

Equality Impact Assessment - Preliminary Assessment Form

<i>Title of the strategy, policy, service or project:</i>		Driving at Work Procedure
<i>Service Area:</i>	All	
<i>Lead Officer:</i>	Emma Watkins - Health and Safety Officer	
<i>Date of assessment:</i>	24/02/2025	Procedure
<i>Is the strategy, policy, service (procedure) or project:</i>		
<i>Changed</i>	x	
<i>New</i>		

Section 1 – Clear aims and objectives

1. What is the aim of the procedure?

The Council is required to outline the process, methodology and hierarchy of controls to manage, so as far as reasonably practical, the health & safety risks within the organisation.

Driving for work falls under The Health and Safety at Work Act 1974 and an employer must ensure their employees are safe whilst driving on the roads. This safety can be ensured by providing driving at work training, maintenance of vehicles and safe journey routes organised by the Council.

The Department for Transport and the Driving and Vehicle Licensing Agency (DVLA) specify driver medical requirements (see 4.2) that aim to ensure fitness to work and operate Heavy Goods Vehicles (HGV), Passenger Service Vehicles (PSV), Passenger Carrying Vehicles (PCV) and equivalent vehicles including large goods vehicles (LGV)

The Council will adopt a consistent approach to ensuring medical assessments are undertaken for any employees required to drive certain Council vehicles.

This Procedure is intended to be a supportive measure to help ensure the wellbeing of employees who drive Council vehicles and will be brought to the attention of relevant employees and managers during the pre-employment health assessment and new starter's health screening processes.

2. Who is intended to benefit from the procedure and how?

This Procedure is intended to be a supportive measure to help ensure the wellbeing of employees who drive Council vehicles and will be brought to the attention of relevant employees and managers during the pre-employment health assessment and new starter's health screening processes.

3. What outcomes do you want to achieve?

The Procedure provides the framework to ensure that:

- Vocational drivers meet the standards of fitness for drivers specified by DVLA, with the aim of ensuring the safety of the passengers, other drivers, pedestrians and Council property.
- To ensure that appropriate medical advice and support is provided for employees who drive Council vehicles as part of their employment.

	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability and long-term conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage or civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women and people on parental leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex (Gender)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Recommendations and monitoring

If you have answered that the strategy, policy, procedure or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

4. Should a full EIA be completed for this strategy, policy, procedure or project?

☐ Yes

☒ No

This procedure meets the requirements of The Equality Act 2010. In relation to age, disability and pregnancy the procedure has a positive impact.

Age: The Council has a duty of care for all drivers to ensure they remain fit to drive as part of their work. The provision of medical assessments were provided either under statute or as part of the Council's risk assessment process ensures that any reasonable adjustments and/or restrictions recommended by medical professions can be considered and provided where appropriate.

Disability: Where a member of staff has a disability either upon commencing their work or during their employment a medical assessment will enable the Council to make an informed decision on the reasonable decisions that could be used to sustain their driving duties as appropriate.

Pregnant women: When an employee makes it known to their manager that they are expecting a baby, an expectant Mother Risk assessment should be completed. This identifies areas such as if more breaks are needed, DSE requirements and if doing their job is safe to do while expecting. This assessment should be done at least every trimester, to consider the progress of the pregnancy, or sooner if required.

Sex:

Menopausal symptoms, which affect about 70% of women, are believed to be due to the changing hormone levels. This can cause some women to have the following symptoms.

Mood swings
Hot flushes
Night sweats
Palpitations
Insomnia
Joint aches
Headaches

These symptoms can affect individuals' ability to undertake driving duties. A medical health assessment should be conducted to establish if the Council can put measures in place to help individuals during this time.

Section 4 – Approval

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

Reviewed by Head of Service	Name:	Fiona Pittam
	Date:	24 June 2024

If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)