

## **SCREENING**

When undertaking an Equality Impact Assessment, it is recommended that the following key questions are kept in mind as a guide to formulate the basis of the report:-

What is the purpose of the Policy/change/decision? - Outline in EqIA  
Have those affected by the proposals been involved? - Stage who and how  
Have potential positive and negative impacts been identified? - State what they are  
What plans are there to alleviate any negative impact? - Give outline of plans  
What plans are there to monitor the impact of the proposals? - Give outline of plans

For in-house advice and assistance with Assessing for Impact, please contact:-

Jackie Hooper  
Senior Equality and Diversity Officer  
Block 6 Prince Philip Hospital  
Llanelli  
Carmarthenshire SA14 8QF

Tel 01554 756 567 Ext 3868

# SCREENING

## Form 1: Preparation

1.	<b>What are you equality impact assessing?</b>	Site Lockdown Policy. <a href="#">Review January 2019</a>
2.	<b>Brief Aims and Description</b>	This policy contains information and guidance on the management of Site Lockdown in response to an incident within Hywel Dda University Health Board.
3.	<b>Who is responsible for the work?</b>	The Policy has been prepared by Philip Lloyd, Security Manager, with support from various stakeholders. The responsibility is designated to the Chief Executive who has overall responsibility for Health and Safety and subsequently the content of this Site Lockdown Policy.
4.	<b>Who is involved in undertaking this EqIA?</b>	Philip Lloyd Security Manager
5.	<b>Is the Policy related to other policies/areas of work?</b>	<p>010 Health and Safety Policy</p> <p>156 Risk Management Strategy &amp; Policy</p> <p>199 Risk Management Procedure</p> <p>    Business Continuity Planning Policy</p> <p>    Fire Policy</p> <p>    Major Incident Planning</p> <p>070 Lone Worker Policy</p> <p>130 AW Dignity at Work Policy</p> <p>133 Equality &amp; Diversity Policy</p> <p>163 Deprivation of Liberty Safeguards, Guidance &amp; Procedure for Staff</p> <p>197 Guidelines for the Implementation of Restraint in General &amp; Community Hospitals</p> <p>201 Disciplinary Policy</p>

## SCREENING

6.	<b>Stakeholders – who is involved with or affected by this Policy</b>	<p>The contents and requirements of this policy are applicable to the following groups;</p> <ul style="list-style-type: none"><li>• All paid employees of Hywel Dda University Health Board,</li><li>• Individuals who are not direct employees but who undertake duties on any premises owned, leased or managed by HDUHB. These may include:<ul style="list-style-type: none"><li>• Bank or agency staff</li><li>• Volunteers</li><li>• Contractors and suppliers working on HDUHB premises</li></ul></li></ul>
7.	<b>What might help/hinder the success of the Policy?</b>	<p>For the policy to be successful, departmental and premises managers will need to ensure that the conditions of the Policy are implemented and monitored within their areas of responsibility.</p>

# SCREENING

## Form 2: Information Gathering

	Age	Disability***	Gender	Gender Reassignment	Pregnancy and Maternity	Race/Ethnicity or Nationality	Religion or Belief	Sexual Orientation	Welsh Language	No Differences Either Position or Negative
<p><i>Is the Policy you are considering relevant to the public duties relating to each Protected Characteristic (listed to the right)?</i></p> <p>Place a Tick ✓ or a Cross ✗ as appropriate</p>	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓
<p><b>In other words, does the Policy:</b></p> <ul style="list-style-type: none"> <li>eliminate discrimination and eliminate harassment in relation to...</li> </ul>	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓
<ul style="list-style-type: none"> <li>promote equality of opportunity in relation to...</li> </ul>	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓
<ul style="list-style-type: none"> <li>promote good relationships and positive attitudes in relation to...</li> </ul>	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓
<ul style="list-style-type: none"> <li>encourage participation in public life in relation to...</li> </ul>	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓
<p><b>*** In relation to disability only, as part of your assessment you MUST consider whether there is a need to make reasonable adjustment(s). The law requires this even if it involves treating some individuals more favourably in order to meet their needs</b></p>										

## SCREENING

### Form 2: Information Gathering (Human Rights)

**Human Rights:** The Human Rights Act contains 15 Articles (or rights), all of which NHS organisations have a duty to act compatibly with and to respect, protect and fulfil. The 6 rights that are particularly relevant to healthcare are listed below. For a fuller explanation of these rights and other rights in the Human Rights Act please refer to **Appendix A: The Legislative Framework**.

Depending on the Policy you are considering, you may find the examples below helpful in relation to the Articles.

Consider, is the Policy relevant to:	Yes	No
<b>Article 2 : The right to life</b>  <b>Example:</b> The protection and promotion of the safety and welfare of patients and staff; issues of patient restraint and control	✓	
<b>Article 3 : The right not be tortured or treated in an inhuman or degrading way</b>  <b>Example:</b> Issues of dignity and privacy; the protection and promotion of the safety and welfare of patients and staff; the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travellers; Issues of patient restraint and control	✓	
<b>Article 5 : The right to liberty</b>  <b>Example:</b> Issues of patient choice, control, empowerment and independence; issues of patient restraint and control	✓	
<b>Article 6 : The right to a fair trial</b>  <b>Example:</b> issues of patient choice, control, empowerment and independence	✓	

## SCREENING

<p><b>Article 8 : The right to respect for private and family life, home and correspondence; Issues of patient restraint and control</b></p> <p><b>Example:</b> Issues of dignity and privacy; the protection and promotion of the safety and welfare of patients and staff; the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travellers; the right of a patient or employee to enjoy their family and/or private life</p>	✓	
<p><b>Article 11 : The right to freedom of thought, conscience and religion</b></p> <p><b>Example:</b> The protection and promotion of the safety and welfare of patients and staff; the treatment of vulnerable groups or groups that may experience social exclusion, for example, gypsies and travellers</p>	✓	

## SCREENING

Protected Characteristic	List Information Gathered in relation to different protected characteristics	List Information Gathered in relation to multiple protected characteristics
Age	The policy has the potential to impact across all age groups.	Staff, patients, service users, visitors, the general public - anyone entering health board premises at any time have the potential to be impacted by this policy.
Disability	The policy has the potential to impact across all disabilities.	
Gender	The policy has the potential to impact men and women.	
Gender Reassignment	The policy has the potential to impact Trans people	
Human Rights	The policy has the potential to impact on Human Rights. .	
Pregnancy and Maternity	The policy has the potential to impact on pregnant women and women during their period of maternity.	
Race/Ethnicity or Nationality	The policy has the potential to impact across people of all races/ethnicities and nationalities.	
Religion or Belief	The policy has the potential to impact across people of all religions and none.	
Sexual Orientation	The policy has the potential to impact LGB individuals.	
Welsh Language	The policy has the potential to impact Welsh speakers.	

# SCREENING

## Form 3: Assessment of Relevance and Priority

Protected Characteristic	Evidence: Existing Information 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)
Age	1	0	0
Disability	1	0	0
Gender	1	0	0
Gender Reassignment	1	0	0
Human Rights	1	+1	+1
Pregnancy and Maternity	1	0	0
Race/Ethnicity or Nationality	1	0	0
Religion or Belief	1	0	0
Sexual Orientation	1	0	0
Welsh Language	1	0	0

3	Existing data/research
2	Anecdotal/awareness data only

-3	High negative
-2	Medium negative

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)

## SCREENING

1	No evidence or suggestion

-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

# FULL EQUALITY IMPACT ASSESSMENT

## Form 4: Examine the Information Gathered So Far

---

<b>1.</b>	<b>Do you have adequate information? (Refer to Form 2 : Information Gathering for assistance if necessary)</b>	Yes
<b>2.</b>	<b>Can you proceed with the Policy whilst the EqIA is ongoing?</b>	Yes
<b>3.</b>	<b>Does the information collected relate to all protected characteristics?</b>	Yes
<b>4.</b>	<b>What additional information (if any) is required?</b>	None
<b>5.</b>	<b>How are you going to collect the additional information needed? State which representative bodies you will be liaising with in order to achieve this</b>	N/A

# FULL EQUALITY IMPACT ASSESSMENT

## Form 5: Judge/Assess the Potential Impact of the Policy across the Protected Characteristics

	Information gathered on Forms 2 and 4	Consider the likely/potential impact of the evidence	Positive	Differential	Negative
Age	There is no evidence at this stage to indicate a negative impact in relation to any age group.				
Disability	There is no evidence at this stage to indicate a negative impact in relation to having any disability.				
Gender	There is no evidence at this stage to indicate a negative impact in relation to being a man or women.				
Gender Reassignment	There is no evidence at this stage to indicate a negative impact in relation to being Trans.				
Human Rights		No evidence found at this stage to indicate a negative impact. The implementation of this policy will enhance human rights aspects in so far as <u>the protection of the right to life and the safety and welfare of individuals.</u>	✓		
Pregnancy and Maternity	There is no evidence at this stage to indicate a negative impact in relation to being pregnant or within the maternity period.				
Race	There is no evidence at this stage of a negative impact on individuals in relation to race.			✓	

## FULL EQUALITY IMPACT ASSESSMENT

	Information gathered on Forms 2 and 4	Consider the likely/potential impact of the evidence	Positive	Differential	Negative
<b>Religion/Belief</b>	There is no evidence at this stage of a negative impact in relation to religion or belief.			✓	
<b>Sexual Orientation</b>	There is no evidence at this stage of a negative impact in relation to sexual orientation.			✓	
<b>Welsh Language</b>	There is no evidence at this stage of a negative impact in relation to Welsh Language.			✓	

**Form 6: Consider Any Alternatives which will Reduce or Eliminate any Negative Impact**

---

## FULL EQUALITY IMPACT ASSESSMENT

1.	<b>Describe any mitigating actions taken to reduce negative impact</b>	N/A
2.	<b>Is there a handling strategy for any unavoidable but not unlawful negative impacts that cannot be mitigated?</b>	N/A
3.	<b>Describe any actions taken to maximise the opportunity to promote equality, ie: changes to the Policy, regulation, guidance, communication, monitoring or review</b>	N/A
4.	<b>What changes have been made as a result of conducting this EqIA?</b>	None

# FULL EQUALITY IMPACT ASSESSMENT

## Form 7: Outcome Report

---

<b>Organisation:</b>	Hywel Dda University Health Board
----------------------	-----------------------------------

<b>Proposal Sponsored by:</b>	<b>Name:</b>	Philip Lloyd
	<b>Title:</b>	Security Manager
	<b>Department:</b>	Health, Safety & Security Department

<b>Policy Title:</b>	Site Lockdown Policy
----------------------	----------------------

<b>Brief Aims and Objectives of Policy:</b>	This policy contains information and guidance on the management Site Lockdown following incident within Hywel Dda University Health Board.
---	--

<b>Was the decision</b>	<b>Yes</b>	<b>No</b> ✓
-------------------------	------------	-------------

## FULL EQUALITY IMPACT ASSESSMENT

reached to proceed to full Equality Impact Assessment?:

### Record Reasons for Decision:

This policy has a high relevance in relation to the safety and welfare of individuals, but there is no evidence at this stage to indicate that any individual will be discriminated against or negatively impacted as a result of this policy in relation to any protected characteristic/s. This policy has been assessed as having a neutral impact in relation to protected characteristics and the Welsh Language an a positive impact in relation to human rights applying to the Right to Life and the welfare of individuals. Issues of choice etc are addressed within the policy, but the safety of individuals remains paramount.

A search of similar policies elsewhere indicated similar results:-

<https://www.bing.com/search?q=Lockdown+policy+nhs+equality+impact+assessment+&qs=n&form=QBLH&sp=-1&pq=lockdown+policy+nhs+equality+impact+assessment+&sc=0-47&sk=&cvid=BBA401E515564217AF28C8804558F5EE>

### Review January 2019

The main changes made relate to the scope 'will be applied to the four Acute General Hospitals in the first instance and at a later date to include other premises' The original applied to all managed HB premises.

Additionally , there was a slight change to the 'Purpose' to clarify with regard to the following:

1. Develop a suite of lock down plans for key sites across the Hywel Dda University Health Board

# FULL EQUALITY IMPACT ASSESSMENT

	<p><a href="#">(HDUHB) Estate. These plans will be flexible in terms of making them bespoke for each site and will be proportionate to the risk posed.</a></p> <p>2. <a href="#">In line with HDUHB Hospital Major Incident Plans stipulate Command and Control arrangements including activation and deactivation of a Lock Down situation.</a></p> <p>3. <a href="#">Identification for arrangements that are generic for each Hospital site</a></p> <p><a href="#">These changes did not constitute significant change to the originals principles of developing individual hospital lock down plans and have been assessed as having a neutral impact in relation to protected groups, human rights and Welsh Language.</a></p>	
<p><b>If no, are there any issues to be addressed?</b></p>	<p><b>Yes</b> ✓</p>	<p><b>No</b></p>
	<p><b>Record Details:</b> It will be important for staff implementing the policy to ensure that the reason why the policy is being implemented is communicated to individuals involved in the Lockdown in an accessible way which meets their communication and cognitive needs. The welfare of individuals during the lockdown will be addressed appropriately during the period of lockdown.</p>	
<p><b>Is the Policy Lawful?</b></p>	<p><b>Yes</b> ✓</p>	<p><b>Complies with relevant health and safety legislation.</b></p>
<p><b>Will the Policy be</b></p>	<p><b>Yes</b> ✓</p>	

## FULL EQUALITY IMPACT ASSESSMENT

<b>adopted?</b>	<b>If no, please record the reason and any further action required:</b>
-----------------	---

<b>Are monitoring arrangements in place?</b>	<b>Yes</b>
<b>Are monitoring arrangements in place?</b>	<p><b>Refer to Action Plan (Form 8)</b></p> <p>Any complaints received regarding the implementation of the policy around issues of equality and diversity will be addressed appropriately on an individual basis.</p>

<b>Who is the Lead Officer?</b>	<b>Name:</b>	Philip Lloyd
	<b>Title:</b>	Security Manager
	<b>Department:</b>	Health, Safety & Security Department
<b>Review Date of Policy:</b>	The policy will be reviewed on a three-yearly basis.	

<b>Signature of all parties:</b>	<b>Name</b>	<b>Title</b>	<b>Signature</b>
	Philip Lloyd	Security Manager	August 2018
	Jackie Hooper	Senior Equality and Diversity Officer, Strategy, Policy and	14 August 2018 <a href="#">Update 29/1/2019</a>

# FULL EQUALITY IMPACT ASSESSMENT

		<b>Advice</b>	
<p><b>Please Note: An Action Plan should be attached to this Outcome Report prior to signature</b></p>			

## Form 8: Action Plan

---

You are advised to use the template below to detail any actions that are planned following the completion of EQiA. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual negative impact, as well as any arrangements to collect data or undertake further research. **This Action Plan should be completed in combination with the Outcome Report.**

	Response	Proposed Actions	Lead Officer Identified	Timescale	Progress
<b>1. Will the Policy be adopted?</b>	Yes / No				

## FULL EQUALITY IMPACT ASSESSMENT

	Response	Proposed Actions	Lead Officer Identified	Timescale	Progress
<p><b>2. If No please give reasons and any alternative action(s) agreed:</b></p> <p><b>(If the Policy is not to be adopted please proceed to Step 9).</b></p>					
<p><b>3. How will the affects of the Policy be monitored?</b></p>					
<p><b>4. What monitoring data will be collected?</b></p>					
<p><b>5. How will this data be collected?</b></p>					

# FULL EQUALITY IMPACT ASSESSMENT

	Response	Proposed Actions	Lead Officer Identified	Timescale	Progress
6. When will the monitoring data be analysed?					
7. Who will analyse the data?					
8. What changes have been made as a result of this EqIA?					
9. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts					

## FULL EQUALITY IMPACT ASSESSMENT

	Response	Proposed Actions	Lead Officer Identified	Timescale	Progress
<b>10. Justification: for when a policy may have a negative impact on certain groups, but there is good reason not to mitigate, state those reasons here</b>					
<b>11. Provide details of any actions planned or taken to promote equality</b>					
<b>12. Describe the arrangements for publishing the EqIA Outcome Report</b>					
<b>13. When will the EqIA be subject to further Review?</b>					