



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

EQUALITY IMPACT ASSESSMENT

Section A: Assessment	
Name of Policy	HEALTH AND SAFETY POLICY
Person/persons conducting this assessment with Contact Details	Name: Charles Dalton Post: Head of Health and Safety Address: Health and Safety Unit, 4 th Floor Denbigh House, University Hospital of Wales Tel: 029 2074 3751 E-mail: Charles.dalton@wales.nhs.uk
Date	27 th August 2016
1. The Policy	
<i>Is this a new or existing policy?</i> Existing – this is version 4 of the policy.	
<i>What is the purpose of the policy?</i> <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.	
<i>How do the aims of the policy fit in with corporate priorities (i.e. the Corporate Plan)?</i> It sets out the commitment of the Board to make sure that the Health Board will deliver its aims, objectives, responsibilities and legal requirements	

transparently and consistently.

Procedures and other written control documents translate these principles into more detailed instructions or guidance including individual responsibilities

This Policy is linked with the following documents:

- Occupational Health Policy
- Violence and Aggression (Personal Safety) Policy
- Minimal Manual Handling Policy
- Fire Safety Policy
- Risk Management Policy and Strategic Framework
- Disciplinary Policy
- Equal Opportunities Policy
- Sickness Policy
- Incident, Hazard and Near Miss Reporting Policy
- Risk Assessment and Risk Register Procedure
- Safety Notices and Important Documents Policy

Who will benefit from the policy?

This policy will benefit all staff, patients, visitors and stakeholders by setting out the commitment of the UHB to high standards of health, safety and welfare.

What outcomes are wanted from this policy?

Achieving the objectives of this policy will enable consistency in the format, compilation and dissemination of all written control documents, ensuring that these are:

- To secure the health, safety and welfare of people at work.
- To protect patients and people other than those at work against risks to their health and safety arising out of work activities.
- To minimise the number of occupational accidents and incidents of ill health and ultimately to achieve an accident free workplace.
- To establish a culture of co-operation, communication, competency and control for health and safety

Are there any factors that might prevent outcomes being achieved (e.g. training/practice/culture/human or financial resources)?

Some staff may require some support in the development and implementation of health and safety requirements, this is provided by the Health and Safety Department.

There is not always an appreciation of the importance of health and safety, this will be re-enforced through the health and safety governance arrangements within the Clinical Boards and Directorates.

The Head of Health and Safety and the Health and Safety Advisory team are also available to provide support as required.

2. Data Collection

What qualitative data do you have about the policy relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population)?

There was no specific equalities data available.

What quantitative data do you have on the different groups (e.g. findings from discussion groups, information from comparator authorities)?

Data was collected relating to the ethnicity of our staff.

Please indicate the source of the data gathered (e.g. Concerns/Service/Department/Team/Other).

What gaps in data have you identified? (Please put actions to address this in your action plan.)

Reference was made to the Equality Impact Assessment undertaken for the Recruitment and Selection Policy and had gathered data from the workforce profile of the Cardiff and Vale UHB and information was obtained from NHS Jobs.

3. Impact

Please answer the following questions. In doing so, consider the information gathered in section 2 above of this assessment form, comparing monitoring information with census data as appropriate (see www.ons.gov.uk Office National Statistics website) and considering any other earlier research or consultation. You should also look at the guidance in Appendix 1 with regard to the protected characteristics **stating the impact and giving the key reasons for your decision.**

Do you think that the policy impacts on people because of their age? (This includes children and young people up to 18 and older people.)

No

Do you think that the policy impacts on people because of their caring responsibilities?

No

<p>Do you think that the policy impacts on people because of their disability? (This includes visual impairment, hearing impairment, physical disability, learning disability, some mental health issues, HIV positive status, multiple sclerosis, cancer, diabetes and epilepsy.)</p> <p>Yes, Health and Safety information is not automatically published in braille or languages other than English. The primary source of circulation is via the internet or intranet. Software which will read the policy for the reader is now very common therefore documents should generally be accessible to those with a visual impairment. In addition inclusive risk assessments undertaken as part of the Health and Safety procedures will be a positive impact for people with disabilities</p>
<p>Do you think that the policy impacts on people because of gender reassignment? (This includes transgender and transvestite.)</p> <p>No - Assessment and procedures consider appropriately these aspects</p>
<p>Do you think that the policy impacts on people because of their being married or in a civil partnership?</p> <p>No</p>
<p>Do you think that the policy impacts on people because of their being pregnant or just having had a baby?</p> <p>No –New and Expectant mothers procedures arising out of the Health and Safety policy appropriately covers this impact</p>
<p>Do you think that the policy impacts on people because of their race? (This includes colour, nationality and citizenship or ethnic or national origin such as gypsy and traveller communities.)</p> <p>Yes, Health and Safety information is not automatically published in languages other than English</p>
<p>Do you think that the policy impacts on people because of their religion, belief or non-belief? (There is a wide range of religious groups, most of whose members are Buddhists, Christians, Hindus, Jews, Muslims or Sikhs. Consider these categories individually and collectively when considering impacts.)</p> <p>No</p>
<p>Do you think that the policy impacts on men and woman in different ways?</p> <p>No</p>
<p>Do you think that the policy impacts on people because of their sexual orientation? (This includes gay men, heterosexuals, lesbians and bisexuals.)</p>

No
Do you think that the policy impacts on people because of their use of the Welsh language?
No
4. Summary.
<p>For which equality groups have positive or negative impacts been identified (i.e. are there differential impacts)? Is the policy directly or indirectly discriminatory under the equalities legislation? If the policy is indirectly discriminatory can it be justified under the relevant legislation?</p> <p>The policy aims to ensure that the Health Board has appropriate policies, procedures and other written control documents to allow it to fulfil its responsibilities. There is an impact on service users whose first language is not English and those with visual impairment. The procedure developed in support of this document requires staff take responsibility of ensuring that the principles of the policies and written control documents are explained to service users via an interpreter, translated as appropriate or explained to them with the use of a hearing loop where available if they are aware that the publication of documents in English may cause a difficulty.</p> <p>Impact expected to be positive. The supporting procedure seeks to address any issues regarding language and disability.</p>

Section B: Action
<p>5. Please complete your action plan below. Issues you are likely to need to address include:</p> <ul style="list-style-type: none"> •What consultation needs to take place with equality groups (bearing in mind any relevant consultation already done and any planned corporate consultation activities) •What monitoring/evaluation will be required to further assess the impact of any changes on equality target groups?

Equalities Impact Assessment Implementation Mitigation/Action Plan

Issue to be	Responsible Officer	Action Required	Timescale for	Action Taken	Comments
-------------	---------------------	-----------------	---------------	--------------	----------

addressed			completion		

6. Report, publication and Review
Please record details of the report or file note which records the outcome of the EQIA together with any actions/recommendations being pursued (date, type of report etc.).

Please record details of where and when EQIA results will be published.

On UHB intranet and internet site

Please record below when the EQIA will be subject to review.

2 years after approval of policy, or earlier if required by changes to legislation or best practice

Name of person completing EQIA	Charles Dalton – Head of Health and Safety
Signed	
Date	

Name of Responsible Executive/Clinical Board Director Authorising Assessment and Action Plan for publication	Abigail Harris Director of Planning
Signed	
Date	