

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 Substances Hazardous to Health procedure
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	The procedure aims to ensure the risks associated with substances hazardous to health are appropriately addressed. Assessments and safe systems of work for all substances hazardous to health must be in place to ensure exposure is prevented or adequately controlled. The procedure will ensure the Health board has a robust system for assessing risks, implementing any measures needed to control exposure and establishing good working practices.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	The Chief Executive has ultimate responsibility within the UHB However; responsibility for many aspects of management has been devolved down to functional departments and clinical directorates; Assistant Director of Governance Head of Health and Safety Directorate, Clinical, General and Departmental Managers
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	The EqIA was undertaken by the UHB Head of Health and Safety who is responsible for devising and supporting the implementation of this procedure.

Step 1 – Preparation

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 EqIA?	<p>This Policy is associated with the UHB Health and Safety Policy which incorporates, Incident Reporting and Risk Management.</p> <p>Other related Policies and procedures include.</p> <ul style="list-style-type: none">Occupational Health PolicyRisk Management Policy and Strategic FrameworkEqual Opportunities PolicyRisk management policyWaste management policyIncident Reporting Investigation ProcedureNew and expectant mothers risk assessment procedureRisk assessment and risk register procedure
6.	Stakeholders - Who is involved with or affected by this Policy?	<p>The UHB is committed to ensuring that risks to all staff associated with hazardous substances are adequately addressed.</p> <p>Divisional managers, directorate managers, departmental managers, staff occupational health, safety department and Estates department all have a role in this procedure.</p>
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.	<ul style="list-style-type: none">Contributory factors include; Communication of the procedureAdequate and relevant Risk Assessments, Safe systems of work, competent advice from advisors, staff actively reporting concerns, positive peer pressure. <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/66_performance_guidelines_health.pdf	Eliminating Discrimination and Eliminating Harassment	Y	Promoting Equality of Opportunity	Y	Promoting Good Relations and Positive Attitudes	Y	Encouraging participation in Public Life	Y	Take account of difference even if it involves treating some individuals more favourably*	Y
Disability	http://www.equalityhumanrights.com/uploaded_files/PSD/68_health_ded_england_wales.pdf • 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 Health, Safety & Environment Department.		Y		Y		Y		Y		
Gender	http://www.equalityhumanrights.com/uploaded_files/PSD/64_health_guidance_english.doc http://www.hse.gov.uk/diversity/single-equality-scheme.pdf		Y		Y		Y		Y		
Sexual Orientation	http://www.stonewall.org.uk/cymru/english/what_we_do/research_and_policy/insideout_project/default.asp		X		X		X		X		
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	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).										

*** 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	P
Disability	1	0	P
Gender	1	0	P
Sexual Orientation	1	0	P
Age	1	0	P
Religion or Belief	1	0	P
Welsh Language	1	0	P
Human Rights	1	0	P

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 Substances Hazardous to Health procedure
Organisation:	Cardiff and Vale University Health Board (UHB)
Name: Title: Department:	Caroline Murch Health and Safety Advisor (Environmental) Health and Safety
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 Substances Hazardous to Health procedure.
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 Substances Hazardous to Health procedure. Therefore the decision, based on the evidence obtained, is not to progress with Part B, the Equality Impact Assessment Questionnaire Action Plan.</p>