



Derby City Council

Equality impact assessment form

Directorate - Neighbourhoods

Service area - Health and Safety Team

**Name of policy, strategy, review or function
being assessed- Noise at Work Policy**

Date of assessment- July 2015

Signed off by - Wendy Johnson

**Cabinet, Personnel Committee or Chief Officer
Group's decision**

Date published on website

What's the name of the policy you are assessing?

Noise at Work Policy

The assessment team

Team leader's name and job title – Sue Kelly, Policy and Training Development Officer

Other team members

Name	Job title	Organisation	Area of expertise
Wendy Johnson	Head of Health, Safety and Wellbeing	DCC	Occupational Health
Adrian Jeffs	Health and Safety Team Leader	DCC	Health and Safety
Paul Richardson	Health and Safety Adviser	DCC	Health and Safety - noise specialist
Tina Holmes	HR Adviser	DCC	HR policy
Wayne Sills	Facilities Development Manager	DCC	Operational manager; ESN representative
Ann Webster		DCC	Equality and diversity
Maggie Fennell		DCC	Equality and diversity
Steven MacNamara	Project Manager	DCC	ESN representative

Step 1 – setting the scene

Make sure you have clear aims and objectives on what you are impact assessing – this way you keep to the purpose of the assessment and are less likely to get side tracked.

- 1 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council and wider Derby Plan? Include here any links to the Council Plan, Derby Plan or your Directorate Service Plan.**

The aim of the Policy is to make sure:

- work activities involving exposure to loud noise are adequately controlled to prevent damage to health.
- safety risks, such as noise levels affecting the ability to hear instructions or warnings, are adequately controlled
- the requirements of the Control of Noise Regulations are met.

The Policy supports our corporate pledges for a safe city and resilient Council which promotes health and wellbeing. It also ties into our Employee Health and Wellbeing Strategy and the Health and Safety Team's Service Delivery Plan.

2 Who delivers/will deliver the policy, including any consultation on it and any outside organisations who deliver under procurement arrangements?

Managers will be responsible for delivering the policy with guidance, advice and training from HST.

HST will carry out consultation on the Policy.

3 Who are the main customers, users, partners, employees or groups affected by this proposal?

Primarily employees and managers, though members of the public could be affected by noisy work processes or equipment.

Step 2 – collecting information and assessing impact

4 Who have you consulted and engaged with so far about this policy, and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups, such as accessible locations, interpreters and translations, accessible documents.

The Health and Safety Team (HST) has carried out consultation on the policy and its associated guidance. This has been with:

- our Trade Union Health and Safety Representatives through the Health, Safety and Wellbeing Development Group
- members of the Health and Wellbeing Steering Group
- Occupational Health
- Maggie Fennell, Co-Chair of the DEN
- Ann Webster, Lead on Equality and Diversity
- Wayne Sills and Steven MacNamara as representatives of the Employee Support Networks.

The feedback was supportive of the policy and agreed that it would have a positive impact on all employees.

5 Using the skills and knowledge in your assessment team, and from any consultation you have done, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group whether this is a negative impact, a positive one or if you are not sure

Equality groups	What do you already know?	No impact	Positive impact	Negative impact	Not sure
Age	The policy will provide protection to workers of all ages. It has been written to ensure managers discuss noise-related health issues with staff in job roles that could cause noise-related hearing damage. It also encourages employees of any age to raise any health-related concerns they have with their manager.		✓		
Disability	The impact of hearing damage will potentially be more significant to		✓		

	employees with pre-existing hearing impairments. The risk assessment process linked to the policy requires managers to identify any employees who are at particular risk and put effective measures in place to protect them. This may include referral to Occupational Health for health surveillance. The policy will help to protect all employees from work-related hearing damage.				
Gender reassignment - trans	The policy will provide protection to all employees.	✓			
Marriage and civil partnership		✓			
Pregnancy and maternity		✓			
Race		✓			
Religion or belief or none		✓			
Sex		✓			
Sexual Orientation		✓			
Families and people on low income		✓			

6 From the information you have collected, how are you going to lesson any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

Based on the feedback received, we have made some minor amendments to the Policy and linked guidance documents. These are to make it explicit that risk assessments, including hearing protection assessments, must take account of individual employees' specific health and cultural needs.

Step 3 – deciding on the outcome

7 What outcome does this assessment suggest you take? – You might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1	✓	No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken
Outcome 2		Adjust the policy to remove barriers identified by the EIA or better advance equality. Are you satisfied that the proposed adjustments will remove the barriers you identified?
Outcome 3		Continue the policy despite potential for negative impact or missed opportunities to advance equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are: <ul style="list-style-type: none">• sufficient plans to stop or minimise the negative impact• mitigating actions for any remaining negative impacts• plans to monitor the actual impact.
Outcome 4		Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s)

1.

Why did you come to this decision?

The Policy aims to protect all employees from noise-related hearing damage at work. The legal requirement is to reduce work-related noise to the lowest level possible and organise collective protective measures that benefit all.

The risk assessment process that supports the Policy requires managers to take account of individual employee's health needs and capabilities.

Step 4 – equality action plan – setting targets and monitoring

- 8 Fill in the table (on the next page) with the equality actions you have come up with during the assessment. Indicate how you plan to monitor the equality impact of the proposals, once they have been implemented.**

Equality action plan – setting targets and monitoring

What are we going to do to advance equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Monitor implementation of the Policy.	Through audits and inspections	As part of annual audit programmes.	Will identify areas of non-compliance and where Policy and guidance needs amending.	Sue Kelly	Audit and inspection results.
Monitor health surveillance results.	Through ongoing health surveillance	At agreed intervals	Will identify trends and where improvements in control measures are needed.	Wendy Johnson	OH processes

Make sure you include these actions in your Directorate service business plans.