

## Appendix 1 – Initial Equality Impact Assessment

### Stage One

This document is designed to identify if the service, strategy, policy, procedure or working practice in question is discriminatory against any particular social group.

<b>Name of service, strategy, policy, procedure or working practice</b>	<b>ASBESTOS POLICY AND MANAGEMENT PLAN</b>
<b>Manager completing Assessment</b>	<b>Sue Newton</b>
<b>Date of EIA</b>	<b>9<sup>th</sup> May 2008</b>

### Part 1

#### About the service, strategy, policy, procedure or working practice

#### 1. What are the aims, objectives and purpose of the policy / procedure / strategy / working practice or service?

To set out in a clear and precise manner, Six Town Housing's policy on managing asbestos containing materials within operational premises and the Council's domestic housing stock. The ultimate aim is to reduce exposure to damaged or dangerous asbestos containing materials (ACM's) to our staff and indirectly to tenants.

We will do this by carrying out asbestos surveys including risk assessments, maintaining an asbestos register, carrying out re-inspections of ACM's left in place, sharing information with stakeholders, removing asbestos where appropriate and training our operatives and staff in how to recognise asbestos in its various forms.

#### 2. What is the policy / procedure / strategy / working practice or service going to achieve?

- Reduced incidents of uncontrolled exposure to ACM's.
- Clarity of roles and responsibilities.
- System of monitoring and controlling ACM's.
- System of sharing information between stakeholders.
- Action plan to evidence what we will do and when.

**3. Who will be the main beneficiaries of the policy/ procedure/ strategy / working practice or service?**

- Staff
- Tenants (indirectly)
- Contractor Partners employees
- Other contractors employees
- Potentially members of the public

**4. Who are the main interested parties in the policy/ procedure/ strategy/ working practice or service? (I.e. stakeholders / Board Members / Staff?)**

- Staff
- Possibly tenants who are affected

**5. Who will the service, strategy, policy, procedure or working practice affect?**

- Staff
- Potentially tenants
- Contractor Partners
- Other contractors
- Other council workers

**6. Has the service, strategy, policy, procedure or working practice been explained to those that it may affect directly or indirectly?**

**There will be a full implementation plan during the roll out process once the policy and plan have been approved.**

**7. Has consultation occurred?**

**Some consultation has occurred – i.e. asbestos working group (drawn up from members of differing sections throughout the organisation), Bury Corporate Health and Safety Section.**

**The Policy and Plan will be shared with union representatives at a meeting of the health and safety committee scheduled for 16<sup>th</sup> May.**

**The policy and plan will be placed on the consultation pages of the intranet by mid-May 2008.**

**Where tenants are directly affected by the policy i.e. if removal works are identified, there will be the opportunity for discussion and consultation.**

**The action plan includes communication with tenants on general asbestos awareness.**

**Please complete the following table.**

Where appropriate please comment on the following situations if or how they apply to the particular social groups outlined.

**a)** The service, strategy, policy, procedure or working practice could have a **positive impact** on any of the social groups listed. Or promotes equality and improves relations within a particular social group or across a number of them.

**b)** The service, strategy, policy, procedure or working practice could have a **negative impact** on any of the social groups listed. By this we mean discriminatory towards them.

**Please note:** if the negative impact is high then a Full Equality Impact Assessment should be carried out.

Equality strand	Any Impact?	Positive Impact? High / Low	Negative Impact? High / Low	Justifiable? i.e. Positive Action	Evidence	Reason/Comments
<b>RACE &amp; RELIGION</b>						
Any Particular Race or Ethnic Minority	None					The policy applies equally to all races and ethnic minorities.
Any Particular Religion or belief	None					The policy applies equally to all people regardless of religion or belief.
New and Emerging groups (travellers and Eastern European communities)	Yes		Low	Yes		The policy can be made available in differing languages or by verbal instruction through an interpretation service.
<b>DISABILITY</b>						
People with disabilities	Yes	Low	Low	Yes		The policy can be made available in Braille or on tape if required.  People with breathing conditions may be more susceptible to illnesses caused by asbestos and therefore additional controls may reduce the risk of exposure to asbestos fibres.
<b>GENDER (Inc. Transgender)</b>						
	No					The policy applies equally to both

Women						men and women.
Men	<b>No</b>					<p>The policy applies equally to both men and women.</p> <p>Men may in the past have had more chance of exposure to asbestos because of the types of work that were traditionally carried out by men, however, in reality wives of men may also contract asbestos related diseases by being in contact with their husbands clothes etc.</p> <p>Therefore any additional controls are likely to be beneficial overall.</p>
<b>AGE</b>						
Younger People (16-25)	<b>Yes</b>	<b>Low</b>				Younger people may take more risks/not understand the risks and therefore the policy will provide clear guidance and sets out appropriate supervision
Older People (50+)	<b>Yes</b>	<b>Low</b>				Older people may have experienced higher frequencies of exposure to asbestos in the past. Additional controls can limit any additional exposure which may decrease their overall chance of illness in the

						future.
<b>SEXUAL ORIENTATION</b>						
Gay men Lesbian Bisexual	No					The policy applies equally to people regardless of their sexual orientation.
<b>OTHER</b>						
People with caring responsibilities	No					The policy applies equally to people regardless of their caring responsibilities.
Other	No					

**8. Please give a general overview of how the service, strategy, policy, procedure or working practice has a positive impact on the social groups identified.**

**Implementing the asbestos management plan will have a generally positive impact on all social groups as it fundamentally about reducing the possibility of a person developing asbestos related diseases by implementing the appropriate controls.**

**9. Please give a general overview of how the service, strategy, policy, procedure or working practice has a negative impact on the social groups identified.**

**As is the case with all policies, some groups who are unable to read written English can initially be disadvantages. However, plans are in place to offer translated, Braille or taped versions of the document. In some instances an interpretation service or other person can give the pertinent information in verbal format.**

**10. If negative impact was found, is the impact intended i.e. through positive action?**

**No applicable.**

**11. Or was it unintended? (N.B If Negative Impact is high a full assessment must be undertaken.)**

**Not applicable.**

**12. If low impact was found, please summarise the actions that can be taken to minimise this impact? (N.B These actions can be documented in the Equality Impact Assessment Improvement Plan)**

**These have been highlighted above.**

**13. What amendments can be made to the service, strategy, policy, procedure or working practice in order to promote equality rather than just limit negative impact? (N.B These actions can be documented in the Equality Impact Assessment Improvement Plan)**

**There are no additional amendments required as the negative impacts are being rectified by other means – see above.**

**13. Please give a brief description of how the service, strategy, policy, procedure or working practice will be implemented following the amendments, including necessary training.**

**There will be a full implementation plan which will include:-**

**Briefing sessions will be held for all relevant staff.  
Information provided to contractors via a web link to the register  
Access to information to staff via a web link or total repairs.  
Labelling will be undertaken of ACM's in certain situations.  
Guidance will be issued to tenants on general asbestos awareness.  
Asbestos Awareness training will be given to operatives and managers.  
The plan will be monitored and reviewed.**

**Is a Full Impact Assessment necessary?**  
(i.e. has there been a high negative impact?)

**NO**

If yes, please ensure that any actions from this initial Equality Impact Assessment are included in the Full Equality Impact Assessment Report. (Appendix 3).

Date Completed: **9<sup>th</sup> May 2008**

Signed by Manager undertaking the Assessment:

Approved by EMT Member:

Approved by Equality Action Group:

**Appendix 3 Equality Impact Assessment Improvement Plan**

<b>Initial or Full Assessment</b>	<b>Area of Negative Impact</b>	<b>Changes proposed</b>	<b>Resources required</b>	<b>Timescales</b>	<b>Comments</b>	<b>Achieved?</b>
<b>Initial</b>	<b>New and Emerging Groups</b>	<b>The policy can be made available in differing languages</b>	<b>Translation</b>	<b>Within 4 weeks of request</b>	<b>None</b>	<b>On-going when requested</b>
<b>Initial</b>	<b>Disability</b>	<b>The policy can be made available in Braille or on tape if required</b>	<b>Braille translation/ recorded</b>	<b>Within 4 weeks of request</b>	<b>None</b>	<b>On-going when requested</b>

