**Equality Impact Assessment - Preliminary Assessment Form**

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| *Title of the strategy, policy, service, or project:*  | Incident Procedure  |
| *Service Area:* | All |
| *Lead Officer:* | Emma Watkins, Health and Safety Officer |
| *Date of assessment:* | 05/02/24 |
| *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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| For companies with more than 10 employee’s it’s a legal requirement that incidents must be recorded*.* This procedure has been produced to meet the legal duty under Health and Safety at work act 1974, and RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. |

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| 1. Who is intended to benefit from the strategy, policy, procedure, or project and how?
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| The Council has a legal obligation to report some work-related incidents, dangerous occurrences, or occupational diseases under RIDDOR and reporting of the above information enables the Health and Safety Executive (HSE) to identify where and how risks arise and to investigate serious incidents when appropriate. This procedure outlines the legal duties of the Council to protect employees, contractors, visitors, volunteers, and members of the public who reside in Council properties |

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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 under Health and Safety at work act 1974 and RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**.** The Council will ensure the below are complied with.* All incidents are to be accurately recorded and reported as required.
* All near misses are to be recorded, monitored, and analysed for reoccurring trends.
* All reportable incidents under RIDDOR are to be reported to the Health and Safety Executive (HSE), and a full investigation is to be conducted with the review of all relevant paperwork, and corrective actions put in place and communicated.
* Incident statistics are to be reported to the quarterly health and safety committee meeting.
* All members of staff who are responsible for reporting near misses, incidents and for doing incident
* investigation, are to have appropriate instruction and training to complete these tasks to the required standard.
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|  | **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.

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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* |  |
| *Please explain the reasons for this decision:*Due to the nature and content of this procedure,all employees and members of the public with a protected characteristic as defined under the Equality Act 2010 are not directly impacted by the procedure for the reporting of incidents and the subsequent action taken by the Council.Disability and long term conditions – Employees with a disability or are diagnosed with a long term health condition can report this, under certain conditions, as resulting from an incident at work. This will ensure that the appropriate support and further action can be provided for the employee. |

**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: | 12/02/2024 |

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