

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 - Preparation		
1.	Title of Policy - what are you equality impact assessing?	Cardiff and Vale University Health Board (UHB) Control of Contractors Policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>The Policy aims are to:</p> <ul style="list-style-type: none"> ▪ To minimise incidents and control contracted activities within the UHB. ▪ To improve the health, safety and welfare of Contractors and UHB employees affected by construction work and contracted activities. ▪ To ensure the co-ordination between UHB employees and Contractors and self-employed persons who carry out work and activities on our premises so that risks associated with those activities are minimised so far as reasonably practicable. ▪ To provide a structured approach to Health, Safety and Welfare duties on all sites and in all activities which are undertaken on our premises. ▪ To ensure that before contracts are finalised the competence of Contractors is assessed in relation to Health and Safety matters. ▪ To ensure that adequate information is provided to all Contractors engaged to work on UHB premises ▪ To ensure that all hazards that could affect Contractors'

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personnel are clearly defined and controlled.

- To ensure that the interests of staff, patients, clients and visitors are protected before and during any contract work.

3. **Who Owns/Defines the Policy?** - who is responsible for the Policy/work?

The Chief Executive has ultimate responsibility for Health and Safety within the UHB However; responsibility for many aspects of management has been devolved down to functional departments and clinical directorates;

- Executive Lead
- Health & Safety Department
- Directorate, Clinical, General and Departmental Managers

4. **Who is Involved in undertaking this EqlA?** - who are the key contributors to the EqlA and what are their roles in the process?

The EqlA was undertaken by the UHB Head of Compliance and Performance of Capital Planning & Estates Management who is responsible for assisting devising and supporting the implementation of this policy and relevant procedures and protocols.

Consultation of the Contractor Control Policy was via the UHB Health and Safety Committee. Operational Health and Safety Group, Asbestos management group and the Intranet.

5. **Other Policies** - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqlA?

- Health and Safety Policy
- Fire Safety Policy
- Risk Assessment and Risk Register Procedure
- Disciplinary Procedure
- Equal Opportunities Policy
- Staff Charter
- Lone Worker Policy
- Incident Reporting Investigation Procedure
- First Aid at Work Policy
- Environmental Policy

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6.	Stakeholders - Who is involved with or affected by this Policy?	<p>The UHB is committed to ensuring that staff, patients, visitors and contractors operate in a safe and secure environment. This policy will affect staff, patients, visitors, contractors and organisations such as;</p> <ul style="list-style-type: none">• Health and Safety Executive• Welsh Assembly Government• Fire Service• Infection Control• Environment Agency• Staff side Representatives
7.	What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes? These could be internal or external factors.	<p>Contributory factors include;</p> <ul style="list-style-type: none">• Adequate and relevant Risk Assessments• Safe systems of work• Staff trained• Competent advice from advisors and trainers• Staff actively reporting incidents• Multi-disciplinary teamwork and effective communication• Adequate staffing levels• Positive peer pressure• Required financial resources and equipment• Suitable and Safe working environment <p>The outcome of the Policy can be affected detrimentally by any of the above not being in place.</p>

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.							
Race	http://www.hse.gov.uk/aboutus/strategiesandplans/raceequality.pdf http://www.equalityhumanrights.com/uploaded_files/PSD/6_6_performance_guidelines_health.pdf	Eliminating Discrimination and Eliminating Harassment	Y	Y	Y	Y	Y	Take account of difference even if it involves treating some individuals more favourably*	Y
Disability	http://www.equalityhumanrights.com/uploaded_files/PSD/6_8_health_ded_england_wales.pdf <ul style="list-style-type: none"> Adapting courses to accommodate those with learning or literacy skills difficulty UHW manual handling training rooms are purpose built and are fully accessible for disabled members of staff / contractors Should a member of staff or any other person require access to this policy in another language or format (such as Braille or large print) they can do so by contacting the Capital Planning & Estates management Department. 		Y	Y	Y	Y	Y		
Gender	http://www.equalityhumanrights.com/uploaded_files/PSD/6_4_health_guidance_english.doc http://www.hse.gov.uk/diversity/single-equality-scheme.pdf http://www.hse.gov.uk/pubns/indq143.pdf		Y	Y	Y	Y	Y		
Sexual Orientation	http://www.stonewall.org.uk/cymru/english/what_we_do/research_and_policy/insideout_project/default.asp Awareness by trainers on courses and advisors when working with patients, relatives, staff and contractors of any inappropriate comments or actions of a sexual nature are addressed and dealt with appropriately		Y	Y	Y	Y	Y		

Age	http://www.aboutequalopportunities.co.uk/age-discrimination-and-the-law.html		Y		Y		Y		Y	
Religion or Belief	http://www.aboutequalopportunities.co.uk/world-religions.html		Y		Y		Y		Y	
Welsh Language	<ul style="list-style-type: none"> Welsh language scheme in UHB 		Y		Y		Y		Y	

People have a human right to: life; not to be tortured or treated in a degrading way; to be free from slavery or forced labour; to liberty; to a fair trial; not to be punished without legal authority; to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion; to freedom of expression and of assembly; to marry and found a family and to not be discriminated against in relation to any of the rights contained in the European Convention.

Human Rights	Cardiff and Vale UHB is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups. This Policy takes in to account Mental Health, Capacity and respect of individuals, including the right to privacy and the freedom of expression (providing this is not in a threatening or intimidating manner).
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*** This column relates only to Disability due to the specific requirement in the DDA 2005 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.**

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence 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)
Race	1	0	0
Disability	2	0	0
Gender	3	0	0
Sexual Orientation	3	0	0
Age	1	0	0
Religion or Belief	1	0	0
Welsh Language	1	0	0
Human Rights	1	0	0

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

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

Scoring Chart C: Impact Decision

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Cardiff and Vale University Health Board (UHB) Control of Contractors Policy
Organisation:	Cardiff and Vale University Health Board (UHB)
Name: Title: Department:	Barrie English Head of Compliance and Performance Capital planning & Estates management
Summary of Assessment:	The Equality Impact Assessment Questionnaire undertaken identifies that there is no obvious evidence of any equality concerns relating to the UHB Control of Contractors Policy.
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">Yes/No</p> <p style="text-align: center;">Please record reason(s) for decision</p> <p>The Equality Impact Assessment Questionnaire research undertaken has identified no obvious evidence of any equality concerns relating to the UHB Control of Contractors Policy. Therefore the Head of Compliance and Performance's decision, based on the evidence obtained, is not to progress with Part B, the Equality Impact Assessment Questionnaire Action Plan.</p>

