



Statement of Intent. The Council intends to screen its policies, in accordance with Paragraphs 5 and 6 of the Equality Scheme, to determine which would require a fuller equality analysis in the form of an impact assessment

Part 1: Policy Scoping

The first stage of the screening process involves scoping the policy or policy area. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

You should remember that the Section 75 statutory duties apply to internal policies (relating to people who work for the authority), as well as external policies (relating to those who are, or could be, served by the authority).

Information about the policy

Name of the policy or policy area:

Corporate Health and Safety Policy

Is this an existing, revised or a new policy/policy area?

Existing	Revised	New
		X

Brief Description

The management of health and safety is regarded as a key part of what we do. This document describes our Health and Safety Management System. This System is based on the publication by the Health and Safety Executive Successful Health and Safety Management (HSG65). This Policy also sets out the responsibilities of all employees for health and safety in the workplace, and emphasises the additional roles that Directors, Heads of Departments, Managers, Centre Managers, and Supervisors have in our Health and Safety Management System

What is it trying to achieve? (intended aims and outcomes)

Our Health and Safety Policy is intended to contribute to our overall performance by:

- reducing the occurrence of accidents, ill health, sickness absence, or other dangerous incidents;
- promoting continuous improvements in health and safety performance;
- encouraging all employees to think about how they can do their jobs more safely; and
- improving the quality of services we deliver.

Are there any Section 75 categories which might be expected to benefit from the intended policy?

YES	NO	N/A
		X

If YES, explain how.

Who initiated or wrote the policy?

Fermanagh and Omagh District Council.

Who owns and who implements each element of the policy?

Fermanagh and Omagh District Council.

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

YES	NO	N/A
	x	

If YES, are they

Financial:

Legislative:

Other, please specify:

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

The key stakeholders for the Fermanagh and Omagh District Council’s Corporate Health and Safety Policy are:

- Elected members of the new Fermanagh and Omagh District Council
- Employees of the Fermanagh and Omagh District Council,
- Contractors working for us, members of the public visiting or using Council facilities, or our guests

Other policies with a bearing on this policy

What are they and who owns them?

Fermanagh and Omagh District Council’s Customer Care Policy (to be developed)
 Fermanagh and Omagh District Council’s Disciplinary and Dismissal Policy
 Local Government Code of Conduct for Employees

Available evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

Section 75 Category	Details of Evidence/Information
Religious Belief Political Opinion Race Disability Age	Review of existing policies in Omagh District Council and Fermanagh District Council. Desktop analysis of good practice across the public sector.

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of Needs/Experiences/Priorities
Religious Belief Political Opinion Race Disability Age	The Policy aims to ensure that all Managers that it take account of the needs of all those working in and coming into contact with their specific service activity area to ensure the health, safety and well-being of all employees e.g. contractors, clients, partners and members of the public particularly those with disabilities. Consideration will also be given to anticipating the issues arising from disabled people working in or coming into contact with the service activity area in order to achieve and ensure a safe working environment including reasonable adjustments or by modifying processes, procedures or the use of alternative equipment etc.

Part 2: Screening Questions

Introduction

1. If the conclusion is **none** in respect of all of the Section 75 categories, then you may decide to screen the policy out. If a policy is 'screened out', you should give details of the reasons for the decision taken.
2. If the conclusion is **major** in respect of one or more of the Section 75 categories, then consideration should be given to subjecting the policy to an EQIA.
3. If the conclusion is **minor** in respect of one or more of the Section 75 categories, then consideration should still be given to proceeding with an EQIA, or to measures to mitigate the adverse impact; or an alternative policy.

In favour of a 'major' impact

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and hence it would be appropriate to conduct an EQIA;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns among

affected individuals and representative groups, for example in respect of multiple identities;

- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

In favour of ‘minor’ impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

In favour of none

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the earlier evidence, consider and comment on the likely impact on equality of opportunity / good relations for those affected by this policy, by applying the following screening questions and the impact on the group i.e. minor, major or none.

Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 grounds? Minor/Major/None		
Section 75 Category	Details of Policy Impact	Level of Impact? Minor/Major/None
Religious belief		None
Political opinion		None
Racial / ethnic group	Consideration will be given to the production of safety communications in different languages.	Minor
Age	Evacuation procedures must be mindful of the safety of young children and older adults with high levels of dependency	Minor
Marital status		None
Sexual orientation		None
Men and women generally		None

Section 75 Category	Details of Policy Impact	Level of Impact? Minor/Major/None
Disability	Consideration will be given to anticipating the issues arising from disabled people working in or coming into contact with the service activity area in order to achieve and ensure a safe working environment including reasonable adjustments or by modifying processes, procedures or the use of alternative equipment etc.	Minor
Dependants	Expectant mothers will require risk assessments to determine if there are additional risks to the unborn child. Evacuation procedures must be mindful of the safety of young children and older adults with high levels of dependency. <input type="checkbox"/>	Minor

2 Are there opportunities to better promote equality of opportunity for people within any of the Section 75 categories?

Section 75 Category	If Yes, provide details	If No, provide reasons
Religious Belief Political Opinion Race Disability Age	The Policy highlights the Council's commitment to actively managing its health and safety performance for the benefit of all elected members, employees, members of the public and visitors it engages with during the provision of services.	

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? Minor/Major/None

Good Relations Category	Details of policy impact	Level of impact Minor/Major/None
Religious belief	N/A	None
Political opinion	N/A	None
Racial group	N/A	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If Yes, provide details	If No, provide reasons
Religious Belief Political Opinion Race	The Council is committed to the promotion of good relations. There are a number of policies and procedures in place to ensure the promotion of good relations between employees to ensure they are comfortable in all work areas. □	

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?

(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

None

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

N/A

5. Is there an opportunity to better promote positive attitudes towards people with disabilities by altering the policy or working with others in government or the wider community? Yes /No.

The Council recognises that barriers may exist for those with disabilities, including those with learning difficulties, to access communication. Consideration will be given to anticipating the issues arising from disabled people working in or coming into contact with the service activity area in order to achieve and ensure a safe working environment including reasonable adjustments or by modifying processes, procedures or the use of alternative equipment etc.

6. Is there an opportunity to encourage people with disabilities to participate in public life by altering the policy or working with others in government or the wider community? Yes /No.

The Council recognises that barriers may exist for those with disabilities, including those with learning difficulties, to access communication. Consideration will be given to anticipating the issues arising from disabled people working in or coming into contact with the service activity area in order to achieve and ensure a safe working environment including reasonable adjustments or by modifying processes, procedures or the use of alternative equipment etc.

Part 3: Screening Decision

In light of your answers to the previous questions, do you feel that the policy should: (please indicate one):

1. Not be subject to an EQIA (with no mitigating measures required)
2. Not be subject to an EQIA (with mitigating measures /alternative policies)
3. Not be subject to an EQIA at this time
4. Be subject to an EQIA

Option 1:

The policy should not be subject to an EQIA (with no mitigating measures required.)

If 1. or 2. (i.e. not be subject to an EQIA), please provide details of the reasons why:

The policy is reflective of best practice and recognises the statutory requirements of both health and safety legislation and also S75. The detail within the policy is largely written to ensure legal compliance with the relevant health & safety legislation.

If 2. (i.e. not be subject to an EQIA), in what ways can identified adverse impacts attaching to the policy be mitigated or an alternative policy be introduced?

In light of these revisions, is there a need to re-screen the revised/alternative policy at a future date? YES / NO

**If 3. or 4. (i.e. to conduct an EQIA), please provide details of the reasons:
Timetabling and Prioritising EQIA**

If 3. or 4., is the policy affected by timetables established by other relevant public authorities? YES / NO

If YES, please provide details:

Please answer the following questions to determine priority for timetabling the EQIA. On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for EQIA.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people’s daily lives	
Relevance to a public authority’s functions	

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for EQIA. This list of priorities will assist you in timetabling the EQIA. Details of your EQIA timetable should be included in the quarterly Section 75 report.

Proposed date for commencing EQIA: _____

Any further comments on the screening process and any subsequent actions?

Part 4: Monitoring

Effective monitoring will help identify any future adverse impacts arising from the policy which may lead you to conduct an EQIA, as well as help with future planning and policy development. You should consider the guidance contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007). The Commission recommends that where the policy has been amended or an alternative policy introduced, then you should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Please detail proposed monitoring arrangements below:

The Corporate Health and Safety Policy will be reviewed twice a year by the Health and Safety Advisory Group and a full review will be undertaken in two years.

The policy may be reviewed sooner in the event of any one or more of the following:

- A failure or weakness in the policy is highlighted
- Changes in legislative requirements
- Changes in Government/Council or other directives and requirements

Part 5: Approval and Authorisation

Screened by:	Position/Job Title	Date
	Change Manager (Fermanagh)	
Approved by:		
	Chief Executive	