



Equality Impact Assessment Form (updated April 2011)

This is where you evidence how a policy or practice, or a decision relating to a policy or practice, complies with the general equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

This form is intended to guide and prompt you about the questions and evidence that you need to think about. As indicated in the guidance, this assessment takes into consideration each of the "protected characteristics" listed in the Equality Act 2010 – race, age, gender etc. This assessment should be used to inform any relevant decision about the policy or practice. Please state policy options in the assessment.

Service Area: Regeneration & Regulatory Services	Head of Service: Susan Bolter	Person responsible for the assessment: Phil Hum	Date of Assessment January 2013
Name of the policy/practice to be assessed: The managing practice of Health and Safety and Associated Policies (Gas, Asbestos, Legionella, Electrical)		Is this a new, existing or policy/practice under review?	New
1. Briefly describe the purpose of the policy/practice If the policy/practice is under review, please list any options under consideration To deliver statutory inspections in line with legislative requirements to ensure that the buildings occupied by r employees, councillor, agency works and members of the general public are compliant in terms of health and safety. This specifically relates to the role of statutory inspections across all council owned buildings.			

<p>2. Name any associated policy, legislation, corporate objective etc.</p>	<p>Legislation: Gas: Gas Safety (Installation and Use) Regulations 1998 (L56) Asbestos: The Control of Asbestos Regulations 2012 Legionella: Legionnaires' disease, The control of legionella bacteria in water systems (L8) Electrical: Electricity at Work Act 1989, BS7671:2008 IEE Wiring Regulations 17th edition</p> <p>Newport City Council Policies and Guidance: Gas Safety Policy and Property Services Gas Safety Guidance, V2.3 Asbestos Policy Legionella Control & Water Management Policy Electrical Safety Policy, Portable appliance guidance</p>
<p>3. Who are the main stakeholders in relation to the policy/practice?</p>	<p>All employees of Newport City Council (NCC) and members of the public – this includes councillors, agency workers and visitor to any council premises.</p>
<p>4. Who performs the service?</p>	<p>Property Services Team NCC</p>
<p>5. What outcomes are wanted from this policy/practice?</p>	<p>To protect employees and the general public SMART Specific- To minimise risk of injury or death to employees and the general public with regards to health and safety issues arising from Gas, Asbestos, Legionella and Electrical operations Measurable – No injuries or deaths to employees or public. Percentage of tests / services completed measured in KPIs Achievable – A safe working environment for all staff and visitors Relevant – Statutory and legal obligation to provide a safe working environment Time Frame – Quarterly measure through KPIs</p>

<p>6. What factors could contribute to/detract from the outcomes (risks/opportunities)?</p>	<p>Limited budgets, cooperation of employees, poor communication to the general public and employees regarding safe working practices</p>
<p>7. Describe the steps you have taken to carry out this assessment e.g. consultation and involvement</p>	<p>Internal consultation with the Strategic Statutory Health and Safety Group and Property Services Strategic and Facilities teams. Regular statutory tests.</p>
<p>8. Give a summary of the information the council has taken into account for this assessment</p>	<p>Regular training of relevant NCC staff Regular meetings with the Strategic Statutory Health and Safety Group and Property Services Strategic and Facilities teams. Policies and guidance notes published on Intranet. Monitoring KPIs and compliancy dates</p>
<p>9. Does the policy /practice eliminate discrimination and promote equality and good community relations due to:</p> <ul style="list-style-type: none"> • Age • Gender • Disability • Race • Religion/belief • Welsh language • Gender reassignment • Marriage/civil partnership • Sexual orientation 	<p>The Policies and Guidance notes are accessible to all NCC employees and members of the public equally, through the ways listed in section 8.</p> <ul style="list-style-type: none"> • Age – We are responsible for all NCC portfolio including care homes and schools • Gender – The legislation, policies and guidance relates to all NCC properties which are used by all genders of NCC staff and members of the public. • Disability – We oversee properties with staff and users of different type's abilities. • Race - We oversee properties with staff and users of different race. • Religion/belief - We oversee properties with staff and users of different religion and beliefs • Welsh language – All policies are in English, no request for them to be published in Welsh • Gender reassignment - We oversee properties with staff and users of all genders • Marriage/civil partnership We oversee properties with staff and users of both types partnership. We also include the Registry Office within our portfolio of properties • Sexual orientation - We oversee properties with staff and users of all types of sexual orientation.

10. Summary of the impact of the policy/practice on the general equality duty

Legislation and our policies support and inform our general duty because we ensure buildings are open and operating in a safe way, allowing NCC to meet its duties under the Act.

Equality Action Plan --		Lead Officer(s)
Key Actions	Actions (with dates) Any associated performance measures	
Further actions to eliminate discrimination, promote equality and good community relations on the grounds of:-		
Age	Monitoring KPIs, regular monitoring and meetings	Property Maintenance Manager
Gender		
Etc		
If there are decisions pending that will affect this policy/practice please state when and how the decision will be taken	No. Statutory inspections are complete on all building in accordance with legislation.	
How will the policy/practice be:	Monitoring KPIs, regular monitoring and meetings	Property Maintenance Manager
<ul style="list-style-type: none"> • Monitored • Performance assessed • reported 		
Does the EIA need to be revisited in 6 months/a year?	When policies are due to be reviewed but no longer than 3 years.	Property Maintenance Manager

Signed (lead officer) 

Signed (Head of Service) 

Date 1/2/13