# Equality Analysis Template

for all University Policies

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For Equality & Diversity Team to Complete:

<table>
<thead>
<tr>
<th>Organisational Sign Off by Equality and Diversity Team:</th>
<th>NAME OF POLICY: HEALTH AND SAFETY POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑ Low Equality Impact (Minor input to Policy to reflect equality considerations)*</td>
</tr>
<tr>
<td></td>
<td>☑ Medium to High Equality Impact (Equality Analysis template completed)</td>
</tr>
<tr>
<td></td>
<td>☑ Sign off received</td>
</tr>
</tbody>
</table>

Signed off by: Jo McCarthy-Holland  
Position: Equality Adviser  
Date: 10/6/14

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Note: This Template must be used in conjunction with the associated Equality Analysis Guidance Notes, which can be accessed from the [Equality and Diversity Website](#).

* Confirmation to be obtained from the Equality and Diversity Team where policies are deemed to be Low Equality Impact.

Version 1.2
# Equality Analysis Template for University Policies

<table>
<thead>
<tr>
<th>1) Name of Policy</th>
<th>Health and Safety Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Department</td>
<td>Health and Safety Team</td>
</tr>
<tr>
<td>3) Date of Equality Analysis</td>
<td>June 2014</td>
</tr>
<tr>
<td>4) People involved in the Equality Analysis</td>
<td>Clive Parkinson, Jo McCarthy-Holland, Sally Chedgey</td>
</tr>
</tbody>
</table>

### 5) Aim of Policy

The main aim or purpose of the policy. What is it intended to achieve?

The purpose of this Health and Safety Policy is to enable the University to operate effectively and allow its staff, students and visitors to undertake their activities without detriment to their health, safety and wellbeing.

### 6) Scope of Policy

For which groups does this policy apply e.g. staff, students, visitors, managers, etc. Who are the main stakeholders?

This policy applies to all staff, students, contractors and visitors (i.e. anyone on University Premises for whom the University would be deemed as having legal liability / responsibility)

### 7) Evidence and Data

Please state the evidence and data that has been collected and used in this equality analysis. e.g. statistics, results of consultations, survey feedback, external reports etc. Pay particular attention to equality data covering the protected characteristics.

This Policy complies with the requirements of the Health and Safety at Work Act 1974 (and other associated legislation) – including the Equality Act 2010.

Evidence is collected through the process of managing health and safety, namely: effective risk control measures and systems, competence of those involved in making decisions on health and safety; clear definition of arrangements; continuous and planned improvement; taking corrective and preventative action based on monitoring, auditing and investigating activities; encouraging ownership through communication and consultation; leadership, resource allocation, and consideration of health and safety implications arising from business decisions.

Data can be drawn from the Health and Safety Incident Database (MASS), Training Data, and Audits – where possible, cross referencing HR Staff Database and Students SITS database as well as data from Robens Occupational Health and the Wellbeing Centre, providing there is no compromise to personal confidentiality. Clear Key Performance Indicators are monitored over each year and reported in the Health and Safety Annual Report.
8) Involvement and Consultation

Please state the individual groups you have consulted with regarding this policy to help inform the equality analysis e.g. Disabled Staff Forum, Trade Unions, Student Groups etc.

- Health and Safety Committee (Including Council and EB Representatives)
- Health and Safety Consultative Committee (including TU Representatives and Students)
- Faculty and School Health and Safety Committees
- Wellbeing Group (reporting to the Health and Safety Committee)
- Estates and Facilities Management
- Safe at Surrey Group
- Disability Working Group (working with Equality and Diversity Team)

9) Equality Matrix

<table>
<thead>
<tr>
<th>General Duty</th>
<th>Question</th>
<th>Age</th>
<th>Disability</th>
<th>Gender</th>
<th>Gender Reassignment</th>
<th>Pregnancy/ Maternity</th>
<th>Race</th>
<th>Religion/ Belief</th>
<th>Sexual Orientation</th>
<th>Marriage/ Civil Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Eliminate Unlawful Discrimination</td>
<td>Does the policy have a positive, negative or no impact for people in any of the protected characteristics groups in seeking to eliminate unlawful discrimination, harassment, victimisation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

University recognises the need for specific measures to ensure the health and safety of each of these protected characteristic groups.

This policy and all other associated Health and Safety related policies take this into account to ensure there is no unlawful discrimination, harassment or victimisation in the outworking of these policies.

Health and Safety are aware that there are heightened risks for some people groups in particular situations, and this is taken account of through Risk Assessment and monitoring of Risk Register across the University – making reasonable adjustments where required to minimise or mitigate such risks.
### To Advance Equality of Opportunity

Does the policy have a positive, negative or no impact in:

- **removing or minimising disadvantages** suffered by people because of their protected characteristics?

- **meeting the needs of people** with protected characteristics?

- **encouraging people with protected characteristics to take part** in the relevant activity?

Occupational Health and Safety can be defined as “the regulations, procedures and actions designed to prevent and protect persons from accident or injury or ill health in the workplace.” Health and Safety therefore serves to minimise or remove disadvantages of people with protected characteristics, and where reasonably possible meet the needs of these people. It encourages all people to take responsibility for their own and others health, safety and wellbeing – noting two key areas of action:

#### Training and Briefing

Training is equipping staff, students (and others where the University has a duty-of-care) with relevant skills to deal appropriately with a given Health and Safety situation. Briefing is informing such persons of relevant knowledge in relation to Health and Safety. Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others. In consultation with E&D Team, training and briefing will include reference to Equality and Diversity issues that are pertinent to the Health and Safety agenda to promote Health and Safety for all.

#### Accessibility

The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.

### To Foster Good Relations

Does the policy have a positive, negative or no impact in **addressing prejudice** against people with a protected characteristic?

The Policy will have positive impact on addressing prejudice through enabling access to a healthier, safer environment for all individuals through a process of education of health and safety issues and through reasonable adjustment where required, as is applicable within the scope of the policy.

### 10) Overall conclusions

What conclusions can be drawn from analysis of the evidence in terms of potential areas of inequality?

Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010, and noted above.

The University recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated Health and Safety related policies take this into account.

### 11) Further actions or adjustments

In view of the analysis, are there any further actions or adjustments required to ensure the policy promotes and reflects equality of opportunity for all?

Raise awareness of the need to collect Equality data, where reasonably possible and applicable to the situation, to ensure the rights of such groups are protected within the scope of the Health and Safety Policy, and its related policies.
| 12) Monitoring and Review | State how the policy will be monitored and when a policy review will take place to ensure ongoing assessment of equality outcomes. Where required – Equality Data will be collected to check on and address any health and safety issues that may be deemed pertinent to any specific people group. The Policy will be reviewed every two years. |

**Signed:** Sally Chedgey  
**Date:** 10/6/14