



## Equality Impact: Screening and Assessment Form

<b>Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.</b>	
a. Name of policy or practice (list also any linked policies or decisions)	Risk Management Strategy
b. Name of department	National Risk & Resilience Department
c. Name of Lead	Sarah Kilday
d. Equality Impact Assessment Team [names, job roles]	Sarah Kilday, Risk Manager
e. Date of assessment	13/05/2016
f. Who are the main target groups / who will be affected by the policy?	All staff
g. What are the intended outcomes / purpose of the policy?	Safe and Effective Services
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Yes. Managing risk ensures that SAS provides a consistent approach to the provision of emergency and patient transport service therefore helping to eliminate discrimination.
<p>If yes to any of the three needs complete all sections of the form (2- 7)                  If no to all of the three needs provide brief detail as to why this is the case and complete only section 7                  If don't know: complete sections 2 and 3 to help assess relevance</p>	

<b>Section 2: Evidence, consultation and involvement</b>			
<b>Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.</b>			
a. Previous consultation / involvement with community, including individuals or groups or staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics			
Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
Executive Team	December 2015	Content amended	Age
Senior Management Team	February 2015	This includes staff side representatives - No protected characteristics identified	Disability
SAS Board	February and March 16	Final approval in March following Board feedback in February 16	Gender reassignment
			Gender / sex
			Marriage / civil partnership *
			Pregnancy / maternity
			Race
			Religion / belief
			Sexual orientation
			Cross cutting - e.g. health inequalities - people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas.

			Other?
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	Available evidence
b. Research and relevant information	ISO 31000 Scottish Public Finance Manual The Orange Book
c. Knowledge of policy lead	BA Hons (Risk Management)
d. Equality monitoring information -- including service and employee information	N/A
e. Feedback from service users, partner or other organisations as relevant	The strategy was developed following review of other UK Ambulance Service and NHS Scotland risk management strategies. Feedback was then sought from the Services Senior Management Team which includes staff partners.
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	No
Gaps identified	
Measure to address these; give brief details. Further research? Consultation? Other	
Note: specific actions relating to these measures can be listed at section 5	

<b>Section 3: Analysis of positive and negative impacts</b>			
<b>Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations</b>			
<b>Protected characteristics</b>	<b>i. Eliminating discrimination</b>	<b>ii. Advancing equality of opportunity</b>	<b>iii. Fostering good relations</b>
<b>Age</b>			
Positive impacts	The Risk Management strategy is designed to ensure the Organisation identifies and manages risks for the business. This would include the completion of individual risk assessments to enhance the delivery of Services, for example slips, trips and falls, where appropriate, to ensure the safety of all in the workplace.		
Negative impacts			
Opportunities to enhance equality			
<b>Disability</b>			
Positive impacts	<p>The Risk Management strategy is designed to ensure the Organisation identifies and manages risks for the business. This would include the completion of individual risk assessments, where appropriate, to ensure the safety of all in the workplace.</p> <p>Risk management training programmes are accessible for all staff including those who have a disability, e.g. those with dyslexia. E-learning is in place and additional support can be put in place by way of one to one assistance where required.</p>		
Negative impacts			
Opportunities to enhance equality			
<b>Gender reassignment</b>			
Positive impacts	The Risk Management strategy is designed to ensure the Organisation identifies and manages risks for the business. This would include the completion of individual risk assessments, where appropriate, to ensure the safety of all in the workplace.		

Negative impacts	
Opportunities to enhance equality	
<b>Gender / sex</b>	None Identified
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Marriage / civil partnership</b>	None Identified
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Pregnancy / maternity</b>	
Positive impacts	Risk Assessments are conducted for all staff to ensure a safe working environment is maintained.
Negative impacts	
Opportunities to enhance equality	
<b>Race</b>	None Identified
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Religion / belief</b>	None Identified
Positive impacts	
Negative impacts	
Opportunities to enhance equality	

<b>Sexual orientation</b>	None Identified
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas.</b> <b>Other</b>	
Positive impacts	<p>The Risk Management strategy is designed to ensure the Organisation identifies and manages risks for the business. This would include the completion of individual risk assessments, where appropriate, to ensure the safety of all in the workplace.</p> <p>Monitoring adverse events and conducting significant adverse event reviews assists in the learning process and the way we review our procedures to improve patient care. This has an impact on both fostering good relations and advancing equality of opportunity by way of improving access to our services.</p>
Negative impacts	
Opportunities to enhance equality	
Note: specific actions relating to these measures can be listed at section 5	

<b>Section 4: Addressing impacts</b>	
<b>Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan</b>	
	Reasons
a. <b>No major change</b> - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	The Strategy is designed to ensure SAS identify and manage risks appropriately and there is governance processes in place to assure the Board of such. This would result in operational and support departments to identify and manage any risks in which they face.
b. <b>Adjust the policy</b> – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	
c. <b>Continue the development and implementation of the policy without adjustments</b> – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.	
d. <b>Stop and remove the policy</b> - there is actual or potential unlawful discrimination and these cannot be mitigated. The policy must be stopped and removed or changed. Before choosing this	


option you must contact the Equalities Manager to discuss the implications.	
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<b>Section 5: Action plan</b>					
<b>Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation</b>					
Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
N/A					

\* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc

<b>Section 6: Monitoring and review</b> <b>Please detail the arrangements for review and monitoring of the policy</b>	
	Details
a. How will the policy be monitored? Provide dates as appropriate	Annually and re-written in 2020
b. What equalities monitoring will be put in place?	None
c. When will the policy be reviewed? Provide a review date.	March 2017

<b>Section 7: Sign off</b> <b>Please provide signatures as appropriate</b>			
Name of Lead	Title	Signature	Date
Sarah Kilday	Risk Manager		13/05/2016
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent	08/07/2016		