

Equality analysis form

If the activity you are planning to analyse is covered by an existing Equality Analysis or a relevant former Equality Impact Assessment, please use Section 2 of the form to highlight any updated information. The updated form should be sent through to the Equality and Diversity Unit for feedback, the start of the online consultation process and publication.

Section 1

Equality Analysis Screening

The following questions will identify whether a full Equality Analysis will be required. Please read the Equality Analysis guidance prior to completing the screening.

1. Name of the activity (strategy, policy, practice etc)

A Review of the University's Health and Safety Team.

2. Will this activity have the potential to deliver positive outcomes for students, staff and/or visitors from equality groups? Please provide evidence for your answer.

Health and safety management must continue to align with the pace of change at the University and its environs. The current health and safety system, and the Health and Safety Team that supports this system have been premised upon the 2011 revitalised approach. It is thus timely to further review health and safety management at UWE Bristol to ensure there is the sustainment of the health and safety culture as it develops plans towards 2030. Hence a Health and Safety Review entitled '*A Step Change in Health and Safety at UWE Bristol*' has been carried out.

The Step Change Review has been informed by existing information from a Safe Place, People and Practice Strategy review, audit findings and training feedback, along with new information from an external higher education benchmark survey and a series of staff focus groups. This has culminated in the identification of a set of reciprocal findings:-

1. The need to maintain Health and Safety as a strategic priority
2. Ensuring clear health and safety governance to enable the provision of assurance to the Directorate
3. Ensuring articulation of the University's main health and safety risks
4. A health and safety management system that is based on risk, and reduces bureaucracy
5. More engagement with staff and students
6. Defining and ensuring the 'health' in health and safety
7. The provision of the 'right' central support for Faculties and Professional Services.

In order to deliver this Step Change the first priority is to review the central Health and Safety Team (HST). The current team is at its maximum capacity, it is able to provide day to day advice and support to Faculties and Services, provide training, audit etc. However, this has forced a more reactive approach rather than the Team being able to be proactive; as in previous years. There is little room for flexibility, the HST cope with business as usual, but cannot readily support continual improvement so as to adapt to UWE changes, new/emerging work/risks or actively progress projects not only to support UWE wide activity but also the HST's own project work in respect of improving systems, processes to streamline bureaucracy. Much of the 'new'

work falls to the Head of Health and Safety to lead and progress which is untenable in the long term as focus on strategic activity and engagement must be the focus for the H&S Team senior manager.

This review aims to realign the H&S Team so there is greater clarity around roles and responsibilities and potentially providing staff with development and clearer career pathways.

3. Will this activity have the potential to create negative impacts on students, staff and/or visitors from equality groups? Please provide evidence for your answer.

It is not anticipated that this review will have a significant negative impact on HST staff.

Women, men, transgendered people

No significant impact, it is not envisaged there will be significant changes to roles or working arrangements. The Team already has in place flexible working patterns, which are unlikely to change. There is recognition that there is need to accommodate those members of staff with parental and/or caring responsibilities during recruitment processes. Also as part of the review there will be the chance for staff to discuss and review any arrangements through programmed 1:1's.

Black and minority ethnic groups

No envisaged negative impact.

Disabled people

There will be no significant impact. For any new disabled staff there will be an assessment carried out to ensure that all appropriate, reasonable adjustments are put into place. Where there are disabled staff in the Team there are already existing adjustments in place. These will not be changed. Should there be need to rearrange work stations a full display screen risk assessment will be undertaken to ensure that any reasonable adjustments are put into place or transferred with the member of staff to their new location.

Younger or Older people

Though this is not envisaged to be a significant impact, though styles of working may possibly create some negative impact e.g. peripatetic working, the use of technological solutions etc. Staff will be provided with all the support and training that this may require, along with the opportunity for discussion at 1:1 meetings.

People of different religions and beliefs

No envisaged impact.

Lesbian, Gay and Bisexual people

No envisaged impact.

Pregnancy and Maternity

No envisaged impact

Marriage and Civil Partnership

No envisaged impact

4. Does the activity have the potential to impact equality groups in the following ways:
- Access to or participation in UWE Faculties or Professional Services?
 - Levels of representation across the UWE workforce?
 - Student experience, attainment or withdrawal?
 - Staff experience?

Please indicate YES or NO. If the answer is YES then a full analysis must be carried out. If the answer is NO, please provide a justification.

YES

Equality analysis screening sign off:

Faculty Dean or Head of Service	Alison Weeks
Faculty / service	Health and Safety
Date	01/03/19

Please return the completed form back to the Equality & Diversity Unit for feedback and publication

Section 2

Full Equality Analysis

1. Name of the activity (strategy, policy or practice etc)

Step Change in H&S a Review of the H&S Team at UWE Bristol

2. What is the aim of the activity (objective or purpose)?

The Health and Safety Step Change Review has provided an opportunity for the Head of Health and Safety to review the UWE Bristol health and safety management system, and also as a result the health and safety support at UWE Bristol.

The Review has identified a number of areas for continual improvement. These areas are:

- a) To ensure continued integration of health and safety in the development of UWE Bristol's Strategy 2030.
- b) A more delineated and accountable health and safety meeting governance structure.
- c) Health and safety management standards and risk descriptions that more clearly set out the arrangements and monitoring for the management of the key UWE Bristol health and safety risks.
- d) A more prescriptive health and safety management system that sets clear requirements.
- e) The introduction of electronic health and safety management processes that interrelate with other, UWE Bristol management process e.g. research governance.
- f) The engagement of staff and students through the provision of defined, accessible training and development appropriate to all.
- g) The integration of Health and Safety into the University's Wellbeing agenda to ensure a coordinated 'health' approach.
- h) Finally, ensuring that the UWE Bristol approach is supported by a Health and Safety Team that is more proactive and aligned to the emerging risks of the University.

A 'way forward action plan' has been developed for the next 5 years to embed these requirements.

A key outcome for the delivery of this Plan is to review the H&S Team. The aim of the Team review is to:

1. Provide clarity as to the roles and responsibilities of each of the Team, but more importantly the H&S Advisers' in the Team – aligning them more clearly with portfolios and/or specialist risk areas.
2. Permanently appointing an H&S 'Operational' Manager so that new and emergent risks and projects can be progressed, along with more engagement in student focus activity.
3. The realignment of fire safety to report more strategically through the Head of H&S so as to ensure that there is much clearer focus on this UWE wide risk

4. The permanent introduction of an Assistant H&S role so as to provide more operational support to the Team and to the wider UWE Bristol

Overall this review will ensure that the University has much more targeted, supportive and flexible H&S support for it to ensure the embedding of its health and safety culture.

3. If amending a current activity, what changes are proposed?

A reviewed organisational structure is proposed which will see the inclusion of a permanent 'operational' H&S manager, the reinstatement of an additional H&S Adviser, the realignment of fire safety and finally an assistant H&S adviser to provide for succession planning.

4. Who is responsible for developing and delivering the activity?

Alison Weeks Head of Health and Safety.
Penny Hall is the HR Business Partner who will help to support the review as required.

5. What measures will be used to assess whether the activity is successful?

Staff and student feedback through Focus Groups – initial Focus Groups have been undertaken to ascertain Faculty and Service requirements. Further Focus Groups will take place post the Team review to evaluate the impact of the change.
All Staff feedback through the Staff Survey / Pulse Surveys.
Faculties and Services via the business partner model e.g. through liaison meetings etc.
University H&S Committee
Training feedback
H&S Audit results

6. Does the activity have a potentially adverse impact on equality groups, in terms of employment issues and/or service delivery for students and/or staff? In the table below, please give evidence to support your yes or no answers. If the answer is not known, indicate how you will source evidence.

Meeting the public sector equality duty

Please also use the table below to demonstrate whether the activity has the potential to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. Please use the 'no' column to highlight your responses.

	Yes	No	Not known
All Groups		<p>Any change has the potential to cause staff to feel uncertain and possibly may cause them stress. To this end</p> <ul style="list-style-type: none"> The HST remain fully briefed through monthly Team meetings lead by the Head of H&S as to the 	

		<p>proposed ideas and plans. The timescales of key decisions have also been communicated to the Team.</p> <ul style="list-style-type: none"> • Staff have been shared early plans and have been sought to input into the process. Access to the information has been made readily available to them • Monthly 1:1's are in place for all H&S Team staff with their line manager. However in terms of the review the Head of H&S is also conducting 1:1's with the Team members • Where staff may be absent during the period of review due to sickness or other reasons touch base meetings will be arranged to ensure that they remain up to date and their comments and feedback are included. 	
Women and men	New roles could create an opportunity to increase diversity	No significant impact, it is not envisaged there will be significant changes to roles or working arrangements. The Team already has in place flexible working patterns, which are unlikely to change. There is recognition that there is need to accommodate those members of staff with parental and/or caring responsibilities during recruitment processes. Also as part of the review there will be the chance for staff to discuss and review any arrangements through programmed 1:1's.	
Trans people	New roles could create an opportunity to increase diversity		
Black and minority ethnic groups	New roles could create an		

	opportunity to increase diversity		
Disabled people	New roles could create an opportunity to increase diversity	There will be no significant impact. For any new disabled staff there will be an assessment carried out to ensure that all appropriate, reasonable adjustments are put into place. Where there are disabled staff in the Team there are already existing adjustments in place. These will not be changed. Should there be need to rearrange work stations a full display screen risk assessment will be undertaken to ensure that any reasonable adjustments are put into place or transferred with the member of staff to their new location.	
Younger or older people	New roles could create an opportunity to increase diversity	Though this is not envisaged to be a significant impact, though styles of working may possibly create some negative impact e.g. the use of technological solutions etc. The H&S Team will be provided with all the support and training that this may require, along with the chance for discussions at 1:1 meetings with the Head of H&S initially and then as the Team structure embeds with their line manager.	
People of different religion and beliefs	New roles could create an opportunity to increase diversity		
Lesbian, gay, bisexual people	New roles could create an opportunity to increase diversity		
Marriage and civil partnership	New roles could create an opportunity to increase diversity		
Pregnancy and maternity	New roles could create an	Not aware of staff who may be pregnant, nor are there currently any staff on maternity or paternity	

	opportunity to increase diversity	leave. However should this change, staff will be kept informed of the review.	
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7. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

Advice has been sought from the E&D Team and their comments have been included. This EA will be available to trade unions and staff network groups for comment and feedback.


8. What action can be taken to mitigate any potential negative impacts or address different needs? Please comment and then complete an action plan (see appendix 1).

Action plan completed. A project plan for the delivery of the Step Change has been developed, to include the review of the Team

9. Please indicate the level of equality relevance:

- High
- Medium
- Low

10. Equality analysis sign off.

Faculty Dean or Head of Service	
Faculty / service	Estates and Facilities
Date	02/04/19

Please return this form to the Equality and Diversity Unit for feedback, the start of the consultation process and publication.

Equality analysis - action plan

Appendix 1

Name of activity: Step Change in H&S a Review of the H&S Team at UWE Bristol

Plan completed by: Alison Weeks

Service / Faculty: Health and Safety

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Details of current H&S Team staff and structure Requirements for HST from Faculties and Services and benchmark data from HEIs	Head of Health and Safety Head of Health and Safety	HR Data Focus Grp Lead Survey	July 2018 April 2018	Completed Completed	Information acquired Data and information acquired
Consultation	Consultation with staff Consultation and agreement required from Directorate as to the need for the Step Change Consultation with Trade Unions	Head of Health and Safety – with HROD advice Head of Health and Safety Head of Health and Safety	HR Directorate HR Trade Union	End August 2018 End August 2018 – actual completion Dec 2018 End February 2019	Completed. Completed Completed	Staff consultation in progress – feedback being sought Reports and meeting attendance – completion was End December 2018 Initial discussion have taken place with TU's and

							also at Uni H&S Committee further overall TU meeting taking place in Feb 2019
	Project Plan to deliver overall Step Change developed	Head of Health and Safety	Comms Support	End July 2019	In progress	Need to review and develop a comms plan	
Monitoring and review arrangements	Feedback for HST Staff	Head of Health and Safety		Ongoing	Positive feedback and results	Ongoing	
Publication	EA	Head of Health and Safety	E&D Team	End Mar 2019	Feedback - Completed	No feedback received following formal EA consultation period.	
Other actions							

Please return form to the Equality and Diversity Unit