

Step 1**Details of Assessment Team – refer to guidance notes**

Please use this form to record the details of your team. Use the guidance notes to help you to pull a relevant team together.

About the policy, practice, service or function you are assessing

Name of policy, practice, service or function: **Health & Safety Policy**

Name of Assessment Team Leader: **John Griffiths**

Department responsible: **Human Resources/Health & Safety**

Other members of assessment team:

Name	Position	Area of Expertise	Comments
Sara Townsend	E & D Manager	E & D	
John Griffiths	Health & Safety Manager	H & S	

Step 2 – Collecting information and data on consulting on how the policy, procedure, service or function impacts on students, employees, communities and other stakeholders – refer to guidance notes

Consider all six equality strands: <i>Racial Group, Disability, Gender, Age, Sexual Orientation, Religion or Belief</i>	Date data was collected
Examples of evidence could be:	
Tick evidence gathered and state briefly what it tells you.	
1. data showing evidence of higher or lower participation of any particular groups (e.g. who uses the service and who doesn't)	n/a
2. student/ employee feedback from surveys or complaints Student feedback on H & S matters SNC Staff Survey	May 09
3. any important demographic changes or trends	n/a
4. comparative information or data where no local information is available Accident Statistics included in Minutes of Monthly H & S Management Team meetings	02/07/09
5. census, national or regional statistics	n/a
6. Access Audits, DDA assessments Consultant has recently completed DDA access reports with recommendations for action.	May 09
7. workforce profile (ethnicity, disability, gender etc)	n/a
8. outcomes of previous monitoring	n/a
9. existing or previous inspections of the policy, procedure, practice, service or function LSE yearly visit advised regarding safe guarding arrangements. This is going to be incorporated into the OFSTED inspections.	Dec 08
10. research/ knowledge of the effects of the policy, procedure, practice, service or function on any of the College's stakeholders (including external stakeholders) Minutes of Monthly H & S Management Team meetings Minutes of quarterly H & S Committee	
11. how part-time or sessional staff may be affected Progress currently being made with regard to ensuring adequate H & S arrangements for non permanent and p/t staff	
12. any consultation and community involvement Consultation via H & S Committee	

13. existing or previous impact assessment action points Both points actioned from last year's assessment.	
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Step 3 – Defining the policy, procedure, service or function and identifying inequalities by analysing the information you have and identifying actions – refer to guidance notes
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Question 1

What is the name of the policy, procedure, practice, service or function you are assessing, what are the main aims and objectives; what outcomes do we want; and who is responsible for implementing or delivering the policy, procedure, practice, service or function?

Response/ Findings:

Health & Safety Policy.

The main objective is to establish and maintain a safe environment, so far as is reasonably practicable, throughout all areas used by the College and to comply fully with the Health and Safety at Work Act 1974, all other statutory provision and approved codes of practice therefore ensuring duties are discharged accordingly.

The Director of Human Resources is responsible for this policy as the named Director responsible for Health & Safety throughout the College; this person is assisted by a full time Health & Safety Manager.

Question 2

Who is affected by the policy, procedure, practice, service or function and is there any evidence that any groups within the following characteristics are adversely affected.

Response/ Findings:

Evidence is available that reasonable adjustments for disability are made throughout the College where required, this evidence also identifies that no groups are adversely affected as the college actively promotes E & D representation at the H & S Management team meetings to bring forward any issues which may affect the groups below.

	YES – state briefly	NO
Age	Non Discriminatory	
Disability	Non Discriminatory	
Gender	Non Discriminatory	
Racial Group	Non Discriminatory	
Religious Belief	Non Discriminatory	
Sexual orientation	Non Discriminatory	

Question 3

Is there any evidence that different groups, organisations or individuals have different needs, experiences, issues and priorities in relation to this policy? *For instance higher or lower uptake or participation.* Consider student and staff surveys, research, community consultations, prior performance monitoring or inspection.

Response/ Findings:

Yes, as the college actively promotes students from all of the 6 E & D strands to enrol and it has been identified that primarily disability and age must be taken into consideration and reasonable adjustments made.

This can be evidenced by Student Support manager feedback to E & D Forum meetings as well as E & D representation at the monthly H & S Management team meetings to bring forward any issues which may affect any persons within the 6 strands.

Student Council meetings.

Student surveys.

Note: A broad interpretation should be taken of the word 'evidence.' It should include anecdotal evidence and evidence derived from qualitative and quantitative analysis where available.

Question 4

Is the service that is underpinned by this policy, procedure or function having a positive or negative effect on particular students, employees, community groups or other stakeholders?

Response/ Findings:

It has a positive effect in that reasonable adjustments are made where identified/required such as D.D.A upgrade works and emergency evacuation procedures thus helping to establish and maintain a safe environment for persons who have different needs.

Persons identified who may be affected are disabled persons and the young/elderly who may be infirm.

Question 5

In relation to this policy, procedure, practice, service, or function does any equality or diversity actions already exist? If YES detail below.

Response/ Findings:

Yes

D.D.A upgrade works are taken into consideration where repairs/upgrade work to the buildings or site are carried out.

The College employs a DDA Consultant who attends the monthly H & S Management Group meetings.

Disability & Equality Duties are a standing item on the H & S Management Group agenda.

Personal Emergency Evacuation Plans are drawn up where required for individual persons with disabilities who study or work within the college.

Fire alarms for areas where Deaf tutors deliver courses have been upgraded to incorporate visual beacons.

Question 6 – Look at Questions 2 & 3 Answers

Is there an opportunity to promote equality of opportunity or good community relations by altering the policy, or by working with others?

If YES, detail your action on FORM IMP.ACT. If NO state briefly how the team came to this conclusion.

Response/ Findings:

No – Equality and Diversity is a standing action when reviewing all Health and Safety procedures.

Form: IMP.ACT

EQUALITY IMPACT ASSESSMENTS – Summary

Policy/ Service/ Procedure/ Function Title: Health & Safety Policy

Report of EIA Findings:

1) Overview of policy/ service

The main objective is to establish and maintain a safe environment, so far as is reasonably practicable, throughout all areas used by the College and to comply fully with the Health and Safety at Work Act 1974, all other statutory provision and approved codes of practice therefore ensuring duties are discharged accordingly.

2) Findings

Evidence is available that reasonable adjustments for disability are made throughout the College where required, this evidence also identifies that no groups are adversely affected as the college actively promotes E & D representation at the H & S Management team meetings.

Reasonable adjustments are made where identified/required such as D.D.A upgrade works and emergency evacuation procedures thus helping to establish and maintain a safe environment for persons who have different needs.

3) Actions Taken

	By When	By Whom	Progress

Data/ Information considered:

The policy itself, student survey results, H & S Management Group minutes, Evacuation procedures, PEEPS.

Consultation: 2nd July 2009

John Griffiths, Health & Safety Advisor
Sara Townsend Equality & Diversity Manager

Date of Publication of EIA:

To be attached to each policy before obtaining Governor Approval.