

Colchester Borough Council

Equality Impact Assessment Form - An Analysis of the Effects on Equality

Section 1: Initial Equality Impact Assessment

At Colchester Borough Council we have a corporate approach to equality and diversity that reinforces the importance of providing equal opportunities to potential and existing employees. Through the employment of committed and motivated people we can deliver excellent customer services and improve the reputation of the Council as an employer of choice.

Name of policies to be assessed:

- All Health and Safety policies and arrangements for Internal use within Colchester Borough Council (CBC)

1. What is the main purpose of the policies?

- To establish the way CBC complies with Health and Safety legislation for its staff, including a signed statement of intent outlining commitment to health and safety from the chief executive and leader of the council, organisation structure and responsibilities.

2. What main areas or activities does it cover?

- All services and activities.

3. Are there changes to an existing policy being considered in this assessment? If so what are they?

- No

4. Who are the main audience, users or customers who will be affected by the policy?

- All Staff

5. What outcomes do you want to achieve from the policy?

- Confirm management commitment to health and safety

- Organisation structure for health and safety
- Detail health and safety responsibilities at all levels of staff

6. Are other service areas or partner agencies involved in delivery? If so, please give details below:

- No

7. Are you aware of any relevant information, data, surveys or consultations¹ which help us to assess the likely or actual impact of the policy upon customers or staff?

- Yes

8. The 'general duty' states that we must have "due regard" to the need to:

(a) eliminate unlawful discrimination, harassment and victimisation

(b) advance equality of opportunity between people who share a 'protected characteristic'² and those who do not³

(c) foster good relations between people who share a protected characteristic and those who do not⁴

Not all policies help us to meet the 'general duty', but most do.

Where applicable, explain how this policy helps us to meet the 'general duty':

- By helping ensure the safety of those in a protected characteristic group.
- By providing clear, consistent and transparent information for employees, managers, the public and interested parties.

¹Click on [surveys or consultations](#) for more information. The Council's surveys and consultations include 'equality monitoring information' to help us identify any particular concerns or views expressed by any particular group or 'protected characteristic'. It can also help us to assess how representative of our customers the respondent group is. Local Data on the Protected Characteristics is available [on this page](#) of the Hub.

²The Equality Act's 'protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

³This involves having due regard, in particular, to the need to: (a) remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, and (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

⁴This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

The policy helps us to ‘advance unlawful discrimination, harassment and victimisation’ in the following way(s):

- See above

The policy helps us to ‘advance equality of opportunity...’ in the following way(s):

- See above

The policy helps us to ‘foster good relations...’ in the following way(s):

- See above

9. This section helps us to identify any disproportionate impacts. Please indicate in the table below whether the policy is likely to particularly benefit or disadvantage any of the ‘protected characteristics’.

- Staff are not therefore treated differently as a result of their protected characteristic, and data regarding our workforce across protected characteristics is published on our website [here](#).

‘Protected characteristic’ group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Age	Older people (60+)		No specific impact identified		
	Younger people (17-25) and children (0-16)	X	Requires risk assessments and suitable controls to ensure safety of young employees.		
Disability	Physical		No specific impact identified		
	Sensory				
	Learning				
	Mental health issues				
	Other – <i>specify</i>				

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Ethnicity ⁵	White		No specific impact identified		
	Black				
	Chinese				
	Mixed Ethnic Origin				
	Gypsies/ Travellers				
	Other – <i>please state</i>				
Language	English not first language	X	Requires training, information and instruction is understood by all employees		
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	X	Requires risk assessments and suitable controls to ensure safety of pregnant woman and unborn child.		
Religion or Belief	People with a religious belief (or none)		No specific impact identified		
Sex	Men		No specific impact identified		
	Women		No specific impact identified		
Gender Reassignment ⁶	Transgender/ Transsexual		No specific impact identified		
Sexual Orientation	Bisexual, Heterosexual, Gay or Lesbian		No specific impact identified		
Marriage and Civil Partnership	People who are married or in a civil partnership		No specific impact identified		

⁵ National Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British), African, Caribbean, Other Black (Black or Black British), White and Black African, White and Asian, White and Black Caribbean (Mixed), British, Irish, Other White (White), Chinese, Other (Other Ethnic Group).

⁶ The protected characteristic of gender reassignment is defined by the Equality Act 2010 as “a person proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.” This is a personal process that may involve medical interventions such as counselling, psychotherapy, hormone therapy or surgery, but does not have to. NB: It is generally held that transgender people disguise their features or clothing to resemble their preferred sex, whereas transsexual people wish to change their body to completely resemble their preferred sex.

10. If you have identified any negative impacts (above) how can they be minimised or removed?

- N/A

11. Could the policy discriminate⁷ against any 'protected characteristic', either directly or indirectly⁸?

- No

Summary and findings of Initial Equality Impact Assessment

12. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
No negative impacts have been identified	Sign off screening and finish.

13. Name and job title of person completing this form:

- Carl Free, Corporate Health & Safety Officer

14. Date of completion:

- October 2019

15. Date for update or review of this screening (every three years or sooner if legislative requirements change):

- October 2022