

## Summary Fair Treatment Assessment (FTA)

<b>Area for Assessment:</b>		
<b>Name of service or function etc</b>	Health and Safety Training Delivery	
<b>Which Service does this affect?</b>	Governance Services	
<b>Is this a new, existing or revised function?</b>	Existing	
<b>Summary of findings:</b>		
<b>Main conclusions on the likely impact of the function on different equality groups (protected characteristics):</b>		
<p>The numbers of reported accidents is decreasing, which suggests that the health and safety training provided to employees is being implemented/acted upon in the workplace. In addition, the customer satisfaction data we collect from people who attend the training and the few complaints we receive, indicate there are no major equality strand problems.</p> <p>Having said that, as a result of this FTA, we have developed an action plan aimed at testing opinion, including improvements in data monitoring, customer consultation and feedback on training venues and catering providers. Also we intend to be more explicit about the content of our training courses so that individuals can make more informed decisions about whether there will be any negative impacts on them as individuals.</p>		
<b>Actions:</b>		
<b>Actions identified to address negative impacts identified or to better promote equality, human rights, cohesive and sustainable communities and safeguarding issues</b>		
<b>Action</b>	<b>Outcome</b>	<b>Timescale</b>
We will organise a workshop(s) to explore/gather relevant data/feedback about current service delivery from a range of internal and external stakeholders and identify whether there are any areas of potential improvement.	Identified areas of potential improvement.	October 2011
We will talk to the leads of the various Employee Networks to explore/gather relevant data/feedback about current service delivery and identify whether there are any areas of potential improvement.	Identified areas of potential improvement.	October 2011
We will use the Oracle Learning Management (OLM) System, to monitor attendees according to their age, disability, pregnancy/maternity, ethnicity, religion, gender and sexual orientation to assess whether those who currently attend training are representative of the Council as a whole and whether any specific groups are not accessing the training on offer.	Employees who attend training are representative of the Council as a whole.	October 2011 and thereafter ongoing.
We will have further discussions with Human Resources representatives to explore whether data about the number of carers across the	Availability of data on the number of carers across the Council and schools.	October 2011

Council and schools should be/could be available.		
We will analyse customer satisfaction for the last twelve months to identify whether or not there are any specific issues that need to be addressed.	Understanding of any specific issues that need to be addressed.	October 2011 and thereafter ongoing.
As part of an audit of current training facilities we will: - explore whether there are any implications for employees who do not live within a reasonable distance of the venue; and - engage with venue and catering providers to explore/gather relevant data/feedback about the current service delivery and identify whether there are any areas of potential improvement.	Greater information on suitable venues	December 2011
We will review our training material to ensure it is relevant to different groups.	Accessible training materials	October 2011 and thereafter ongoing.
We will make it clearer to attendees that a course will include some reading/visual aids so that they can advise us of any issues in advance.	Earlier appreciation of potential accessibility issues.	
We will make it clearer to attendees that e-learning is only one option and if they would prefer another type of training to contact us to discuss.	More informed choice for training delegates	September 2011 and thereafter ongoing.
We will undertake an audit of all our current training venues to ensure they are easily accessible. We need to consider: <ul style="list-style-type: none"> <li>• Disabled access</li> <li>• Disabled parking facilities</li> <li>• Toilet facilities</li> <li>• Induction loops etc</li> <li>• Easy-read signs</li> <li>• Evacuation routes</li> <li>• Access to a privacy room</li> <li>• Range of food and drink availability</li> <li>• Public transport links</li> </ul>	Fully accessible venues	December 2011
We will compare training dates to the religious calendar to try to avoid the main faith related holidays.	Avoidance of training courses during main faith related holidays	November 2011 and thereafter ongoing.
We will make it clearer to attendees that a course will include a practical exercise and make attendees aware of any need to dress appropriately including the relevant dress code.	Ensuring delegates appreciate necessary dress requirements.	September 2011 and thereafter ongoing.
We will inform attendees of others on the course to allow car sharing.	Cost and energy savings due to fewer required car journeys.	September 2011 and thereafter ongoing.
<b>Date Assessment Signed Off</b>	18 November 2011	