation to the policy?	<ul style="list-style-type: none"> ➤ Employees ➤ Line Management ➤ Corporate Management ➤ Staff representatives ➤ The Council as a corporate body 	7. Who implements the policy, and who is responsible for the policy?	Line management implements Either H&S in Environmental Health or HR subject to which policy.
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	¥	N	<p>The various policies covered apply consistently to all staff regardless of ethnicity.</p> <p>Not clear how employees who do not have English as a first language (or who cannot read), cope with understanding the policies, procedures and practices although it may be presumed that their on-the-job induction would, in some ways, compensate for the failure to understand the written word in English.</p> <p>Where there are aggregations of migrant workers the Health and safety policies applicable to areas of the workforce are translated, e.g. Polish staff at the Depot.</p>
What existing evidence (either presumed or otherwise) do you have for this?	No evidence of complaints/incidences that reflect greater of lesser impact on minority ethnic employees.		

<p>9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?</p>	<p>¥</p>	<p>N</p>	<p>The various policies covered apply consistently to all staff regardless of gender. The policies/procedures in respect of lone working, violence at work, bullying and harassment will have particular application for female staff but there is not felt that there would be a differential impact. It could be that greater awareness of these policies by male members of staff would reduce the likelihood that they would put themselves a risk.</p> <p>Specific advice/guidance is available for expectant mothers in respect of their health and safety whilst pregnant and at work.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>There is no evidence to point to a differential impact. However, it is recommended that the gender (and ethnicity etc.) of those who submit 'violence at work' reports is monitored to identify potential trends.</p>		

<p>10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?</p>	<p>Y</p>	<p>N</p>	<p>The various policies covered apply consistently to all staff regardless of disability.</p> <p>Generally the situation of disabled employees will not be different from that of other staff but specific concerns are: -</p> <ul style="list-style-type: none"> ➤ there is no reference to the needs of disabled employees in the fire evacuation procedures; although specialist equipment is installed on the first and second floor landings to assist with the safe evacuation of disabled people and all employees who would need assistance in the event of an evacuation have been assigned helpers who have been trained in how to use the equipment. Fire evacuation practices have tested that all employees can be safely evacuated in the required timescale. ➤ although not absolutely necessary, references to the specific application of the various policies to disabled staff would help promote awareness of disability issues. ➤ There is no direct reference to how these policies will be communicated to blind/partially sighted employees although, doubtless, appropriate steps would be taken in the event that Guildford employed a blind person.
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>The absence of clear documentation on fire evacuation. Otherwise there is no clear evidence of a possible differential impact on the health, safety and welfare of disabled employees.</p>		

11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	The various policies covered apply consistently to all staff regardless of their sexual orientation. In the extreme, an overtly homophobic work environment would cause stress to a gay or lesbian employee and the application of the policy on stress may be relevant to a gay employee.
What existing evidence (either presumed or otherwise) do you have for this?	The Council does not monitor the sexual orientation of its workforce and there is no evidence on which to presume that sexual orientation is an issue in the application of the policies grouped together in this EIA.		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	The various policies covered apply consistently to all staff regardless of age.
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	The various policies covered apply consistently to all staff regardless of religion or belief.
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Not at an 'on the face of it' level, although a recognition of the needs of carers in the various policies being considered, as with disability, would act as a reassurance to those who are carers.
What existing evidence (either presumed or otherwise) do you have for this?			
15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	The various policies covered apply consistently to all staff regardless of whether they are ex-offenders.

What existing evidence (either presumed or otherwise) do you have for this?		The council does not monitor its staff as ex-offenders and, therefore, there is no evidence that the policies result in a differential impact.	
16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?		¥	N The various policies covered apply consistently to all staff regardless of whether they are transgender.
What existing evidence (either presumed or otherwise) do you have for this?		The council does not monitor its staff as transgender and, therefore, there is no evidence that the policies result in a differential impact.	
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	Generally 'no' but the comments against the disabled should be addressed to ensure that no differential negative impact falls on disabled people
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	To give a clear focus on the needs of disabled people, in particular in the fire evacuation policy but in other policies as well would ensure that proper consideration is given, in advance of the need to evacuate the building, to ensuring that disabled employees can evacuate the building in good time.
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y	N	Primarily in respect of disabled employees for the reasons given in 10. above.
20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?	¥	N	Not in a conspicuous and meaningful way.

<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>For those policies that fall under the general heading of Health, Safety and welfare of staff for which environmental health is the lead service unit.</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>Y</p>	<p>N</p>	<p>Not a major impact but the inclusion of references to the 6 equality strands in the policies would help the aim of 'mainstreaming' equality.</p>

23. Should the policy proceed to a full equality impact assessment?	Y	N	This is a critical policy area that impacts on all staff and that help ensure that the Council meets its statutory obligations to ensure the health, safety and welfare of its staff. The Council would do well to take some, if not all of the policies and procedures banded together in this EIA, to a full EIA.	Yes	No
24. If No, are there any changes required to the policy to improve it around the equality agenda?	Y	N	Generally, although much advice and guidance exists, it is not always easily located on the Loop. Time to improve the availability would be time well spent.		

Signed
 (completing officer) Date October 2008

Signed
 (Head of Section) Date

Countersigned
 (Corporate Diversity/Diversity/Policy Team) Date October 2008