

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) Safe Working with Electricity 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 main aims and objectives of the Policy are as follows:</p> <ul style="list-style-type: none"> ○ For the benefit of patients, visitors and staff the main objective is to ensure that safe electrical systems are operated throughout the UHB buildings. The system will only be worked upon by competent staff. ○ The necessary safeguards will be in force at all times, to ensure that only competent persons are allowed to work on and have access to the UHB's electrical systems. ○ The UHB buildings will have lightning protection facilities maintained, together with an adequate earthing system in force. ○ The electrical system will be operated within its capacity so that overloading does not occur and overheating of cables is avoided. ○ A systematic regular maintenance programme will be conducted on both the fixed Installation system and portable electrical equipment to ensure that the system and equipment connected to it by patients, visitors and staff is safe and fit for use.

Step 1 - Preparation

		<p>As the UHB has a range of Capital Programmes the Policy covers the design and installation of systems and equipment.</p> <p>The policy details roles and responsibilities throughout the hierarchy of the UHB including contractors. Where appropriate related Policies, Legislation and documentation is referenced and includes the necessary supporting documentation to ensure the effective and efficient implementation of the policy including management flowcharts.</p>
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• Health & Safety Department• Directorate, Clinical, General and Departmental Managers
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	<p>The EqIA was undertaken by the UHB Head of Compliance and Performance of Capital Planning & Estates Management who is responsible for assisting devising and supporting the implementation of this policy and relevant procedures and protocols.</p> <p>Consultation of the Safe Working with Electricity Policy was via the UHB Health and Safety Committee and Operational Health and Safety Group.</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 EqIA?	<ul style="list-style-type: none">• Health and Safety Policy• Risk Assessment and Risk Register Procedure• Lone Worker Policy• Incident Reporting Investigation Procedure• First Aid at Work Policy• Environmental Policy

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• Fire Service• 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• Competent advice from advisors and trainers• Staff actively reporting incidents• Multi-disciplinary teamwork and 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*	Y
Disability	http://www.equalityhumanrights.com/uploaded_files/PSD/6_8_health_ded_england_wales.pdf		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		Y		Y		Y		Y		
Sexual Orientation	http://www.stonewall.org.uk/cymru/english/what_we_do/research_and_policy/insideout_project/default.asp		Y		Y		Y		Y		
Age	http://www.aboutequalopportunities.co.uk/age-discrimination-and-the-law.html		Y		Y		Y		Y		
Religion or Belief	http://www.aboutequalopportunities.co.uk/world-religions.html		Y		Y		Y		Y		
Welsh Language	<ul style="list-style-type: none"> 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	0
Disability	1	0	0
Gender	1	0	0
Sexual Orientation	1	0	0
Age	1	0	0
Religion or Belief	1	0	0
Welsh Language	1	0	0
Human Rights	1	0	0

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) Safe Working with Electricity Policy
Organisation:	Cardiff and Vale University Health Board (UHB)
Name:	Barrie English
Title:	Head of Compliance and Performance
Department:	Capital planning & Estates management
Summary of Assessment:	The Equality Impact Assessment Questionnaire undertaken identifies that there is no obvious evidence of any equality concerns relating to the UHB Safe Working with Electricity Policy.
Decision to Proceed to Part B Equality Impact Assessment:	<p>Yes/No</p> <p>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 Safe Working with Electricity Policy. Therefore the Head of Compliance and Performance's decision, based on the evidence obtained, is not to progress with Part B, the Equality Impact Assessment Questionnaire Action Plan.</p>