



## 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)	035 Personal Protective Equipment
b. Name of department	Health and Safety
c. Name of Lead	Tony Wigram
d. Equality Impact Assessment Team [names, job roles]	Tony Wigram
e. Date of assessment	10/11/16
f. Who are the main target groups / who will be affected by the policy?	Staff
g. What are the intended outcomes / purpose of the policy?	To provide a framework for PPE selection, issue, control and maintenance
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	YES – discrimination / equality of opportunity
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	

**Section 2: Evidence, consultation and involvement**  
**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.**

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
			Age
			Disability
			Gender reassignment
			Gender / sex
			Marriage / civil partnership *
			Pregnancy / maternity
			Race
			Religion / belief
			Sexual orientation
Health and Safety Committee	June 13	In some cases staff with a special need (for whatever reason) may not have immediate access to PPE as PPE is provided from a standard list. Policy allows for individual issue in these circumstances.	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?

	Available evidence
b. Research and relevant information	
c. Knowledge of policy lead	

d. Equality monitoring information -- including service and employee information	Main area of concern is with safety footwear. Existing process for issuing non stock footwear works well. Other area for concern is around religious dress and the possible issue with wearing hard hats.
e. Feedback from service users, partner or other organisations as relevant	The delay caused by the process can cause some issues
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	
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			
Negative impacts			
Opportunities to enhance equality			
<b>Disability</b>			
Positive impacts			
Negative impacts	Possible delays in receiving necessary PPE		
Opportunities to enhance equality			
<b>Gender reassignment</b>			
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
<b>Gender / sex</b>			
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
<b>Marriage / civil partnership</b>			
Positive impacts			

Negative impacts	
Opportunities to enhance equality	
<b>Pregnancy / maternity</b>	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Race</b>	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Religion / belief</b>	
Positive impacts	
Negative impacts	Possible delays in issuing safety equipment for those cannot wear fabrics made from living animals. To date all such cases resolved quickly. Could potentially be issues if wearer refuses to wear hard hat due to religious dress– no issues currently identified.
Opportunities to enhance equality	
<b>Sexual orientation</b>	
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</b>	

<b>criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other</b>	
Positive impacts	
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	
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	Policy adjusted to address religious dress.
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	

<p>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.</p>	
<p>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.</p>	

<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*
Add new statement to policy to address religious dress		Completed	Fay McNicol	14/11/16	Religious dress

\* 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	Audit arrangements within policy. Policy reviewed every two years
b. What equalities monitoring will be put in place?	
c. When will the policy be reviewed? Provide a review date.	2018

<b>Section 7: Sign off</b> <b>Please provide signatures as appropriate</b>			
Name of Lead	Title	Signature	Date
Tony Wigram	Head of H&S	<i>Tony Wigram</i>	10/11/16
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	10/11/16		