**Equality Impact Assessment - Preliminary Assessment Form**

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| *Title of the strategy, policy, service, or project:*  | DSE Procedure |
| *Service Area:* | All |
| *Lead Officer:* | Emma Watkins, Health and Safety Officer |
| *Date of assessment:* | 02/01/2024 |
| *Is the strategy, policy, service (procedure) or project:*  | Procedure |
| *Changed* | X |
| *New*  |  |

**Section 1 – Clear aims and objectives**

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| 1. What is the aim of the strategy, policy, procedure, or project?
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| This procedure has been produced to meet the legal duty under Health and Safety (Display Screen Equipment) Regulations 1992, which apply to workers who use DSE daily for continuous periods of one hour or more.  |

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| 1. Who is intended to benefit from the strategy, policy, procedure, or project and how?
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| Health and Safety (Display Screen Equipment) Regulations 1992 outlines the legal duties that employers must protect the health and safety of all their employees who use DSE and includes flexible workers.  |

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| 1. What outcomes do you want to achieve?
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| The Council acknowledges and accepts its responsibilities under the provisions of the Health and Safety (Display Screen Equipment) Regulations 1992 for all employees who have been identified to complete a DSE risk assessment. The council will ensure the below are complied with.* Complete regular DSE risk assessments.
* Ensure that suitable and appropriate measures are in place, where reasonably practicable, to reduce the risks to employees’ health and safety at work.
* Provide training and information to make a user aware of the hazards and the correct workstation set-up.
* Provide appropriate equipment and instruction in its use for any employee that has been assessed as needing additional support.
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**Section 2 – What is the impact?**

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| 1. **Summary of anticipated impacts.** *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories e.g. older people, younger people, people with hearing impairment etc****. Hyperlinks to supporting information about the protected characteristics listed below can be found*** [***here.***](file:///C%3A%5CUsers%5Cabduls%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C41SH62EE%5CDefinitions%20to%20support%20the%20Equality%20Impact%20Assessment%20Forms.docx)
 |
|  | **Potentially positive impact** | **Potentially negative impact** | **No disproportionate impact** |
| Age  | X | 🞎 | 🞎 |
| Disability and long-term conditions | X | 🞎 | 🞎 |
| Gender reassignment | 🞎 | 🞎 | X |
| Marriage or civil partnership | 🞎 | 🞎 | X |
| Pregnant women and people on parental leave |  X | 🞎 | 🞎 |
| Sexual orientation | 🞎 | 🞎 | X |
| Race | 🞎 | 🞎 | X |
| Religion or belief | 🞎 | 🞎 | X |
| Sex (Gender) | 🞎 | **🞎** | X |

**Section 3 – Recommendations and monitoring**

If you have answered that the strategy, policy, procedure, or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

The DSE procedure will be reviewed every two years, or unless the DSE regulations change or get updated, or if any instances are identified highlighting the procedure is proved to be no longer fit for purpose the procedure will then be reviewed updated and communicated.

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| 1. **Should a full EIA be completed for this strategy, policy, procedure, or project?**
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| 🞎 *Yes* | X *No* |  |
| This policy has a positive impact on the following groups.**Disability** – Any member of staff identified as having a disability who uses DSE will be assessed to ensure that they have the right equipment at home and in the office to reduce any health risks regardless of what disability has been identified. **Pregnancy** - Pregnant members of staff will be encouraged to complete a DSE assessment on a regular basis for example every trimester or when issues are identified to ensure as the pregnancy progresses health risks identified relating to DSE are minimised and managed. This will be in conjunction with the expectant mothers risk assessment. **Age** – As members of staff mature, this can cause its own set of health issues, including reduced efficiency in eyesight and being more susceptible to changes in temperature including women going through the menopause. By completing the DSE assessment every year, issues relating to DSE will be identified and any equipment needed to prevent health issues will be purchased so far are reasonably practicable.  |

**Section 4 – Approval**

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

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| Reviewed by Head of Service | Name: | F Pittam |
| Date: | 09.01.24 |

If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)