

Blackpool Council - Equality Impact Assessment Record Form from March 2007
Department: **Business Services**

Team or Service Area Leading Assessment: **Occupational Health & Safety Team**

Title of Policy/ Service or Function: **Controlling Risks From Hazardous Substances**

Proposals to introduce: **New Policy**

Date of proposals: **March 2009**

Committee/Team: **T. Hall, D. Stanley, E. Knox**

Lead Officer: **T. Hall**

STEP 1 - IDENTIFYING THE PURPOSE OR AIMS

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

Existing **New/ proposed** Changing/ updated

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

To define health and safety arrangements for controlling risks from hazardous substances used as part of or resulting from work activities.

3. Please outline any proposals being considered.

Policy outlining health and safety arrangements and guidance on the use and control of hazardous substances in the workplace.

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

To comply with Health and Safety legislation and to meet the Councils health and safety objectives and duty of care obligations.

5. What outcomes do we want to achieve

To comply with legal requirements and to safeguard and protect the health and safety of employees.

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

**All employees.
Service users who might be exposed to hazardous substances used as part of or arising from work activities carried out by Council employees.**

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?

Arrangements are communicated to all Occupational Health & Safety Manual Holders, plus use of Internet Quicknotes and Occupational Health & Safety Newsletter. Management are responsible for implementation.

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.

Date/ information
Not applicable.
Research or comparative information
<i>Not applicable</i>
Key findings of consultation and feedback
<i>Minor feedback – nothing of significance relating to equality impact.</i>

11. What are the impacts or effects for communities?

Race or ethnicity

Not applicable

Gender and Trans
<i>Not applicable.</i>
Age
<i>Not applicable</i>
Disability
<i>Not applicable.</i>
Religion or belief/ faith communities
<i>Not applicable.</i>
Lesbian, gay, bisexual people
<i>Not applicable.</i>
Other socially excluded communities or groups
<i>Not applicable.</i>
Relationships between or within communities
<i>Not applicable.</i>

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

Not applicable

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?

Not applicable

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

Not applicable

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

Not applicable

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)

Not applicable

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

Not applicable

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.

Not applicable

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 ***Not applicable***

Please give details below.

Not applicable

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

Yes No

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

Not applicable

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.

Not applicable

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?

Not applicable

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

Not applicable

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

Not applicable

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 Council consultation procedures.

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

Minor feedback – nothing of significance relating to equality impact.

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.

Not applicable

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?

Not applicable

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
None identified	None required				

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.
None identified	None required			

Date completed: 18th March 2009

Signed:

Name: Elaine A. Knox

Position: Health & Safety Adviser