Non-protected

Equality impact assessments

Template



# Name of policy: HEALTH & SAFETY TOOLKIT

## Introduction

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| Lead officer | Alison Gardiner, Head of Office Support Services |
| Others involved in the assessment | Michelle Borland (nee MaGee) & Jill McIntyre - Dec 2012  Vicki Scaife, Buildings Manager |
| Date(s) of assessment | 04-12-2012  03-06-2014 |

## Description of policy

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| Background | **sport**scotland regards the management of health and safety as a priority and an integral element of the efficient management of its activities. The Health and Safety Toolkit provides a framework for safeguarding **sport**scotland’s assets (people, property and information). It is critical to developing the professional culture of **sport**scotland and establishing and maintaining a solid reputation with all of our partners. |
| Purpose and outcomes | It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities (including work-related driving). Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. |
| How it links to **sport**scotland corporate and business plans | Effective Organisation |
| How we intend to implement the policy | **sport**scotland will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that all legal obligations may be met. The toolkit is available to staff through SharePoint and e-learning packages support its communication. Each site displays a Health and Safety Policy Statement which provides additional information to staff on arrangements in place. |

## Who policy is likely to impact on and how

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| Who will the policy benefit (i.e. who is the customer?) If applicable, you should consider how **sport**scotland’s investment is spent in the context of this policy. | Any person on **sport**scotland premises will benefit (staff and visitors). The organisation itself will also benefit corporately in respect of its legal obligations. |
| Is it designed to impact on one/some/all people who share a protected characteristic? How? | The policy is applicable to anyone who is an employee of **sport**scotland or a visitor to its sites, regardless of any protected characteristic they may share |
| How will customers be involved in the development and roll out of the policy? If no involvement mechanism, how will customer needs be identified and addressed? | The policy was approved by the Health and Safety Committee which draws together managers and staff representatives from different parts of the organisation. |
| Which partners will be involved in the development and roll out of the policy and how? | None. |

## Think about the impact the policy/practice will have on eliminating discrimination, promoting equality of opportunity and fostering good relations between different groups. Also consider whether there is potential for discrimination.

| ***Policy within Health and Safety Toolkit*** | ***Protected characteristic*** | **What do we know about this group in the context of this policy?** | **What is the potential impact (positive, neutral and negative) on people who share the characteristic?** | ***What could we do to reduce any negative impacts, maximise positive impacts and ensure quality information***  ***What further evidence should we collect?*** |
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| Alcohol & Drug Safety | n/a | n/a | n/a | n/a |
| Adverse Incident Adverse Incident and Risk Reporting and Recording Procedures | Disability | Potential challenges around reporting or recording incidents if mechanisms for this are not accessible. | Inability to report. | Ensure all reporting and Recording tools for adverse incidents can be accessed and used by people with any type of disability. There is also the opportunity to report verbally if helpful. |
| Asbestos Policy | n/a | n/a | n/a | n/a |
| CCTV Policy | Age | Young people are a particular target for the misuse of recording equipment and images. | Potential for breach of data protection. | Include explicit reference in the policy to the need to take account of the potential impact of Age in the assessment of CCTV installation.  Monitor all CCTV usage and any access to images through the H&S Committee. |
| Committee Terms of Reference | All | There is a need for the Committee membership to represent the interests of all protected characteristics. | If committee membership does not include representation from people who share protected characteristics there is a risk their views may not be taken into consideration when developing and revising health and safety policies and practices. | There is provision in the terms of reference that the Committee will take external advice and/or consult with people who share protected characteristics as appropriate as part of policy development.  This will be monitored by the Committee and minuted as appropriate. |
| Control of Substances Hazardous to Health Policy | Age | Young people do not understand fully the dangers presented by such substances. | They may be more exposed to dangers than others. | Risk assessments must pay due regard to the needs of all ages. This will be monitored through the Health and Safety Committee and minuted appropriately. |
| Counter Terrorist Protective Security Measures Policy | Race  Religion and Belief | In heightened security status these groups may receive higher levels of scrutiny | There may be inconsistent application of policy due to individual prejudices. | We could highlight the potential for such discrimination in the policy. |
| Display Screen Equipment (DSE) Policy, Guidance / Checklist` | Disability  Pregnancy/maternity  Age | These groups can face physical challenges with the workstation/workplace and the policy aims to assist in identifying what these are. | The policy aims to ensure that individual requirements are addressed and remedial action taken as appropriate. | Repeat exercise to encourage all staff to continually monitor their working environment and identify improvements. |
| Driving Policy | Age  Gender  Pregnancy/maternity | These groups can be at higher risk during driving activities due to physical challenges and/or perceptions of weakness, e.g. during vehicle breakdowns. | The policy allows for access to advanced driving instruction and car safety kits. Specific guidance is provided for both managers and staff around potential risk areas, including age, gender and health issues associated with pregnancy. | Increase awareness of policy so people are aware that this type of guidance and support is available. |
| First Aid Policy | n/a | n/a | n/a | n/a |
| H&S Policy Statement | n/a | n/a | n/a | n/a |
| Healthy Working Lives Group Terms of Reference | All | There is a need for the Group membership to represent the interests of all protected characteristics. | If Group membership does not include representation from people who share protected characteristics there is a risk their views may not be taken into consideration when developing and revising health and safety policies and practices. | There is provision in the terms of reference that the Group will take external advice and/or consult with people who share protected characteristics as appropriate as part of policy development.  This will be monitored by the Group. |
| HIV, Blood Borne Diseases | Disability  Sexual Orientation | Disabilities may arise from these conditions.  There is a wide-held (false) perception that sexual orientation determines the potential for such conditions. | The policy states that staff suffering from blood borne diseases will not be treated differently from any other employee and this information will be kept confidential. | Generally increase awareness of policy  Any breach of confidentiality will be investigated. |
| Lone Working Policy and Guidance | Age  Disability  Gender  Pregnancy | The policy specifically asks line managers to consider any particular risks and issues faced by individuals in the protected characteristic groups and gives some examples. | Line managers are required to document any additional risks and agreed mitigating arrangements | Policy has been amended to require line managers to report to the local H&S Officer the outcome of risk assessments – this form part of the quarterly reports to the H&S Committee. |
| Maintaining a Safe Environment / Good Housekeeping Guidance | All | The policy seeks to ensure that the working environment is safe for all.. | Quarterly reporting to the H&S Committee includes any risks identified in the working environment and mitigating actions put in place. | Generally increase awareness of policy and the need to take account of the needs of those with protected characteristics. |
| Manual Handling Policy and Guidance / Checklist | Age  Disability  Gender  Pregnancy | The risk assessment guidance within the policy highlights the need to consider risk factors associated with:   * experience (age) * physical restrictions, e.g. strength, mobility (age, gender, disability, pregnancy) * learning restrictions (disability) | Line managers are required to document any agreed mitigating arrangements | Policy amended to require line managers to report to the local H&S Officer the outcome of risk assessments – this forms part of the quarterly reports to the H&S Committee (anonymised) |
| Occupational Health Services | n/a | n/a | n/a | n/a |
| Photo ID and Access Card Policy | All  Disability  Religion or belief | n/a  Potentially challenging to see/use access cards if you have a disability  People of some religions may be uncomfortable having their photograph retained or displayed. They may also be unrecognisable in their photo. | Everyone has to wear access cards with photo identification, there is no discrimination in this respect.  Recognised potential issue as policy was being developed.  Standard communication of policy will ask people if they understand, need more information or have comments. | Generally increase awareness of the policy and why it is important to comply  We have provided various attachment options (lanyards and clips) to ensure people have options for how they wear the access cards.  Card scanners are positioned on wall so they can be accessed easily by people in wheelchairs.  Lanyards are in bright blue for staff and red for visitors. Potential to add braille to cards if necessary.  We have amended the policy to state that in special circumstances reasonable adjustments to adhering to the policy could be made (e.g. if someone wears a burqa) and that people should speak to their line manager if there are any issues. |
| Trauma Identification Management Policy | All | We know that there is potential for each group with protected characteristics to be affected in different ways by traumatic events, however, the policy and process aim to provide an individual response and a route to additional support and guidance and this is a core part of the training of Practitioners, etc. | The individual approach should ensure a positive impact on people who share any particular characteristic. | The application of the TrIM policy will be monitored by the Group (anonymised). |
| Workplace Risk Assessments | n/a | n/a | n/a | n/a |

## Who will be consulted internally on this EQIA?

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| Director of Corporate Services  Corporate Services Heads of Service  Health and Safety Committee members (including staff representatives) |

## Who will be consulted externally on this EQIA?

In planning external consultation please refer to the guidance on page five and speak to the strategic planning team for advice and support. It may be that there are several EQIAs that require external consultation at the same time and it is important this is coordinated.

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| n/a |

## What recommended steps should we take to improve the policy and monitor its equality impact?

In developing an action plan, project leads should balance how to maximise the positive impact of the policy or practice on all people who share the protected characteristics, with the requirement to maximise the core outcomes of the policy/practice (i.e. recommendations should be proportional and relevant.) The assessment should take steps to embed ways of monitoring the ongoing impact of the policy and practice.

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| Action | Responsibility | Timeline |
| Adverse Incident / Risk Reporting and Recording Procedures - Ensure all reporting and recording tools for adverse incidents can be accessed and used by people with any type of disability. | Head of Office Support Services & Local Health and Safety Officers | December 2014 (next H&S Committee meeting) |
| Include explicit reference in the policy to the need to include reference to children and other vulnerable groups in the impact assessment around the need for CCTV install and operation. | Head of Office Support Services | December 2014 (next H&S Committee meeting) |
| DSE Policy – repeat exercises to be monitored through H&S Committee. | Head of Office Support Services & Local Health and Safety Officers | September 2014 (next H&S Committee meeting) |
| Driving Policy – increase awareness of policy | Head of Office Support Services & Local Health and Safety Officers | Ongoing |
| HIV, Blood Borne Diseases – increase awareness of policy | Head of Office Support Services & Local Health and Safety Officers | Ongoing |
| Maintaining a Safe Environment – increase awareness of policy | Head of Office Support Services & Local Health and Safety Officers | Ongoing |
| Photo ID & Access Card Policy – increase awareness of policy | Head of Office Support Services & Local Health and Safety Officers | Ongoing |

## Sign off

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| Assessment signed off by: | Corporate Services Heads of Service |
| Sign off date: | 23rd March 2015 |