



Neighbourhoods Directorate

Public Protection Service

HEALTH & SAFETY SERVICE PLAN

2019/2020

19/12
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CPL IN
APPENDIX

Document Control

Document details

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| Approved by | <i>Lead Member for Environment, Regulatory Services and Community Safety</i> | | |
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| Related to | | | |

Version history

| Version | Status | Date | Dissemination/Change |
|----------------|----------------------|------------------|-----------------------------|
| V0.1 | Initial draft | <i>June 2019</i> | |
| | | | |

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| Add final version number e.g. V0.4 | Add status of policy e.g. Final | Add date | Add name of approving body e.g. Cabinet |

Equality Impact Assessment record

| Date | Completed by | Review date |
|------|--------------|-------------|
| | | |

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Appendix A LAC 67/2 (rev 8)

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1 INTRODUCTION

Everyone whilst at work and everyone affected by any work activities has a fundamental right to have their health safety and welfare protected. The consequences of failures in health and safety management range from inconvenience to death. The Public Protection Health and Safety Team performs a vital role in protecting the health and safety of people working in Havering and consumers.

This Health and Safety Service Plan has been developed to meet the requirements of the Health and Safety Executive Board's (H.S.E.B.) Guidance to Local Authorities (L.As) issued under Section 18 of the Health and Safety at Work etc. Act 1974 (H.S.W.A.). It is the statutory duty of local authorities to act in accordance with this guidance. It has regard to Helping Great Britain work well, the new health and safety system strategy and the focussed health and work strategy 'Go Home Healthy'

This Health and Safety Service Plan is not a stand-alone document; it is an integral part of the Council's Regulatory Services Service Plan and should be read in conjunction with the Public Protection Service's Health and Safety Enforcement Policies and Procedures.

The Service has both a regulatory and advisory function and is part of the Neighbourhoods Directorate.

2 BACKGROUND

2.1 Profile - London Borough of Havering

The London Borough of Havering is one of the largest Boroughs in Greater London covering an area of 11,220 hectares. To the north and east the Borough is bordered by the Essex countryside, to the south by a three mile River Thames frontage and to the west by the neighbouring boroughs of Redbridge and Barking and Dagenham.

Havering's growing resident population stands at approximately 256,000. The Borough is mainly residential in character; half of its area is in the Green Belt. The Council has responsibility for enforcing health and safety in 2/3rds of the commercial premises in the borough including 1867 registered food businesses. The Health and Safety Executive (HSE) has the responsibility for enforcement in the remainder of the premises.

The Health and Safety Service Plan is regarded as a significant policy document and will receive formal adoption by the Lead Member for Environment, Regulatory Services and Community Safety.

3 SERVICE DELIVERY

3.1 Key Personnel

The Group Manager for Public Protection has responsibility for the Council's Health and Safety regulatory function. The Public Protection Manager (Environmental Health) has responsibility for the day to day management of the health and safety function.

There is 0.5 FTE Senior Public Protection Officer and 0.4 FTE Public Protection Officers. Business Support provides 0.1 FTE to cover administrative duties.

3.2 Scope of the Health and Safety Enforcement Service

- Maintain and develop a database of commercial premises for which the Council has enforcement responsibility.
- Work in partnership with the HSE and other Local Authorities, undertaking and supporting promotional initiatives and providing relevant information on health and safety.
- Carry out where necessary inspections of commercial premises for compliance with health and safety legislation based on the Council's intervention programme, proportionate to risk and within set timescales.
- Respond and, where appropriate, investigate and resolve all service requests received relating to health and safety in commercial premises.
- Take enforcement action, as appropriate, in accordance with the Health and Safety Executive's enforcement policy; the Regulators Code and the regulatory principles required under the Legislative and Regulatory Reform Act 2006; the Council's Health and Safety Enforcement policy; the Public Protection Service Enforcement policy and any Council enforcement policy as and when it is updated.
- Promote and raise the profile of health and safety through the promotion of health and safety training and participating in awareness raising events.
- Investigate injuries, diseases and dangerous occurrences reported to the Service in a consistent way in accordance with all applicable enforcement policies.
- Ensure staff are properly trained to enable effective delivery of the health and safety regulatory function.
- Act as the Responsible Authority for licensing applications with regard to public safety.

3.4 Access to the Service – Location

The Public Protection Service is based at Mercury House, Romford. Customer access to the service by telephone and in person is available through the Public Advice and Service Centre during normal office hours (09:00 – 17:00, Monday - Friday)

Address: Public Protection
London Borough of Havering,
Town Hall
Main Road,
Romford,
Essex.
RM1 3SL

Telephone: 01708 432777
Fax: 01708 432554
E mail: environmental.health@haverling.gov.uk

3.5 Emergency Contact Arrangements

In the event of an emergency, the Council's out of hours call centre is staffed on a 24 hour, 7 day week basis.

Telephone: 01708 433999

4 Section 18 Requirements

4.1 Section 18 Requirements Overview

The Health and Safety at Work etc. Act 1974 (HASAWA) and the Health and Safety (Enforcing Authority) Regulations 1998 empower Local Authorities as Enforcing Authorities for the Act and Regulations made under it.

The Council, as defined by the Health and Safety (Enforcing Authority) Regulations 1998, is responsible for the enforcement of the (HASAWA) 1974 to the extent prescribed by the regulations. It is the duty of the Council to make adequate arrangements for the enforcement of the relevant statutory provisions within its area and to perform the duty in accordance with such guidance the H.S.E.B. may issue.

In the view of the current guidance issued by the Health and Safety Executive Board (H.S.E.B), the following elements are essential for a Local Authority to adequately discharge its duty as an enforcing authority:

- set out their commitment priorities and planned interventions.
- produce an annual Service Plan detailing the Local Authority (L.A.'s) priorities and its aims and objectives for the enforcement of health and safety.
- provide a clear published statement of enforcement policy and practice.
- have a system for prioritised, planned inspection activity according to hazard and risk, and consistent with any advice given by the HSE and the HSEL.A. Enforcement Liaison Committee (H.E.L.A.).
- have the capacity to investigate workplace accidents and to respond to complaints by employees and others against allegations of health and safety failures.
- have the provision of a trained and competent inspectorate.
- have in place arrangements for liaison and co-operation in respect of the Lead Authority Partnership Scheme.
- have in place arrangements for benchmarking performance with peer Local Authorities.
- put into place the capacity, management infrastructure, performance management and information systems required to deliver an effective service and to comply with their statutory duties.
- operate systems to train, appoint, authorise, monitor, and maintain a competent inspectorate.
- use interventions, including enforcement action, in accordance with their enforcement policy and within the principles of proportionality, accountability, consistency, transparency and targeting.

- work within their own organisation, in partnership with other Enforcement Authorities and with other regulators and stakeholders to make best use of joint resources and to maximise their impact on local, regional and national priorities.
- actively contribute to liaison, policy and governance arrangements at a local, regional and national level.
- promote sensible risk management

4.2 Enforcement Policy

The Council seeks to ensure that all regulatory functions for which it is responsible are fairly and effectively enforced. The Public Protection Service has produced an Enforcement Policy which takes the general principles of the Regulators Code and applies it more specifically to the functions of the Service.

4.3 Enforcement Management

The Enforcement Management Model (EMM) provided by the HSE is followed. This is a logical system that helps inspectors to make enforcement decisions in line with the (HSE's) Enforcement Policy Statement (EPS). The EPS sets out the principles Inspectors should apply when determining what enforcement action to take in response to breaches of health and safety legislation. Fundamental to this is the principle that enforcement action should be proportional to the health and safety risks and the seriousness of the breach.

The Enforcement Management Model:

- provides inspectors with a framework for making consistent enforcement decisions;
- helps managers monitor the fairness and consistency of inspectors' enforcement decisions in line with HSE's policy; and
- assists less experienced inspectors in making enforcement decisions.

4.4 Intervention Programme

The Health and Safety Intervention programme is determined annually on 1st April and extends through to March 31st in the following year. Additional interventions will enter the programme during the year for a number of reasons, principally when new premises are identified or when existing premises are subject to re-rating as a result of an inspection or other intervention activity.

The programme has been drawn up following the LAC 67/2 (rev8) Targeting local authority interventions. (see Appendix A)

5 PERFORMANCE REVIEW – 2018/2019

5.1 Resources

The Council's health and safety service was provided through a manager (15% FTE) supported by one health and safety officer (1 FTE), one health and safety and licensing technician (1 FTE) and officers from the food safety team. Following a restructure in October 2018, the staff structure changed to that described in the current service plan, above.

Officers from the food team have taken on additional responsibilities for health and safety work in food premises, represented in the service plan.

Financial Implications for the Health and Safety Service Plan are as follows:

| Item/Budget line | Budget 2019/20 £0.000m |
|-----------------------------------|---------------------------------------|
| Salaries A26210.611000 | 0.083 |
| Staff Training A26210.611480 | 0.003 |
| Special projects 26210.641640 | 0.005 |
| Travel costs A26210.631220/631260 | 0.001 |
| Admin A26210.641750/641320/641340 | 0.001 |
| ICT & software A26210 | 0.003 |
| Legal Contingency A26210.641620 | 0.030 |
| Total | 0.126 |

5.2 Interventions 2018/19

Special Treatments

Special treatments include massage, manicure, acupuncture, tattooing, cosmetic piercing, chiropody, light treatments, electric treatments and other similar treatments, including vapour, sauna or other baths. Health and safety officers worked closely with the Licensing team to support the licensing staff assess the suitability of granting a licence.

Accidents

The total number of accidents reported in Havering for the period from 1st April 2018 to 31st March 2019 was 94. A risk based approach based on HSE guidance is undertaken when accidents occur. Those that are more serious are investigated. Considerable officers resource time is currently being spent on investigating two fatalities at two of the businesses in the Borough.

Health and Safety Service Requests

The total number of health and safety related Service Requests received for the period from 1st April 2018 to 31st March 2019 was 48.

Health and Safety as a Responsible Authority

Under the Licensing Act 2003 Health and Safety is a Responsible Authority so receives all premise licence applications and some variation applications if applicable which are assessed and where necessary a representation against the application made. In 2018/19 66 applications were assessed.

Projects and similar

Workplace Transport Project

The total number of premises visited for the workplace transport project was 13. Every premises received a formal letter detailing improvements to be made.

Festivals

The health and safety service had input into the event planning process for the We Are FSTVL and attended several of the safety advisory group meetings.

6 SERVICE AIMS AND OBJECTIVES 2019/2020

6.1 Havering Vision

Communities A Helping Hand

Helping young and old fulfil their potential through high-achieving schools and by supporting people to live safe, healthy and independent lives

Places Great Place to Live

Making sure that our neighbourhoods are a great place to live by investing in them and keeping them clean, green and safe with access to quality parks and leisure facilities Great Place to live

Opportunities Making life better

Helping people get on in life by creating jobs and skills opportunities and building genuinely affordable homes

Connections Making life easier

Making it easier for people to get around and online by investing in road, transport links, faster internet and free Wi-Fi in town centres

6.2 Service Aims

The health and safety service has the following aims for 2019/20:

- To protect employees, customers and visitors to work premises from risks to their health and safety and to promote the health, safety and welfare of persons whilst at work, in pursuit of leisure or otherwise connected with work activity.
- To contribute towards improving the effectiveness, efficiency and quality of the Council's Public Protection function particularly in the area of health and safety at work.
- To provide help, support and information to the public, staff, members and the business community.
- To effectively promote Environmental Health issues in the community.
- To effectively consult with our customers.
- To fully discharge the Council's statutory health and safety regulatory duties.

- To work actively to promote joint working with other enforcement agencies in areas of common function and development e.g. Fire Authority, Health and Safety Executive.
- a. Service Objectives and Priorities

The Council will target its health & safety interventions having regard to the range of interventions available, the risk profile of the business/sector, national information (accident statistics, national priorities, Primary/Lead Authority inspection plans) and local knowledge and priorities.

An Action plan for service delivery appears at Appendix B.

Unannounced proactive inspections will be used for Category 'A' premises and where intelligence suggests that risks are not being effectively managed. A wider range of regulatory interventions (non-inspection techniques) will be used for other categories of premises (B1 and B2). Lower risk premises (Category C) are considered to be only suitable for reactive interventions in response to an accident or complaint. The HSE's Incident Selection Criteria and risk based approach to complaints handling will be used to assist with targeting resources.

- In accordance with LAC 67-2 rev8, the Authority's priority is to inspect all 'A' risk-rated premises.
- To carry out other intervention project work targeting topics and premises identified by the National Local Authority Enforcement Code requirements (Please see Appendix A and project work plan at 6.3 below).
- Investigate fatalities, notified major accidents, dangerous occurrences and cases of occupational ill health in accordance with the Accident Investigation Procedure and H.S.E.B./H.E.L.A. objectives and priorities.
- Respond to and investigate service requests concerning health and safety.
- To continue to contribute to the development of the APP computer system to enable accurate records to be kept in respect of individual regulated premises.
- Actively seek partnership working with the Health and Safety Executive and other Local Authorities through enforcement activities and alternative intervention strategies.
- Review, consult and amend as necessary all policies and procedures relating to the section's Health and Safety enforcement functions in light of new statutory guidance.
- Develop the 2020/2021 Service Plan
- To act as a Responsible Authority with regard to licensed premises under the Licensing Act 2003

6.3 Project Work Plan

- Crowd control & injuries/fatalities to the public –Scrutinise event management plans for festivals and events to provide advice on public safety via the Safety Advisory Group and visit where necessary.
- Legionella- to include visits to premises with cooling towers to check on suitable legionella control measures.
- Noise at Work- working alongside the noise team to identify those premises where complaints have been received and providing advice and guidance to businesses on noise exposure to the employees.
- Electrical safety- working alongside the food and licensing teams to ensure that licensed and catering premises have safe electrical installations.
- Estate Management- Work with other London Authorities to ensure that the management of trading estates are carrying out their duty of care responsibilities.

The project work plan is flexible in that topics may be included or rolled over to another year in response to the reactive workload. For example if there is a serious accident investigation that requires a lot of officer time to complete.

6.4 Staff Competencies

All operational staff qualified to perform health and safety inspections to undertake the Regulators' Development Needs Analysis (RDNA) so that training needs can be assessed.

At times of critical staff shortage, suitably qualified contract staff may be utilised to assist with programmed inspections and other interventions.

7 QUALITY ASSURANCE

7.1 Document Control

Health and Safety enforcement policies and procedures will be reviewed when necessary to reflect current good practice. New legislation, codes of practice, journals and other relevant documentation may be circulated to all relevant Officers. Remote working arrangements are in place and other modern ways of working include officers accessing relevant websites to keep updated on current matters.

7.2 Records

A regular audit of inspection and service request records will be conducted by the manager to ensure that an accurate record pertaining to commercial premises is maintained. This will assist in:

- developing an accurate work programme each year.
- targeting resources towards identified premises and businesses.
- improving service delivery by assisting a graduated approach to interventions and enforcement.
- maintaining the traceability of premises records.
- providing historical data to assist in future health and safety compliance and enforcement evaluations.

7.3 Liaison Arrangements

Arrangements are in place to ensure that enforcement action taken is consistent with those of neighbouring authorities. The Senior Food/H&S Public Protection Officer actively participates in a number of liaison groups including:

- All London Boroughs Health and Safety Liaison Group.
- NE Quadrant Health and Safety Group.
- London Local Authorities Special Treatments Group.

The Public Protection Manager – Environmental Health also actively participates in the Association of London Environmental Health Managers.

All staff have access to the H.S.E. and Chartered Institute of Environmental Health (C.I.E.H.) websites to ensure they are fully updated on current legislation, topics and meeting minutes.

8 GENERAL

8.1 Service Plan Review

The service plan has been written with reference to current guidance available from the Health and Safety Executive and other Government departments. Service Plans may be reviewed as part of the audit process described in the Health Executive Local Authority protocol on inter-authority auditing.

8.2 Other Influencing Factors

Every effort is made to prepare a Health and Safety Service Plan which both seeks to meet the needs and expectations of stakeholders and, importantly, can be achieved within resource constraints. The reactive and integrated nature of the work undertaken by the Licensing and Health & Safety and Food Safety Teams has the potential to increase the demands on the service which may reduce the operational priority of the Service's objectives. Examples of such demands include; civil emergency, major or multiple accidents, disproportionate rise in reactive workload and staff turnover.

Appendix A

List of activities/sectors considered suitable for proactive inspection

| No | Hazards | Potential Poor Performers within an Industry Sector | High Risk Activities |
|----|--|--|--|
| 1 | Legionella infection | Premises with cooling towers/evaporative condensers | Lack of suitable legionella control measures, including premises that have 1. Not yet demonstrated the ability to manage their legionella risk in a sustained manner, includes new cooling towers/ evaporative condensers, or 2. Relevant enforcement action in the last 5 years and have not yet demonstrated sustained control of legionella risk. |
| 2 | Explosion caused by leaking LPG | Communal/ amenity buildings on caravan/ camping parks with buried metal LPG pipework | Caravan/ camping parks with poor infrastructure risk control/ management of maintenance |
| 3 | E.coli/ Cryptosporidium infection esp. in children | Open Farms/Animal Visitor Attractions | Lack of suitable micro-organism control measures |
| 4 | Fatalities/injuries resulting from being struck by vehicles | High volume Warehousing/Distribution | Poorly managed workplace transport |
| 5 | Fatalities/injuries resulting from falls from height/ amputation and crushing injuries | Industrial retail/wholesale premises | Poorly managed workplace transport/work at height/cutting machinery /lifting equipment |
| 6 | Industrial diseases (occupational deafness/lung disease- Silicosis) | Industrial retail/wholesale premises | Exposure to excessive Noise (steel stockholders) Exposure to crystalline silica (Retail outlets cutting/shaping their own stone or high silica content (manufactured stone e.g. grave stones or kitchen resin/ stone worktops) |

| | | | |
|----|--|--|---|
| 7 | Occupational Lung Disease (Asthma) | In store Bakeries and retail craft bakeries where loose flour is used and inhalation exposure to flour dust is likely to frequently occur i.e. not baking pre made products. | Tasks where inhalation of flour dust and/ or associated enzymes may occur e.g. tipping ingredient's into mixers, bag disposal, weighing and dispensing, mixing, dusting with flour by hand, or using a sieve, using flour on dough brakes, and roll machines, maintenance activities or workplace cleaning. |
| 8 | Musculoskeletal Disorders (MSD) | Residential Care Homes | Lack of effective management of MSD risks arising from moving and handling of persons |
| 9 | Falls from height | High volume Warehousing/Distribution | Work at height |
| 10 | Manual Handling | High volume Warehousing/Distribution | Lack of effective manual handling risks |
| 11 | Unstable loads | High volume Warehousing/Distribution Industrial retail/wholesale premises | Vehicle loading and unloading |
| 12 | Crowd management & injuries/fatalities to the public | Large scale public gatherings e.g. cultural events, sports, festivals & live music | Lack of suitable planning, management and monitoring of the risks arising from crowd movement and behaviour as they arrive, leave and move around a venue |
| 13 | Carbon monoxide poisoning | Commercial catering premises using solid fuel cooking equipment | Lack of suitable ventilation and/or unsafe appliances |
| 14 | Violence at work | Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/hospitality) and where intelligence indicates that risks are not being effectively managed | Lack of suitable security measures/procedures. Operating where/ police/licensing authorities advise there are local factors increasing the risk of violence at work e.g. located in a high crime area, or similar local establishments have been recently targeted as part of a criminal campaign. |
| 15 | Fires and explosions caused by the initiation of explosives, | Professional Firework Display Operators | Poorly managed fusing of fireworks |

| | | | | |
|--|---------------------|--|--|--|
| | including fireworks | | | |
|--|---------------------|--|--|--|

Appendix B Health and Safety Service plan for 2019/2020

April May June July August Sept Oct Nov Dec Jan Feb March

All A rated premises

Noise at Work

Noise exposure

Electrical Safety

Licensed and Catering Premises

**Estate Management
London Wide Project**

Cooling Towers

Legionella

Festivals

Crowd management

Smoking Enforcement



The HSE Board have identified six key areas as the focus for Helping Great Britain Work well:

- Acting Together Promoting broader ownership of health and safety in Great Britain
- Tackling ill health Highlighting and tackling the costs of work related ill health.
- Managing risk well Simplifying risk management and helping business to grow.
- Supporting small employers Giving SMEs simple advice so they know what they have to do
- Keeping pace with change Anticipating and tackling new health and safety challenges.
- Sharing our success Promoting the benefits of great Britain's world class health and safety system.

Equality & Health Impact Assessment (EqHIA)

Document control

| | |
|-----------------------------------|---|
| Title of activity: | Health and Safety Service Plan |
| Lead officer: | Tina Nelan, Senior Public Protection Officer, Public Protection, Neighbourhoods. |
| Approved by: | Nichola Lund, Public Protection Manager (Interim) (Environmental Health) Nichola.lund@havering.gov.uk 10th Floor, Mercury House, 01708 433427 |
| Date completed: | 18 th June 2019 |
| Scheduled date for review: | |

Please note that the Corporate Policy & Diversity and Public Health teams require at least **5 working days** to provide advice on EqHIAs.

| | |
|---|-----|
| Did you seek advice from the Corporate Policy & Diversity team? | Yes |
| Did you seek advice from the Public Health team? | Yes |
| Does the EqHIA contain any confidential or exempt information that would prevent you publishing it on the Council's website? | No |

Please note that EqHIAs are **public** documents and must be made available on the Council's [EqHIA webpage](#).

Please submit the completed form via e-mail to EqHIA@havering.gov.uk thank you.

1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact EqHIA@havering.gov.uk for advice from either the Corporate Diversity or Public Health teams. Please refer to the Guidance in Appendix 1 on how to complete this form.

About your activity

| | | | | |
|----|---|---|---|--|
| 1 | Title of activity | Health and Safety Service Plan | | |
| 2 | Type of activity | Service Plan | | |
| 3 | Scope of activity | The aim of the Health and Safety service plan is to comply with the s.18 requirements of the Health and Safety at Work Act 1974. The programme has been drawn up following the LAC 67/2 (rev8) Targeting local authority interventions. | | |
| 4a | Are you changing, introducing a new, or removing a service, policy, strategy or function? | No | If the answer to <u>any</u> of these questions is 'YES', please continue to question 5. | If the answer to <u>all</u> of the questions (4a, 4b & 4c) is 'NO', please go to question 6. |
| 4b | Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)? | No | | |
| 4c | Does the activity have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing? | No | | |
| 5 | If you answered YES: | Please complete the EqHIA in Section 2 of this document. Please see Appendix 1 for Guidance. | | |
| 6 | If you answered NO: | The service plan outlines which areas of Health and Safety the Local Authority can look at during the year 2019/20. The plan is drawn up following the LAC 67/2 (rev8) Targeting local authority interventions. Other local initiatives have been targeted for advisory visits using local intelligence from changes to local businesses, accident and complaint information. | | |

| | |
|----------------------|--|
| Completed by: | Tina Nelan, Senior Public Protection Officer, Public Protection, Neighbourhoods. |
| Date: | 18/06/19 |

2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

Background/context:

**Expand box as required*

Who will be affected by the activity?

**Expand box as required*

Protected Characteristic - Age: Consider the full range of age groups

*Please tick (✓)
the relevant box:*

Overall impact:

Positive

Neutral

Negative

**Expand box as required*

Evidence:

**Expand box as required*

Sources used:

**Expand box as required*

Protected Characteristic - Disability: Consider the full range of disabilities; including physical mental, sensory and progressive conditions

*Please tick (✓)
the relevant box:*

Overall impact:

Positive

Neutral

Negative

**Expand box as required*

Evidence:

**Expand box as required*

Sources used:

**Expand box as required*

Protected Characteristic - Sex/gender: Consider both men and women

*Please tick (✓)
the relevant box:*

Overall impact:

Positive

Neutral

Negative

**Expand box as required*

Evidence:

**Expand box as required*

Sources used:

**Expand box as required*

Protected Characteristic - Ethnicity/race: Consider the impact on different ethnic groups and nationalities

| | | |
|--|--------------------------|------------------------|
| <i>Please tick (✓) the relevant box:</i> | | Overall impact: |
| Positive | <input type="checkbox"/> | |
| Neutral | <input type="checkbox"/> | |
| Negative | <input type="checkbox"/> | |

**Expand box as required*

Evidence:

**Expand box as required*

Sources used:

**Expand box as required*

Protected Characteristic - Religion/faith: Consider people from different religions or beliefs including those with no religion or belief

| | | |
|--|--------------------------|------------------------|
| <i>Please tick (✓) the relevant box:</i> | | Overall impact: |
| Positive | <input type="checkbox"/> | |
| Neutral | <input type="checkbox"/> | |
| Negative | <input type="checkbox"/> | |

**Expand box as required*

Evidence:

**Expand box as required*

Sources used:

**Expand box as required*

Protected Characteristic - Sexual orientation: Consider people who are heterosexual, lesbian, gay or bisexual

| | | |
|--|--------------------------|------------------------|
| <i>Please tick (✓) the relevant box:</i> | | Overall impact: |
| Positive | <input type="checkbox"/> | |
| Neutral | <input type="checkbox"/> | |
| Negative | <input type="checkbox"/> | |

**Expand box as required*

Evidence:

**Expand box as required*

Sources used:

**Expand box as required*

Protected Characteristic - Gender reassignment: Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth

| | | |
|--|--------------------------|------------------------|
| <i>Please tick (✓) the relevant box:</i> | | Overall impact: |
| Positive | <input type="checkbox"/> | |
| Neutral | <input type="checkbox"/> | |
| Negative | <input type="checkbox"/> | |

**Expand box as required*

| | |
|----------------------|--------------------------------|
| Evidence: | <i>*Expand box as required</i> |
| Sources used: | <i>*Expand box as required</i> |

| | | | | | | | |
|--|--|------------------------|------------------------------------|----------------|--------------------------|-----------------|--------------------------|
| Protected Characteristic - Marriage/civil partnership: Consider people in a marriage or civil partnership | | | | | | | |
| Please tick (✓) the relevant box: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Positive</td> <td style="width: 10%; text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Neutral</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Negative</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table> | Positive | <input type="checkbox"/> | Neutral | <input type="checkbox"/> | Negative | <input type="checkbox"/> |
| Positive | <input type="checkbox"/> | | | | | | |
| Neutral | <input type="checkbox"/> | | | | | | |
| Negative | <input type="checkbox"/> | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Overall impact:</td> <td style="padding: 5px;"> <div style="height: 100px;"></div> </td> </tr> </table> | | Overall impact: | <div style="height: 100px;"></div> | | | | |
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| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Evidence:</td> <td style="padding: 5px;"> <div style="height: 100px;"></div> </td> </tr> </table> | | Evidence: | <div style="height: 100px;"></div> | | | | |
| Evidence: | <div style="height: 100px;"></div> | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Sources used:</td> <td style="padding: 5px;"> <div style="height: 100px;"></div> </td> </tr> </table> | | Sources used: | <div style="height: 100px;"></div> | | | | |
| Sources used: | <div style="height: 100px;"></div> | | | | | | |
| <i>*Expand box as required</i> | | | | | | | |

| | | | | | | | |
|--|--|------------------------|------------------------------------|----------------|--------------------------|-----------------|--------------------------|
| Protected Characteristic - Pregnancy, maternity and paternity: Consider those who are pregnant and those who are undertaking maternity or paternity leave | | | | | | | |
| Please tick (✓) the relevant box: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Positive</td> <td style="width: 10%; text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Neutral</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Negative</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table> | Positive | <input type="checkbox"/> | Neutral | <input type="checkbox"/> | Negative | <input type="checkbox"/> |
| Positive | <input type="checkbox"/> | | | | | | |
| Neutral | <input type="checkbox"/> | | | | | | |
| Negative | <input type="checkbox"/> | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Overall impact:</td> <td style="padding: 5px;"> <div style="height: 100px;"></div> </td> </tr> </table> | | Overall impact: | <div style="height: 100px;"></div> | | | | |
| Overall impact: | <div style="height: 100px;"></div> | | | | | | |
| <i>*Expand box as required</i> | | | | | | | |

Evidence:

**Expand box as required*

Sources used:

**Expand box as required*

Socio-economic status: Consider those who are from low income or financially excluded backgrounds

| | | |
|--|--------------------------|------------------------|
| <i>Please tick (✓) the relevant box:</i> | | Overall impact: |
| Positive | <input type="checkbox"/> | |
| Neutral | <input type="checkbox"/> | |
| Negative | <input type="checkbox"/> | |

**Expand box as required*

Evidence:

**Expand box as required*

Sources used:

**Expand box as required*

Health & Wellbeing Impact: Consider both short and long-term impacts of the activity on a person's physical and mental health, particularly for disadvantaged, vulnerable or at-risk groups. Can health and wellbeing be positively promoted through this activity? Please use the Health and Wellbeing Impact Tool in Appendix 2 to help you answer this question.

| | | |
|---|--------------------------|------------------------|
| <i>Please tick (✓) all the relevant boxes that apply:</i> | | Overall impact: |
| Positive | <input type="checkbox"/> | |
| Neutral | <input type="checkbox"/> | |

**Expand box as required*




Do you consider that a more in-depth HIA is required as a result of this brief assessment? Please tick (✓) the relevant box

| | | | |
|--------------------------------|--|-------------------------------------|------------------------------------|
| Negative | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Evidence: | | | |
| <i>*Expand box as required</i> | | | |
| Sources used: | | | |
| <i>*Expand box as required</i> | | | |

3. Outcome of the Assessment

The EqHIA assessment is intended to be used as an improvement tool to make sure the activity maximises the positive impacts and eliminates or minimises the negative impacts. The possible outcomes of the assessment are listed below and what the next steps to take are:

Please tick (✓) what the overall outcome of your assessment was:

| | | | |
|--|---|---|---|
| | 1. The EqHIA identified <u>no significant concerns</u> OR the identified <u>negative concerns</u> have already been <u>addressed</u> |  | Proceed with implementation of your activity |
| | 2. The EqHIA identified some <u>negative impact</u> which still needs <u>to be addressed</u> |  | COMPLETE SECTION 4: Complete action plan and finalise the EqHIA |
| | 3. The EqHIA identified some <u>major concerns</u> and showed that it is <u>impossible to diminish negative impacts</u> from the activity to an acceptable or even lawful level |  | Stop and remove the activity or revise the activity thoroughly. Complete an EqHIA on the revised proposal. |

4. Action Plan

The real value of completing an EqHIA comes from the identifying the actions that can be taken to eliminate/minimise negative impacts and enhance/optimize positive impacts. In this section you should list the specific actions that set out how you will address any negative equality and health & wellbeing impacts you have identified in this assessment. Please ensure that your action plan is: more than just a list of proposals and good intentions; sets ambitious yet achievable outcomes and timescales; and is clear about resource implications.

| Protected characteristic / health & wellbeing impact | Identified Negative or Positive impact | Recommended actions to mitigate Negative impact* or further promote Positive impact | Outcomes and monitoring** | Timescale | Lead officer |
|--|--|---|---------------------------|-----------|--------------|
| | | | | | |
| | | | | | |
| | | | | | |

Add further rows as necessary

* You should include details of any future consultations and any actions to be undertaken to mitigate negative impacts

** Monitoring: You should state how the impact (positive or negative) will be monitored; what outcome measures will be used; the known (or likely) data source for outcome measurements; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).

5. Review

In this section you should identify how frequently the EqHIA will be reviewed; the date for next review; and who will be reviewing it.

Review:

Scheduled date of review:

Lead Officer conducting the review:

**Expand box as required*

Please submit the completed form via e-mail to EqHIA@havering.gov.uk thank you.

Appendix 1. Guidance on Undertaking an EqHIA

This Guidance can be deleted prior to publication.

What is it?

The Equality & Health Impact Assessment (EqHIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service, whilst at the same time ensuring a person's chance of leading a healthy life is the same wherever they live and whoever they are. We want to ensure that the activities of the Council are 'fit for purpose' and meet the needs of Havering's increasingly diverse communities and employees. This robust and systematic EqHIA process ensures that any potential detrimental effects or discrimination is identified, removed, or mitigated and positive impacts are enhanced.

When to Assess:

An EqHIA should be carried out when you are changing, removing or introducing a new service, policy, strategy or function; for simplicity, these are referred to as an "activity" throughout this document. It is best to conduct the assessment as early as possible in the decision-making process.

Guidance: Equality & Health Impact Assessment Checklist

The Checklist in Section 1 asks the key questions,

4a) Are you changing, introducing a new, or removing a service, policy, strategy or function?

4b) Does this activity (policy/strategy/service/decision) have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?

4c) Does this activity (policy/strategy/service/decision) have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?

- If the answer to ANY of the questions 4a, 4b or 4c of the Checklist is 'YES' then you must carry out an assessment. e.g. Proposed changes to Contact Centre Opening Hours
'YES' = you need to carry out an EqHIA
- If the answer to ALL of the questions, 4a or 4b of the Checklist is NO, then you do not need to carry out an EqHIA assessment. e.g. Quarterly Performance Report
'NO' = you DO NOT need to carry out an EqHIA. Please provide a clear explanation as to why you consider an EqHIA is not required for your activity.

Using the Checklist

The assessment should take into account all the potential impacts of the proposed activity, be it a major financial decision, or a seemingly simple policy change. Considering and completing this EqHIA will ensure that all Council plans, strategies, policies, procedures, services or other activity comply with relevant statutory obligations and responsibilities. In particular it helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#) and its public health duties under the [Health and Social Care Act 2012](#).

Having Due Regard

To have due regard means that in making decisions and in its other day-to-day activities, the Council must consciously consider the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups
- Reduce inequalities in health outcomes

Combining Equality and Health Impact Assessment:

[Equality Impact Assessments \(EIAs\)](#) provide a systematic way of ensuring that legal obligations are met. They assess whether a proposed policy, procedure, service change or plan will affect people different on the basis of their 'protected characteristics' and if it will affect their human rights. Currently there are **nine protected characteristics** (previously known as 'equality groups' or 'equality strands'): age, disability, sex/gender, ethnicity/race, religion/faith, sexual orientation, gender reassignment, marriage/civil partnership, and pregnancy/ maternity/paternity.

An activity does not need to impact on all 9 protected characteristics – impacting on just one is sufficient justification to complete an EqHIA.

[Health Impact Assessments \(HIAs\)](#) consider the potential impact of any change or amendment to a policy, service, plan, procedure or programme on the health and wellbeing of the population. HIAs help identify how people may be affected differently on the basis of where they live and potential impacts on health inequalities and health equity by assessing the distribution of potential effects within the population, particularly within vulnerable groups. 'Health' is not restricted to medical conditions, or the provision of health services, but rather encompasses the wide range of influences on people's health and wellbeing. This includes, but is not limited to, experience of discrimination, access to transport, housing, education, employment - known as the 'wider determinants of health'.

This [Equality and Health Impact Assessment \(EqHIA\)](#) brings together both impact assessments into a single tool which will result in a set of recommendations to eliminate discrimination and inequality; enhance potential positive impacts and mitigate where possible for negative impacts. In conducting this EqHIA you will need to assess the impact (positive, neutral or negative) of your activity on individuals and groups with **protected characteristics** (this includes staff delivering your activity), **socio-economic status** and **health & wellbeing**. Guidance on what to include in each section is given on the next pages.

Guidance: What to include in background/context

In this section you will need to add the background/context of your activity, i.e. what is the activity intending to do, and why?

Make sure you include the scope and intended outcomes of the activity being assessed; and highlight any proposed changes. Please include a brief rationale for your activity and any supporting evidence for the proposal. Some questions to consider:

- What is the aim, objectives and intended outcomes?
- How does this activity meet the needs of the local population?
- Has this activity been implemented in another area? What were the outcomes?
- Is this activity being implemented as per best practice guidelines?
- Who were the key stakeholders in this activity?

*Note that the boxes will expand as required

Guidance: Who will be affected by the activity?

The people who will be affected may be

Residents: pay particular attention to vulnerable groups in the population who may be affected by this activity

Businesses/ manufacturing / developers / small, medium or large enterprises

Employees: e.g. Council staff for an internal activity, other statutory or voluntary sector employees, local businesses and services

*Note that the boxes will expand as required

Guidance: What to include in assessing a Protected Characteristic e.g. AGE

Please tick (✓) the relevant box:

Positive

Neutral

Negative

Overall impact: In this section you will need to consider and note what impact your activity will have on individuals and groups (including staff) with protected characteristics based on the data and information you have. You should note whether this is a positive, neutral or negative impact.

It is essential that you note all negative impacts. This will demonstrate that you have paid 'due regard' to the Public Sector Equality Duty if your activity is challenged under the Equality Act.

*Note that the boxes will expand as required

Evidence: In this section you will need to document the evidence that you have used to assess the impact of your activity.

When assessing the impact, please consider and note how your activity contributes to the three aims of the Public Sector Equality Duty (PSED) as stated in the section above.

It is essential that you note the full impact of your activity, so you can demonstrate that you have fully considered the equality implications and have paid 'due regard' to the PSED should the Council be challenged.

- If you have identified a **positive impact**, please note this.
- If you think there is a **neutral impact** or the impact is not known, please provide a full reason why this is the case.
- If you have identified a **negative impact**, please note what steps you will take to mitigate this impact. If you are unable to take any mitigating steps, please provide a full reason why. All negative impacts that have mitigating actions must be recorded in the **Action Plan**.
- **Please ensure that appropriate consultation with affected parties has been undertaken and evidenced**

Sources used: In this section you should list all sources of the evidence you used to assess the impact of your activity. This can include:

- Service specific data
- Population, demographic and socio-economic data. Suggested sources include:
 - o Service user monitoring data that your service collects
 - o [Havering Data Intelligence Hub](#)
 - o [Office for National Statistics \(ONS\)](#)

If you do not have any relevant data, please provide the reason why.

*Note that the boxes will expand as required

Guidance: What to include in assessing Health & Wellbeing Impact:

Please tick (✓) all the relevant boxes that apply:

Positive

Neutral

Negative

Overall impact: In this section you will need to consider and note whether the proposal could have an overall impact on, or implications for, people's health and wellbeing or any factors which determine people's health.

How will the activity help address inequalities in health?

Include here a brief outline of what could be done to enhance the positive impacts and, where possible, mitigate for the negative impacts.

*Note that the boxes will expand as required

Do you consider that a more in-depth HIA is required as a result of this brief assessment? Please tick (✓) the relevant box

Yes No

Evidence: In this section you will need to outline in more detail how you came to your conclusions above:

- What is the nature of the impact?
- Is the impact **positive** or **negative**? It is possible for an activity to have **both positive and negative impacts**. Consider here whether people will be able to access the service being offered; improve or maintain healthy lifestyles; improve their opportunities for employment/income; whether and how it will affect the environment in which they live (housing, access to parks & green space); what the impact on the family, social support and community networks might be
- What can be done to mitigate the negative impacts and/or enhance the positive impacts?
- If you think there is a **neutral impact**, or the impact is not known, please provide a brief reason why this is the case.
- What is the likelihood of the impact? Will the impact(s) be in weeks, months or years? In some cases the short-term risks to health may be worth the longer term benefits.
- Will the proposal affect different groups of people in different ways? A proposal that is likely to benefit one section of the community may not benefit others and could lead to inequalities in health.

Please use the Health & Wellbeing Impact Tool in Appendix 2 as a guide/checklist to assess the potential wider determinants of health impacts.

This tool will help guide your thinking as to what factors affect people's health and wellbeing, such as social support, their housing conditions, access to transport, employment, education, crime and disorder and environmental factors. It is not an exhaustive list, merely a tool to guide your assessment; there may be other factors specific to your activity.

Some questions you may wish to ask include:

- Will the activity impact on people's ability to socialise, potentially leading to social isolation?
- Will the activity affect a person's income and/or have an effect on their housing status?
- Is the activity likely to cause the recipient of a service more or less stress?
- Will any change in the service take into account different needs, such as those with learning difficulties?
- Will the activity affect the health and wellbeing of persons not directly related to the service/activity, such as carers, family members, other residents living nearby?
- If there is a short-term negative effect, what will be done to minimise the impact as much as possible?

- Are the longer-term impacts positive or negative? What will be done to either promote the positive effects or minimise the negative effects?
- Do the longer term positive outcomes outweigh the short term impacts?

*Note that the boxes will expand as required

Sources used: In this section you should list all sources of the evidence you used to assess the impact of your activity. This could include, e.g.:

Information on the population affected

- Routinely collected local statistics (e.g. quality of life, health status, unemployment, crime, air quality, educational attainment, transport etc.)
- Local research/ Surveys of local conditions
- Community profiles

Wider Evidence

- Published Research, including evidence about similar proposals implemented elsewhere (e.g. Case Studies).
- Predictions from local or national models
- Locally commissioned research by statutory/voluntary/private organisations

Expert Opinion

- Views of residents and professionals with local knowledge and insight

*Note that the boxes will expand as required

Guidance: Outcome of the Assessment

On reflection, what is your overall assessment of the activity?

The purpose of conducting this assessment is to offer an opportunity to think, reflect and **improve** the proposed activity. It will make sure that the Council can evidence that it has considered its due regard to equality and health & wellbeing to its best ability.

It is not expected that all proposals will be immediately without negative impacts! However, where these arise, what actions can be taken to mitigate against potential negative effects, or further promote the positive impacts?

Please tick one of the 3 boxes in this section to indicate whether you think:

1. all equality and health impacts are adequately addressed in the activity – proceed with your activity pending all other relevant approval processes
2. the assessment identified some negative impacts which could be addressed – please complete the Action Plan in Section 4.
3. If the assessment reveals some significant concerns, this is the time to stop and re-think, making sure that we spend our Council resources wisely and fairly. There is no shame in stopping a proposal.

*Note that the boxes will expand as required

Guidance: Action Plan

For each protected characteristic/health & wellbeing impact where an impact on people or their lives has been identified, complete one row of the action plan. You can add as many further rows as required.

State whether the impact is Positive or Negative

Briefly outline the actions that can be taken to mitigate against the negative impact or further enhance a positive impact. These actions could be to make changes to the activity itself (service, proposal, strategy etc.) or to make contingencies/alterations in the setting/environment where the activity will take place.

For example, might staff need additional training in communicating effectively with people with learning difficulties, if a new service is opened specifically targeting those people? Is access to the service fair and equitable? What will the impact on other service users be? How can we ensure equity of access to the service by all users? Will any signage need changing? Does the building where the service being delivered comply with disability regulations?

Guidance: Review

Changes happen all the time! A service/strategy/policy/activity that is appropriate at one time, may no longer be appropriate as the environment around us changes. This may be changes in our population, growth and makeup, legislative changes, environmental changes or socio-political changes.

Although we can't predict what's going to happen in the future, a review is recommended to ensure that what we are delivering as a Council is still the best use of our limited resources. The timescale for review will be dependent on the scale of the activity.

A major financial investment may require a review every 2-3 years for a large scale regeneration project over 10-15 years.

A small policy change may require a review in 6 months to assess whether there are any unintended outcomes of such a change.

Please indicate here how frequently it is expected to review your activity and a brief justification as to why this timescale is recommended.

Appendix 2. Health & Wellbeing Impact Tool

Will the activity/service/policy/procedure affect any of the following characteristics? Please tick/check the boxes below
The following are a range of considerations that might help you to complete the assessment.

| Lifestyle | Personal circumstances | Access to services/facilities/amenities |
|---|--|--|
| <input type="checkbox"/> Diet <input type="checkbox"/> Exercise and physical activity <input type="checkbox"/> Smoking <input type="checkbox"/> Exposure to passive smoking <input type="checkbox"/> Alcohol intake <input type="checkbox"/> Dependency on prescription drugs <input type="checkbox"/> Illicit drug and substance use <input type="checkbox"/> Risky Sexual behaviour <input type="checkbox"/> Other health-related behaviours, such as tooth-brushing, bathing, and wound care | <input type="checkbox"/> Structure and cohesion of family unit <input type="checkbox"/> Parenting <input type="checkbox"/> Childhood development <input type="checkbox"/> Life skills <input type="checkbox"/> Personal safety <input type="checkbox"/> Employment status <input type="checkbox"/> Working conditions <input type="checkbox"/> Level of income, including benefits <input type="checkbox"/> Level of disposable income <input type="checkbox"/> Housing tenure <input type="checkbox"/> Housing conditions <input type="checkbox"/> Educational attainment <input type="checkbox"/> Skills levels including literacy and numeracy | <input type="checkbox"/> to Employment opportunities <input type="checkbox"/> to Workplaces <input type="checkbox"/> to Housing <input type="checkbox"/> to Shops (to supply basic needs) <input type="checkbox"/> to Community facilities <input type="checkbox"/> to Public transport <input type="checkbox"/> to Education <input type="checkbox"/> to Training and skills development <input type="checkbox"/> to Healthcare <input type="checkbox"/> to Social services <input type="checkbox"/> to Childcare <input type="checkbox"/> to Respite care <input type="checkbox"/> to Leisure and recreation services and facilities |
| Social Factors | Economic Factors | Environmental Factors |
| <input type="checkbox"/> Social contact <input type="checkbox"/> Social support <input type="checkbox"/> Neighbourliness <input type="checkbox"/> Participation in the community <input type="checkbox"/> Membership of community groups <input type="checkbox"/> Reputation of community/area <input type="checkbox"/> Participation in public affairs <input type="checkbox"/> Level of crime and disorder <input type="checkbox"/> Fear of crime and disorder <input type="checkbox"/> Level of antisocial behaviour <input type="checkbox"/> Fear of antisocial behaviour <input type="checkbox"/> Discrimination <input type="checkbox"/> Fear of discrimination <input type="checkbox"/> Public safety measures <input type="checkbox"/> Road safety measures | <input type="checkbox"/> Creation of wealth <input type="checkbox"/> Distribution of wealth <input type="checkbox"/> Retention of wealth in local area/economy <input type="checkbox"/> Distribution of income <input type="checkbox"/> Business activity <input type="checkbox"/> Job creation <input type="checkbox"/> Availability of employment opportunities <input type="checkbox"/> Quality of employment opportunities <input type="checkbox"/> Availability of education opportunities <input type="checkbox"/> Quality of education opportunities <input type="checkbox"/> Availability of training and skills development opportunities <input type="checkbox"/> Quality of training and skills development opportunities <input type="checkbox"/> Technological development <input type="checkbox"/> Amount of traffic congestion | <input type="checkbox"/> Air quality <input type="checkbox"/> Water quality <input type="checkbox"/> Soil quality/Level of contamination/Odour <input type="checkbox"/> Noise levels <input type="checkbox"/> Vibration <input type="checkbox"/> Hazards <input type="checkbox"/> Land use <input type="checkbox"/> Natural habitats <input type="checkbox"/> Biodiversity <input type="checkbox"/> Landscape, including green and open spaces <input type="checkbox"/> Townscape, including civic areas and public realm <input type="checkbox"/> Use/consumption of natural resources <input type="checkbox"/> Energy use: CO2/other greenhouse gas emissions <input type="checkbox"/> Solid waste management <input type="checkbox"/> Public transport infrastructure |