

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 - Preparation		
1.	Title of Policy - what are you equality impact assessing?	Cardiff and Vale University Health Board (UHB) Health and Safety Policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>The Policy aims are to:</p> <ul style="list-style-type: none"> • Outline the Management of Health and Safety arrangements within the Health Board through the Statement of intent, the organisation and structures • To minimise the Health and Safety risks within the Health Board to all staff, patients and others • Recognise the obligation imposed under the Health and Safety at Work Act 1974, Section 2(3), to prepare an appropriate policy <p>In order to:</p> <ul style="list-style-type: none"> • Secure the health, safety and welfare of people at work; • Protect patients and people other than those at work against risks to their health and safety arising out of work activities; • Minimise the number of occupational accidents and incidents of ill health and ultimately to achieve an accident-free workplace. • Establish a culture of co-operation, communication, competency and control for health and safety
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	<p>The Chief Executive has ultimate responsibility for Health and Safety within the UHB However; responsibility for many aspects of management has been devolved down to functional departments and clinical directorates;</p> <ul style="list-style-type: none"> • Executive Lead • Head of Health and Safety

Step 1 - Preparation

		<ul style="list-style-type: none">• Health and Safety Advisers• Personal Safety Adviser/Case Manager• Manual Handling Advisers• Health and Safety Trainers• Occupational Health• Directorate, Clinical, General and Departmental Managers
4.	Who is Involved in undertaking this EqlA? - who are the key contributors to the EqlA and what are their roles in the process?	<p>The EqlA was undertaken by the UHB Head of Health and Safety who is responsible for devising and supporting the implementation of this policy and relevant procedures and protocols.</p> <p>Consultation of the Health and Safety Policy was via the UHB Health and Safety Committee. Operational Health and Safety Group and the Intranet.</p>
5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqlA?	<ul style="list-style-type: none">• Occupational Health Policy• Management of Violence and Aggression (Personal Safety) Policy• Manual Handling Policy• Fire Safety Policy• Risk Assessment and Risk Register Procedure• Disciplinary Procedure• Equal Opportunities Policy• Sickness Policy• Staff Charter• Lone Worker Policy• Incident, Hazard and Near Miss Reporting Policy• First Aid at Work Policy• Display Screen and Eye Test Procedure

Step 1 - Preparation

6.	Stakeholders - Who is involved with or affected by this Policy?	<p>The UHB is committed to ensuring that staff, patients, visitors and contractors operate in a safe and secure environment. This policy will affect staff, patients, visitors, contractors and organisations such as;</p> <ul style="list-style-type: none">• Health and Safety Executive• Welsh Assembly Government• All Wales NHS Violence and Aggression Group• All Wales Manual Handling Group• National/Local Back Exchange• Fire Service• Infection Control• Environmental Health Agency• Human Tissues Authority• Staff side Representatives
7.	What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes? These could be internal or external factors.	<p>Contributory factors include;</p> <ul style="list-style-type: none">• Adequate and relevant Risk Assessments• Safe systems of work• Staff trained to All Wales Passport as a minimal level• Competent advice from advisors and trainers• Active Link Workers• Staff actively reporting incidents• Multi-disciplinary teamwork and effective communication• effective communication• Adequate staffing levels• Positive peer pressure• Required financial resources and equipment• Suitable and Safe working environment <p>The outcome of the Policy can be affected detrimentally by any of the above not being in place.</p>

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.										
Race	http://www.hse.gov.uk/aboutus/strategiesandplans/raceequality.pdf http://www.equalityhumanrights.com/uploaded_files/PSD/6_6_performance_guidelines_health.pdf	Eliminating Discrimination and Eliminating Harassment	Y	Promoting Equality of Opportunity	Y	Promoting Good Relations and Positive Attitudes	Y	Encouraging participation in Public Life	Y	Take account of difference even if it involves treating some individuals more favourably*		
Disability	http://www.equalityhumanrights.com/uploaded_files/PSD/6_8_health_ded_england_wales.pdf <ul style="list-style-type: none">• Sign language interpreter organised to assist hearing impaired students on courses and DVD's with subtitles available to use• MH Training Health Questionnaire given to all students to ensure they work within their own capabilities and courses can be adapted to suit their needs• Adapting courses to accommodate those with learning or literacy skills difficulty• UHW training rooms are purpose build are fully accessible for disabled members of staff• Should a member of staff or any other person require access to this policy in another language or format (such as Braille or large print) they can do so by contacting the Health, Safety & Environment Department.		Y		Y		Y		Y		Y	Y
Gender	http://www.equalityhumanrights.com/uploaded_files/PSD/6_4_health_guidance_english.doc http://www.hse.gov.uk/diversity/single-equality-scheme.pdf http://www.hse.gov.uk/pubns/indq143.pdf Nurses/Carers who are predominantly female have twice the back injuries of most other occupations – Leighton D Reilly (1995)		Y		Y		Y		Y		Y	

	Individual Capability risk assessments completed for pregnant staff									
Sexual Orientation	http://www.stonewall.org.uk/cymru/english/what_we_do/research_and_policy/insideout_project/default.asp Awareness by trainers on courses and advisors when working with patients, relatives and staff of any inappropriate comments or actions of a sexual nature are addressed and dealt with appropriately		Y		Y		Y		Y	
Age	http://www.aboutequalopportunities.co.uk/age-discrimination-and-the-law.html Information in MH Foundation course handbook		Y		Y		Y		Y	
Religion or Belief	http://www.aboutequalopportunities.co.uk/world-religions.html Information in MH Foundation course handbook		Y		Y		Y		Y	
Welsh Language	<ul style="list-style-type: none"> All Wales Passport documentation available in Welsh Currently employ a welsh speaking trainer Welsh language scheme in UHB 		Y		Y		Y		Y	
People have a human right to: life; not to be tortured or treated in a degrading way; to be free from slavery or forced labour; to liberty; to a fair trial; not to be punished without legal authority; to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion; to freedom of expression and of assembly; to marry and found a family and to not be discriminated against in relation to any of the rights contained in the European Convention.										
Human Rights	Cardiff and Vale UHB is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups. This Policy takes in to account Mental Health, Capacity and respect of individuals, including the right to privacy and the freedom of expression (providing this is not in a threatening or intimidating manner).									

*** This column relates only to Disability due to the specific requirement in the DDA 2005 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.**

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	1	0	1
Disability	2	0	2
Gender	3	0	3
Sexual Orientation	3	0	3
Age	1	0	1
Religion or Belief	1	0	1
Welsh Language	1	0	1
Human Rights	1	0	1

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

Scoring Chart C: Impact Decision

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Cardiff and Vale University Health Board (UHB) Health and Safety Policy
Organisation:	Cardiff and Vale University Health Board (UHB)
Name: Title: Department:	Charles Dalton Head of Health and Safety Health, Safety and Environment Unit
Summary of Assessment:	<p>The Equality Impact Assessment Questionnaire undertaken identifies that there is no obvious evidence of any equality concerns relating to the UHB Health and Safety Policy.</p>
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">Yes/No</p> <p style="text-align: center;">Please record reason(s) for decision</p> <p>The Equality Impact Assessment Questionnaire research undertaken has identified no obvious evidence of any equality concerns relating to the UHB Health and Safety Policy. Therefore the Head of Health and Safety's decision, based on the evidence obtained, is not to progress with Part B, the Equality Impact Assessment Questionnaire Action Plan.</p>