

PRO-FORMA FOR SCREENING

APPENDIX ONE

Directorate:	Corporate Services	Function:	Occupational Health and Safety
Assessment by:	Dr Clive R. Werrett	Related Policies:	<ul style="list-style-type: none"> ➤ None ➤ ➤ ➤ ➤
Date:	19 th April 2009	Related Procedures:	<ul style="list-style-type: none"> ➤ All OH&S procedures and guidance ➤ ➤ ➤ ➤

1.	What is the purpose of the function or policy?	Required by the Health and Safety at Work etc Act 1974 to set out the council's organisation and arrangements for managing OH&S.
2.	What are you trying to achieve through the function or policy and why?	Legislative compliance and to ensure the health, safety and welfare of employees and others affected by the council's activities.

3.	Who is intended to benefit and how?	Employees and others affected by the council's activities.
4.	Are there associated aims: please explain?	Employee wellbeing is also being addressed.
5.	Who defined the function or policy and the way it is carried out?	The format of the policy complies with guidance from the Health and Safety Executive.
6.	How is the function or policy to be put into practice and who is responsible?	Responsibilities for OH&S are defined in the policy.
7.	What, if any, are the current priorities associated with the function or policy?	To reduce work-related injury and ill health and to promote employee wellbeing.
8.	What are the Council's specific responsibilities in relation to the function or policy?	To manage OH&S.
9.	Where does the responsibility for the function or policy finally rest? If responsibility is shared have you considered involving these departments or authorities in the assessment process, to benefit from their experience?	The Chief Executive and Elected Members.
10.	How will the function or policy be put into effect? Who will be responsible?	All council employees and elected members are responsible for OH&S.
11.	What are the specific outcomes you hope to see from the function or policy and for whom?	A reduction of accidents, incidents and sickness absence.
12.	What criteria will be used to measure progress towards these outcomes?	Statistical data gathered from accident / incident reports, inspections, audits

		and sickness absence data.
13.	What factors/forces could contribute/detract from these outcomes?	Under reporting and falsification of documents.
14.	To what extent does the function or policy achieve equal opportunity and good relations between different groups?	Everyone is treated equally; OH&S law does not discriminate.
15.	Are the aims of the function or policy consistent with the Council's equality and diversity policy? http://www.worcestershire.gov.uk/home/cs-chief-exec/cs-chief-exec-equality-and-diversity/cs-chief-exec-diversity-policy.htm	YES
16.	Are there any risks associated with the function or policy particularly for meeting with our equality duty?	NO
17.	Which individuals are likely to have an interest in the function or policy?	Everyone working for the council in whatever capacity and members of the public in general.
18.	Do these individuals include representatives from equality groups likely to be effected by the function or policy?	YES

19.	Are there concerns that the policy could have consequences for people who the Council serves or employs? Consideration should be given to race, gender, disability, age, sexual	Y	N	Please explain: NO. There is no discrimination in the way OH&S is applied.
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	orientation and religion or belief.			
20.	Could these consequences differ according to people's background e.g. because they have particular needs, experiences or priorities?	Y	N	Please explain: NO. The statutory duties apply equally to all employees.
21.	Is there reason to believe that people could be affected differently by the function or policy according to their race, gender, disability, age, sexual orientation and religion or belief ?	Y	N	Please explain: NO. The only way people could be affected differently is if they choose to ignore or are negligent in their OH&S responsibilities.
22.	Is there evidence that any part of the function or policy could discriminate, directly or indirectly, against people from some equality groups?	Y	N	Describe the evidence: NONE
23.	Is there evidence to believe that people from some equality groups may have different expectations of the policy?	Y	N	Please explain: NO. OH&S applies to everyone equally.
24.	Is your function or policy accessible to all equality groups within the community?	Y	N	If YES what evidence do you have to demonstrate this: YES. Although an internal document the policy is available by a freedom of information request.
				If NO what do you consider to be the barriers and what do you plan to do in order to address this?

25.	In the past 3 years have you consulted with any of the groups regarding the delivery of and access to your service?	Y	N	If YES; describe when and what it told you about the service? NO. The service is restricted to employees within the council and other public sector bodies.
26.	Are there any groups you can contact to explore their views?	Y	N	Please list the relevant groups: N/A.
27.	How will the views of these groups be ascertained?	Please describe: N/A		
28.	Please describe the views of these groups?	Please explain: N/A		
30.	Do you have any equality monitoring in place? Yes/No	Please explain: NO. By its nature OH&S does not discriminate.		
		Do you need to install or improve the arrangements for equality monitoring? NO.		

31.	Have you answered Yes to Q.19-24 or No to Q.24-25	Y	N	If yes then you must proceed to a full impact assessment.
32.	Date on which Full Impact Assessment must be completed by:			

Signed (Completing Officer)

Dated.....

Signed (Lead Officer)

Dated.....