

Blackpool Council - Equality Impact Assessment Record Form from March 2007

Department: Business Services

Team or Service Area Leading Assessment: Health and Safety

Title of Policy/ Service or Function: Bomb Threat and Evacuation

Proposals to introduce: Policy

Date of proposals: Aug 07 Committee/Team: T Hall, B Ford, M Midgley

Lead Officer: T Hall

STEP 1 - IDENTIFYING THE PURPOSE OR AIMS

1. What type of policy, service or function is this?

Existing New/ proposed X Changing/ updated

2. What is the aim and purpose of the policy, service or function?

To define the arrangements to be in place in the event of 'Bomb Threats and Evacuation'.

3. Please outline any proposals being considered.

Propose to define the standards that must be in place to ensure a bomb search can be undertaken and or a building evacuated as a result of a bomb threat.

4. Why are the proposals being made - for what reason?

Health and Safety reasons

5. What outcomes do we want to achieve

To ensure adequate arrangements are in place in the event of a bomb threat to carry out a bomb search or evacuate the building.

6. Who is the policy; service or function intended to help/ benefit?

All employees, visitors, and any others in Council premises.

7. Who are the main stakeholders/ customers/ communities of interest?

All employees

8. Does the policy, service or function have any existing aims in relation to equality, social inclusion or community cohesion?

No

9. How is the resulting service or function delivered/ administered?

Implementation communicated to all H&S Manual Holders, Quicknotes and Newsletter communications.

STEP 2 - CONSIDERING EXISTING INFORMATION AND WHAT THIS TELLS YOU

10. Please summarise the main data/ research and performance management information in the box below.

<i>Date/ information</i>
NA
<i>Research or comparative information</i>
NA
<i>Key findings of consultation and feedback</i>
Minor feedback all relating to technical points.

11. What are the impacts or effects for communities?

<i>Race or ethnicity</i>
NA
<i>Gender and transgender</i>
NA

Age
NA
Disability
NA
Religion or belief/ faith communities
NA
Lesbian, gay, bisexual people
NA
Other socially excluded communities or groups
NA
Relationships between or within communities
NA

12. What do you know about how the proposals will impact on different communities?

NA

STEP 3 - ASSESSING THE IMPACT

13. Is there any evidence of higher or lower take-up by any group or community, and if so, how is this explained?

NA

14. Does the geography or demography of service users reveal anything?

NA

15. Do any rules or requirements prevent any groups or communities from using or accessing the service?

NA

16. Does the way a service is delivered/ or the policy create any additional barriers for any groups of disabled people? (DDA duties arising out of DDA 1995)

NA –provision for the evacuation of disabled persons should already be in place in all premises.

17. Does the way a service is delivered/ or the policy create any additional barriers for any other groups or communities, for example, due to limited income or because of the time during the week or day when the service is available? E.g. women, cultural reasons.

All arrangements are available, on request, in large print versions.

18. Do any of these limitations amount to unlawful discrimination?

Yes No

If yes, please explain (referring to relevant legislation) in the box below

NA

19. If No, do they amount to a differential impact, which should be addressed?

Yes No

If yes, please give details in the boxes below.

NA

20. If the impact or effects are adverse for any community or group, can they be defended in order to provide equality for another community under legislation or policy?

Yes No

Please give details below.

NA

21. Do you have enough information to make a judgement?

Yes No

If no, what information do you require, about which communities?

22. Is it possible to get the information quickly and easily or is it recommended that the collection of such data be included as an action for the action plan that will be developed? Please detail below.

NA

STEP 4 - DEALING WITH ADVERSE OR UNLAWFUL IMPACT

23. What can be done to improve the policy, service, function or any proposals in order to reduce or remove any adverse impact or effects identified?

NA

24. What would be needed to be able to do this? Are the resources likely to be available?

NA

25. What other support or changes would be necessary to carry out these actions?

NA

STEP 5 - CONSULTING THOSE AFFECTED FOR THEIR VIEWS

26. Please outline the steps taken to test out your findings and possible courses of action below.

Full consultation in accordance with the Council's Corporate Consultation Procedures

27. What feedback or responses have you received to the findings and possible courses of action? Please give details below.

NA

28. If you have not been able to carry out any consultation, please indicate below how you intend to test out your findings and recommended actions.

NA

29. If you are impact assessing some proposals, what steps have been taken to ensure that stakeholders have been able to voice their opinions on the proposals or the need for change?

NA

STEP 6 - ACTION PLANNING

Please outline your proposed action plan below.

Issues/ adverse impact identified	Proposed action/ objectives to deal with adverse impact	Targets/Measure	Timeframe	Responsibility	Indicate whether agreed
				(type to expand box)	
				(type to expand box)	
				(type to expand box)	
				(type to expand box)	

STEP 7 - ARRANGEMENTS FOR MONITORING AND REVIEW

Please outline your arrangements for future monitoring and review below.

Agreed action	Monitoring arrangements	Timeframe	Responsibility	Added to Service Plan etc.

Date completed: 09/07/07

Signed:

Name: T Hall

Position: Principal H&S Adviser