

Equality Impact Assessment Template – Policy, function or strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	Moving and Manual Handling Policy 2024
b.	Responsible organisation(s)/Lead Service	Organisational Development, Policy and Communications Service
c.	Lead Officer	Alister MacIntosh, Health and Safety Team Leader
d.	Date of Impact Assessment	15/12/2024
e.	Partners/other Services involved in the development of the policy, function or strategy	Inverclyde Health and Social Care Partnership, Education Services
f.	Is the policy, function or strategy?	<input type="checkbox"/> New
		<input checked="" type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	<p>While there is no change to the current legislative requirements, the Moving and Manual Handling Policy review was undertaken to ensure that the Policy contents are still valid following the Covid-19 pandemic.</p> <p>The Manual Handling Operation Regulations 1992 require the Council to ensure that employees are protected from the risk of injury or ill health due to the requirement to lift and carry loads.</p>
h.	What are the intended outcomes of the policy, function or strategy?	The intended outcomes of the Policy are to:

¹ Please attach details of the policy, function or strategy to this Template

		<ul style="list-style-type: none"> • ensure the safety of all employees and users of Council services • minimise the risk of exposure to musculoskeletal injuries due to manual handling activities • eliminate or minimise the risks of moving and handling activities, where possible.
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	<input type="checkbox"/> Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		<input checked="" type="checkbox"/> Advance equality of opportunity between people of different groups
		<input type="checkbox"/> Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	Yes

2. Does the policy, function or strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Care experienced; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	X	

b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)		X
c. Inverclyde Alliance Partnership Plan 2023/33 ³ (see Section 7)	X	
d. Council Plan 2023/28 ⁴ (see Section 8)	X	
3. If ‘Yes’ is selected for any part of Section 2, please populate the other relevant Sections of this Template.		
4. If ‘No’ is selected for <u>every part</u> of Section 2, please state the reasons for this.		
<p>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer:</p> <p><u>karen.barclay@inverclyde.gov.uk</u></p>		
Signature:	Date:	

3. Impact – Protected Characteristics		
Which of the Protected Characteristics will the policy, function or strategy have an impact upon?		
	Impact	

² [Fairer Scotland Duty: guidance for public bodies](#)

³ [Inverclyde Alliance Partnership Plan 2023/33](#)

⁴ [Council Plan 2023/28](#)

Protected Characteristic	Positive		Neutral	Negative		Reasons/Comments
	High	Low		High	Low	
Age			X			
Care experienced			X			
Disability	X					<p>The Policy aims to ensure that service users and staff with disabilities can safely be evacuated from Council premises in the event of an emergency.</p> <p>The Policy includes provision regarding tasks that involve the care of service users and, in particular, the help and assistance provided by employees to service users who have additional support needs.</p>
Gender Reassignment			X			
Marriage and Civil Partnership			X			
Pregnancy and Maternity	X					The Policy includes provision for staff and service users who are pregnant or are new mothers.
Race			X			
Religion and Belief			X			
Sex			X			

Classification: Official

Sexual Orientation			X			
Other groups to consider			X			
<ul style="list-style-type: none"> Carers 			X			
<ul style="list-style-type: none"> The Armed Forces Covenant Duty 			X			
<ul style="list-style-type: none"> Council and agency staff, pupils, service users and members of the public 	X					The Policy applies to Council and agency staff as far as is reasonably practicable and to pupils, service users or members of the public who have access to Council premises.

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
<input type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
X	Advance equality of opportunity between people from different groups
<input type="checkbox"/>	Foster good relations between people from different groups

5. Impact – Groups

<p>From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.</p>	
<p>Positive impact + <i>(Describe groups affected.)</i></p> <p><u>Disability</u>: Individual risk assessments are developed for staff and service users with disabilities.</p> <p><u>Pregnancy and Maternity</u>: Individual risk assessments are developed for staff and service users who are pregnant or are new mothers.</p> <p><u>Council and agency staff, pupils, service users and members of the public</u>: The Policy applies to these groups of people, as far as is reasonably practical.</p>	<p>Negative impact - <i>(Describe groups affected.)</i></p>

6. Impact – Fairer Scotland Duty

What impact will the policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

<p>Positive impact +</p>	<p>Neutral impact =</p>	<p>Negative impact -</p>
	=	
<p>Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.</p>		

7. Impact – Inverclyde Alliance Partnership Plan 2023/33

Which Themes from the Inverclyde Alliance Partnership Plan 2023/33 will the policy, function or strategy impact on?

<input type="checkbox"/>	Theme 1: Empowered people <ul style="list-style-type: none">• Communities can have their voices heard, and influence the places and services that affect them• Gaps in outcomes linked to poverty are reduced
<input type="checkbox"/>	Theme 2: Working people <ul style="list-style-type: none">• More people will be in sustained employment, with fair pay and conditions• Poverty related gaps are addressed, so young people can have the skills for learning, life and work• Businesses are supported and encouraged to reduce their carbon footprint and develop green jobs
<input type="checkbox"/>	Theme 3: Healthy people and places <ul style="list-style-type: none">• People live longer and healthier lives• Supportive systems are in place to prevent alcohol and drug misuse• Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change
<input checked="" type="checkbox"/>	Theme 4: A supportive place <ul style="list-style-type: none">• Vulnerable adults and children are protected and supported, ensuring they can live safely and independently• We recognise where people are affected by trauma, and respond in ways that prevent further harm and support recovery• Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm
<input type="checkbox"/>	Theme 5: A thriving place <ul style="list-style-type: none">• Growth in our working age population by encouraging people to stay here, and attracting new people to settle here• Development of strong community-based services that respond to local need• Homes are energy efficient and fuel poverty is reduced• Increased use of active travel and sustainable transport options• Easy access to attractive and safe public spaces, and high-quality arts and cultural opportunities

Briefly describe how the policy, function or strategy will impact on the Inverclyde Alliance Partnership Plan 2023/22 Themes.

Theme 4: The implementation of the Policy supports delivery of this Theme whereby local residents who receive care-related services are cared for by Council staff to enable them to live safely and independently.

8. Impact – Council Plan 2023/28

Which Themes from the Council Plan 2023/28 will the policy, function or strategy impact on?

<input type="checkbox"/>	<p>Theme 1: People</p> <ul style="list-style-type: none"> • Our young people have the best start in life through high quality support and education • Gaps in outcomes linked to poverty are reduced • People are supported to improve their health and wellbeing • More people will be in employment, with fair pay and conditions • Our most vulnerable families and residents are safeguarded and supported
<input type="checkbox"/>	<p>Theme 2: Place</p> <ul style="list-style-type: none"> • Communities are thriving, growing and sustainable • Our strategic housing function is robust • Our economy and skills base are developed • We have a sufficient supply of business premises • Our natural environment is protected
<input checked="" type="checkbox"/>	<p>Theme 3: Performance</p> <ul style="list-style-type: none"> • High quality and innovative services are provided, giving value for money • Our employees are supported and developed

Briefly describe how the policy, function or strategy will impact on the Council Plan 2023/28 Themes.

Theme 3: The implementation of the Policy supports the Council to provide a safe place of work, a safe environment and safe systems of work for staff.

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens' Panel, focus groups, interviews, projects, user feedback, complaints, Officers' knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/engagement (including any carried out while developing the policy, function or strategy)	The following stakeholders were consulted during the devising of the Policy: Trade Unions; the Council's Chief Officers; and Council employees, all of whom expressed their support for the Policy. Plans and risk assessments are developed in conjunction with staff whose work tasks involve moving and manual handling duties.
Research	Comparative analysis indicates that the Policy is in line with best practice. During the review of the Policy, cognisance was taken of guidance from the Health and Safety Executive.
Officers' knowledge and experience (including feedback from frontline staff)	The Officers who refreshed the Policy have many years of relevant experience. The assessment of manual handling tasks will be undertaken by employees who have a level of knowledge, experience and competence appropriate to the task being assessed.
Equalities monitoring data	
User feedback (including complaints)	

Stakeholders	
Other	
Are there information gaps and, if so, what are these?	No

10. Consequences of Analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input checked="" type="checkbox"/>	Further changes are not anticipated following the review of the Policy.
b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	
d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?

The effect of the Policy will be monitored via Council Service-specific audits and inspections and the monitoring of health and safety incidents reported to the Health and Safety Committee and to the Policy and Resources Committee.

When is the policy, function or strategy due to be implemented?

Following approval at the meeting of the Policy and Resources Committee on 4 February 2025.

When will the policy, function or strategy be reviewed?

Three years after approval i.e. 2027, unless legislative or other requirements bring this forward.

What resources are available for the implementation of the policy, function or strategy? Have these resources changed?

A high standard of health and safety performance is recognised as an integral part of the Council's service delivery. Therefore, sufficient resources will be allocated to meet the requirements of the Council's Moving and Manual Handling Policy 2024.

11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.

Empty response area for question 11.

Details of the Person(s) who completed the Assessment:	
Name:	Alister MacIntosh; David Strain
Position:	Health and Safety Team Leader; Health and Safety Advisor
Date:	31/1/2025
Authorised by:	
Name:	Ruth Binks
Position:	Corporate Director – Education, Communities and Organisational Development
Date:	1/2/2025

Please send a copy of the completed Template to Karen Barclay, Corporate Policy and Performance Officer at karen.barclay@inverclyde.gov.uk.