

## Equality Impact Assessment (EqIA) Screening Template

The Equality Impact Assessment Screening Template is a short exercise that involves looking at the overall proposal and deciding is likely to have an impact (either positive or negative) on any of the protected characteristics.

There is no one size fits all approach, but the screening process is designed to help fully consider the circumstances and to inform evidence-based decisions.

**Note: If the proposal is of a significant nature and it is apparent from the outset that a full Equality Impact Assessment (EqIA) will be required, then it is not necessary to complete the Screening Template and you can proceed to complete the full EqIA.**

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### What to do:

In general, the following questions all feed into whether an EqIA is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impacts on each protected characteristic.

You will need to provide sufficient information within the template to justify the assessment of impact, this can often be found within the policy.

If a negative/ adverse impact has been identified (actual or potential) during completion of the screening tool, a full EqIA must be undertaken.

If no negative/ adverse impacts arise from the proposal, it is not necessary to undertake a full EqIA however, the decision and justification must be clearly recorded.

### On completion of the Screening Template, staff should:

- Check that all sections of the template are fully completed.
- Ensure that the Project/ Policy owner has signed off the Screening Template.
- Send a copy of the completed template along with the related policy to the Diversity & Inclusion Team for them to review – email this to [Inclusion.hdd@wales.nhs.uk](mailto:Inclusion.hdd@wales.nhs.uk)

<b>Title of programme, policy or project being screened:</b>	010 – Health and Safety Policy (Version 5)
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**Description of the programme/ policy /project being screened (including key aims and objectives)**

This policy outlines the management of health and safety arrangements within Hywel Dda University Health Board (HDdUHB) through the policy statement and detailed responsibilities. The Policy is designed to minimise the health and safety risks to all staff, patients and others under the remit of HDdUHB. It aims to:-

- 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 as a result of work activities;
- Minimise the number of occupational accidents and incidents of ill health;
- Establish a culture of co-operation, communication, competency and control for health and safety.

**Evidence considered (including staff and population data, relevant research, expert, and community knowledge etc.)**

Own research  
Expert knowledge  
Advice from Diversity staff on previous versions of EqIA for this Policy.

**Assess which protected characteristics will potentially be affected by the proposal:** (please ✓ which impact)

Group	Positive Impact	Negative Impact	No Impact
<b>Age</b> Is it likely to affect older and younger people in different ways or affect one age group and not another?	✓		
<b>Disability</b> Those with a physical disability, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	✓		
<b>Gender Reassignment</b> Consider the potential impact on individuals who either: <ul style="list-style-type: none"> <li>• Have undergone, intend to undergo or are currently undergoing gender reassignment.</li> <li>• Do not intend to undergo medical treatment but wish to live in a different gender from their gender at birth</li> </ul>	✓		
<b>Marriage / Civil Partnership</b> Marriage and Civil Partnership means someone who is legally married or in a civil partnership.	✓		
<b>Pregnancy and Maternity</b> Maternity covers the period of 26 weeks after having a baby, whether or not they are on Maternity Leave	✓		
<b>Race / Ethnicity</b> People of a different race, nationality, colour, culture or ethnic origin including non-English / Welsh speakers, gypsies/travellers, asylum seekers and migrant workers.	✓		
<b>Religion or Belief</b> The term 'religion' includes a religious or philosophical belief.	✓		
<b>Sex</b> Consider whether those affected are mostly male or female and where it applies to both equally does it affect one differently to the other?	✓		
<b>Sexual Orientation</b> Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	✓		
<b>Armed Forces Community</b> Consider members of the Armed Forces and their families, whose health needs may be impacted long after they have left the Armed Forces and returned to civilian life. Also consider their unique	✓		

<p>experiences when accessing and using day-to-day public and private services compared to the general population. It could be through ‘unfamiliarity with civilian life, or frequent moves around the country and the subsequent difficulties in maintaining support networks, for example, members of the Armed Forces can find accessing such goods and services challenging.’</p> <p>For a comprehensive guide to the Armed Forces Covenant Duty and supporting resource please see:  <a href="#">Armed-Forces-Covenant-duty-statutory-guidance</a></p>			
<p><b>Socio Economic Duty</b>  Consider those on low income, economically inactive, unemployed or unable to work due to ill-health. Also consider people living in areas known to exhibit poor economic and/or health indicators and individuals who are unable to access services and facilities. Food / fuel poverty and personal or household debt should also be considered.</p> <p>For a comprehensive guide to the Socio-Economic Duty in Wales and supporting resource please see:  <a href="#">more-equal-wales-socio-economic-duty</a></p>	√		
<p><b>Welsh Language</b>  Please note opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.</p>			√

**Summary of Potential Impacts Identified**

**If you have identified any Positive Impacts please list them and provide the reason the impact is positive.**

The Equality Impact Assessment (EqIA) document from August 2021 has been reviewed and updated.

The policy aims to protect the health and safety of all staff.

There was no evidence to indicate that the policy would have an adverse effect on any group or individual with any one or multiple protected characteristics that could not be mitigated. It is more likely to have a positive impact in that it protects the health and safety of staff in the workplace and this will have more relevance to those with protected characteristics who are more frequently targets of abuse / discrimination / harassment. This will also apply to any of the stakeholders including patients, members of the public, etc.

A fresh trawl of EqIAs on similar policies across other NHS organisations did not identify any negative impacts on protected groups that could not be mitigated:

[Health and Safety Policy NHS Wales Equality Impact Assessment - Google Search](#)

No complaints have been received in relation to equality, diversity or human rights following implementation of the original policy.

There is no evidence at this stage that these changes will impact negatively in relation to equality, diversity, human rights or Welsh Language.

<p><b>Has the screening identified any negative impacts?</b></p> <p><b>If yes, a full Equality Impact Assessment will need to be undertaken.</b></p>		<p>No</p>
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**If no negative impacts were identified, please give full justification here**

There is an impact on service users whose first language is not English and those with visual impairment.

Needs of individuals in relation to their protected characteristics need to be taken into account when providing associated training– e.g. Assistance with accessibility, language, learning and literacy skills.

The needs of individuals in relation to their protected characteristics need to be taken in to account when undertaking risk assessments. Staff will need to cross-reference with the Risk Management Procedure.

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