

## Assessing Equality – The Equality Act 2010

### Customer Impact Assessment

**Name and brief description of policy being analysed**

Briefly summarise the policy including any key information such as aims, context etc; note timescales and milestones for new policies; use plain language – NO JARGON; refer to other documents if required

### Street Pride / Green Dog Walkers

Street Pride & Green Dog Walkers gives volunteers the opportunity to make a difference to their local environment by holding clean up events, such as litter picks, and getting involved in environmental enhancement projects. The groups aim to make their surroundings in Fenland even better places to live, visit and work.

**Information used for customer analysis**

Note relevant consultation; who took part and key findings; refer to, or attach other documents if needed; include dates where possible

	Could particularly benefit	Neutral	May adversely impact	Explanations	Is action possible or required?	Details of actions or explanations if actions are not possible  Please note details of any actions to be placed in your Service Plan
Race	<input type="checkbox"/>	<b>Y</b>	<input type="checkbox"/>	Street Pride and Green Dog walkers are open to anyone with no discrimination of age, race, gender, beliefs, disabilities & backgrounds. Membership is free and is open to anyone in sympathy with and supporting the aims and objectives of the groups, all are entitled to join.	Y	Carers to come with volunteers with disabilities or additional needs where appropriate. Other needs to be discussed on an individual basis when required.  People under the age of 18 will have to be accompanied by an adult at all times who is responsible for them.
Sex	<input type="checkbox"/>	<b>Y</b>	<input type="checkbox"/>		Y	
Gender reassignment	<input type="checkbox"/>	<b>Y</b>	<input type="checkbox"/>		Y	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<b>Y</b>		Y	
Age	<input type="checkbox"/>	<input type="checkbox"/>	<b>Y</b>		Y	
Sexual orientation	<input type="checkbox"/>	<b>Y</b>	<input type="checkbox"/>	People under the age of 18 will	Y	
Religion or belief	<input type="checkbox"/>	<b>Y</b>	<input type="checkbox"/>		Y	

### Assessing Equality – The Equality Act 2010

Pregnancy & maternity	<input type="checkbox"/>	<input type="checkbox"/>	<b>Y</b>	have to be accompanied by an adult at all times who is responsible for them. This may prevent a child from volunteering as they are required to be accompanied. However, the health and safety of the child and others in the group is paramount.	Y	FDC policies are in place to ensure that human rights are respected. Please see appendix A for the Street Pride constitution.
Marriage & civil partnership	<input type="checkbox"/>	<b>Y</b>	<input type="checkbox"/>	<p>Pregnant women are risk assessed to make sure that activities are suitable for both mother and baby.</p> <p>Depending on the disability additional provisions may be needed to enable volunteering, where reasonably practicable additional needs will be met.</p>	Y	<p>A health and safety guide for volunteers is in place for the benefit of everyone please see appendix B</p> <p>When FDC hosts an event for volunteer's dietary requirements and access needs are sought.</p> <p>Events are advertised via a variety of means – posters, press releases, FDC website, external sites and social media, providing access to information via a good variety of media. Posters are mainly pictorial so as to not to exclude anyone from participation.</p>
Human Rights	<input type="checkbox"/>	<input type="checkbox"/>	<b>Y</b>	All human rights are protected by FDC policies and guidelines	Y	March 2020: Rights to volunteer as a group have currently been suspended during covid 19 lockdown in

### Assessing Equality – The Equality Act 2010

						<p>line with Central Government recommendations. We have asked all groups to stop volunteering and keep to social distancing.</p> <p>We will review procedures for volunteering in line with Government recommendations.</p>
<b>Socio Economic</b>	Y	<input type="checkbox"/>	Y	May benefit by providing experience for people to add to their CV's.	Y	Expenses are not paid for including travel or waterproof clothing, which may discourage some volunteers, however groups are within walking distance for many people and you can join your local group for free. However, PPE is always provided free of charge, events are often held in a central location and lift sharing is encouraged. FDC would assess needs on an individual basis in terms of providing additional support.
<b>Multiple/ Cross Cutting</b>	<input type="checkbox"/>	Y	<input type="checkbox"/>	None have been identified. Will review annually or as necessary.	Y	
<b>Outcome(s) of customer analysis</b>						

## Assessing Equality – The Equality Act 2010

a) Will the policy/ procedure impact on the whole population of Fenland and/ or identified groups within the population; negative <input type="checkbox"/> neutral <input type="checkbox"/> positive <input checked="" type="checkbox"/>	
No major change needed <input checked="" type="checkbox"/> Adjust the policy <input type="checkbox"/> Adverse impact but continue <input type="checkbox"/> Stop and remove / reconsider policy <input type="checkbox"/>	
<b>Arrangements for future monitoring:</b> Note when analysis will be reviewed; include any equality indicators and performance against those indicators	
<b>Details of any data/ Research used</b> (both FDC & Partners):	
<b>Completed by:</b> Amy Robinson Environmental Project Officer	
<b>Approved by</b> <b>Name:</b> Rebecca Robinett  <b>Position:</b> Street Pride Co-ordinator	<b>Date published:</b> This should be the date the analysis was published on the website 11/12/20
<b>Details of any Committee approved by (if applicable):</b>	<b>Date endorsed by Members if applicable:</b>

## APPENDIX A



### Constitution

#### 1 Name

The group will be called {insert name} Street Pride Volunteer Group.  
The group is a voluntary and not for profit organisation.

#### 2 Aims and objectives

The aims and objectives of the group will be:

- to carry out environmental enhancements within the {insert name} area;
- to work with new and existing community groups to carry out environmental enhancements;
- to assist with other projects which will positively affect the {insert name} community;
- to ensure a duty of care to all volunteers;
- to ensure that all present and future volunteers receive fair and equal treatment;

The projects undertaken will be discussed by the whole group wherever possible. All volunteers will be asked for their preference on which areas should be improved.

#### 3 Membership

- Membership is free and is open to anyone in sympathy with and supporting the aims and objectives of the group.
- All members will be subject to the regulations of the constitution.
- No member shall make any profit from the group or be entitled to any pay or benefit.

#### 4 Officers of the group

The officers of the group will be:

- **Chair/Group Leader** - The Chair will chair all meetings and will make final decisions.
- **Vice Chair/Deputy Leader** - The Vice Chair will act on behalf of the Chair in his/her absence.
- **Secretary** - The Secretary will minute the meetings and issue invitations to subsequent meetings in an appropriate format. The Secretary will also deal with all relevant correspondence to and from the group.
- **Treasurer** - The Treasurer will be in charge of finances, ensure that financial records are kept and prepare annual financial reports.
- Any other relevant position determined by the group

## **APPENDIX A**

Officers will be elected annually at the Annual General Meeting or at the initial meeting of the committee.

All officers will retire each year but will be eligible for re-appointment.

If a vacancy occurs amongst the officers, any new appointment will need to be ratified at the Annual General Meeting.

### **5 Committee**

- All volunteers will automatically become members of the committee.
- All members will have the right to vote at any relevant meeting.
- There will be no less than 4 committee meetings per year.
- The committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the group.
- The committee will have powers to appoint sub-committees as necessary and appoint advisers to the committee as necessary to fulfill it's business.
- The committee will be responsible for disciplinary hearings of members who infringe the group's constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.
- Members wishing to leave the organisation should put this in writing to the Secretary.

### **6 Finance**

- All group monies will be banked in an account administered by the group.
- The financial year of the club will end on 31 March of each year.
- A statement of annual accounts will be presented by the Treasurer to the group after the end of the financial year.
- All monies raised by or funding given to the group will be used to further the aims and objectives of the group, and for no other purpose.

### **7 Annual General Meetings**

- Notice of the Annual General Meeting (AGM) will be given by the Club Secretary.
- Not less than 28 clear days' notice to be given to all members.
- The AGM will receive a report from officers of the Committee and a statement of the audited accounts.
- Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.
- Elections of officers are to take place at the AGM. All members have the right to vote at the AGM.

## **APPENDIX A**

- The quorum for AGMs will be 25% of the membership.
- The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

### **8 Equal opportunities policy & code of practice**

The {insert name} Street Pride Volunteers are committed to a policy that aims to ensure that no volunteer receives less favourable treatment because of race, colour, ethnic or national origin, sex, marital status, family responsibility, disability, sexuality, age or religion.

In doing so, all members are required to comply with all current legislation.

Anyone who feels they have been discriminated against has the right to bring it to the Chair's attention.

### **9 Discipline and appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 28 days of the hearing.

There will be the right of appeal to the committee following disciplinary action being announced. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.

### **10 Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of FENLAND DISTRICT COUNCIL.

### **11 Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

### **12 Declaration**

{insert name} STREET PRIDE VOLUNTEERS hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPENDIX A**

Name:

***Chairman/Group Leader***

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Name:

***Secretary/Witness (committee member)***



# HEALTH AND SAFETY RULES



## EQUIPMENT

DO wear all protective equipment provided. This will be gloves and high-vis vests for litter picking.

DO wear strong footwear with good grip. Do wear weather appropriate clothing.

DO take care when using equipment. All equipment & materials are used at your own risk.

DO NOT pick up any litter with your hands, even when wearing gloves. Always use a litter picker.

DO take full responsibility for children in your care who are under 18 years of age. A parent or guardian should be present at all times with their child. Children under 18 are not allowed to work with saws, loppers and secateurs or other equipment that could be hazardous. All equipment and materials are used at your own risk.

## DANGEROUS LITTER

DO NOT touch, move or pick up nasty and dangerous litter such as asbestos, hypodermic needles or syringes, unidentified drums, cans or canisters of chemicals, dead rats, poisons or insecticides. Contact the event leader who will make arrangements for safe disposal with Fenland District Council.

DO NOT attempt to pick up any heavy objects.

## SURROUNDINGS

DO NOT litter pick when you stand on the road or near the road. Always be aware of traffic and take care when crossing the road. Where appropriate you may wish to consider signs warning of a volunteer event.

DO NOT litter pick on the railway line, level crossings or any Railway land. Take care when crossing the level crossing and adhere to flashing lights or gates at all times.

DO NOT litter pick close to the edge of water filled dykes or expanses of water.

DO NOT clean up 'natural' rubbish such as logs, stones or weeds. They may be home to animals, insects or birds.

DO avoid slippery surfaces and be aware of trip hazards, such as exposed tree roots or holes.

DO be aware of yourself and others when cutting down vegetation. Twigs and branches can easily cause injury to hands and faces.

If lone working - it is advisable to tell someone where you are going, carry a mobile phone and stay in well-lit visible areas.

## GENERAL

DO stop any activity immediately if it becomes dangerous.

DO inform the event leader when you arrive and leave so that all persons can be accounted for.

DO make sure that you wash your hands prior to eating or drinking. You may wish to consider having some anti-bacterial gel or wipes available for use.

It is advisable to carry a mobile phone in case of emergency.

DO communicate any potential hazards to other volunteers.

## IF YOU FEEL UNWELL...

If during or after an event you feel unwell or you have injured yourself we recommend you visit your GP as soon as possible.

Be aware that there are dangers within the environment for example **Weil's disease**, which is carried in rat's urine. Weil's disease (Leptospirosis) is a very rare infection that is caused by exposure to contaminated water. Weil's disease can be fatal. The symptoms include high temperature, severe headaches, flu-like illness or muscle pains. They will appear 3 to 19 days after exposure to contaminated water. Please consult your doctor immediately if you feel unwell and you suspect you have contracted the disease as it must be treated early.