

Health & Safety Impact Analysis

The School has a legal duty to ensure the health, safety and welfare of its employees. The school must also ensure that it protects non-employees from its work activities. As an organisation undergoing significant change, planning to ensure on going compliance with these duties is essential.

The purpose of this impact analysis is to ensure that whenever there are proposals to change organisational structure, work practices, or proposals for new projects or work programmes, the health and safety implications are considered. This is to ensure that any adverse impacts can be planned for and mitigated where necessary.

Guidance for completing the impact analysis is included in the impact analysis table. If you require further assistance or wish to discuss the process with a safety professional, please email: healthandsafety@walthamforest.gov.uk or telephone 020 8496 3259.

1. What is the proposal?

- Outline what it is you propose to do. It could be changes to organisational structure, changes to services, changes to buildings or changes to the way in which you work.

2. Who is likely to be affected by the proposal?

- Identify the main groups likely to be affected by the proposal, both directly and indirectly. This will be the starting point for your analysis, i.e. you will analyse the health and safety impact on those affected.

3. What is the proposal's impact on the health and safety of employees?

- Consider the direct risks that employees could be exposed to.
- Consider the indirect risks that employees could be exposed to.
- Consider employees that are not in your direct control or in service area.
- Consult with the affected group and their representatives.

4. What is the proposal's impact on the health and safety of non-employees?

- Consider the direct risks that non-employees could be exposed to.
- Consider the indirect risks that non-employees could be exposed to.
- Consult with the affected group and their representatives.

5. What actions can be taken to avoid or mitigate any negative impact or improve health and safety for employees and non-employees?

- Provide details of the actions to be taken, how effective the mitigation will be and how it will be monitored.

6. Outcome of analysis

- Tick the circle below to indicate the outcome of the assessment

Outcome 1: No major change is required as the assessment has not identified any potential for non-compliance or adverse impacts.

Outcome 2: Adjustments are required to ensure legal compliance or to mitigate adverse impacts identified by the analysis.

Outcome 3: Stop and rethink when the analysis shows actual or potential non-compliance which cannot be adequately controlled.