

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 Procedure - what are you equality impact assessing?	Cardiff and Vale University Health Board (UHB) Display Screen User and Eye Test Procedure
2.	Procedure Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	This Procedure aims to implement actions that will minimise the risk to health for those staff using display screen equipment and comply with the legal obligations placed upon the UHB as a result of the Display Screen Equipment Regulations 2004.
3.	Who Owns/Defines the Procedure? - who is responsible for the Policy/work?	Head of Health and Safety, however responsibility for many aspects of the management of DSE has been devolved down to functional and clinical Directorate 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 Health and Safety who is responsible for devising and supporting the implementation of this Procedure.
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?	This Procedure is associated with the UHB Health and Safety Policy which incorporates DSE User, Incident Reporting and Risk Management. Other related Policies and procedures include: Occupational Health Policy Risk Assessment and Risk Register Procedure

Step 1 – Preparation

6.	Stakeholders - Who is involved with or affected by this Procedure?	The UHB is committed to ensuring that staff are safe with regards to the use of Display Screen Equipment.
7.	What factors may contribute to the outcomes of the Procedure? What factors may detract from the outcomes? These could be internal or external factors.	<ul style="list-style-type: none">Contributory factors include; Adequate training Provision, Adequate and relevant Risk Assessments, Safe systems of work, competent advice from advisors and Occupational Health and adequate working environments. <p>The outcome of the Procedure 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	X	Promoting Equality of Opportunity	X	Promoting Good Relations and Positive Attitudes	X	Encouraging participation in Public Life	X	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 E Learning package designed to assist hearing impaired students and other forms of training and assessment will be provided where necessary. Should a member of staff or any other person require access to this Procedure 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		X		
Gender	http://www.equalityhumanrights.com/uploaded_files/PSD/64_health_guidance_english.doc http://www.hse.gov.uk/diversity/single-equality-scheme.pdf		x		x		x		X		
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		X		
Religion or Belief	http://www.aboutequalopportunities.co.uk/world-religions.html		X		x		X		X		
Welsh Language	Welsh language scheme in UHB		Y		Y		Y		x		
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:	Display Screen User and Eye Test Procedure
Organisation:	Cardiff and Vale University Health Board (UHB)
Name: Title: Department:	Charles Dalton Head of Health and Safety 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 Display Screen User and Eye Test Procedure.
Decision to Proceed to Part B Equality Impact Assessment:	<div>No</div> <div>Please record reason(s) for decision</div> <p>The Equality Impact Assessment Questionnaire research undertaken has identified no obvious evidence of any equality concerns relating to the UHB Display Screen User and Eye Test Procedure. Therefore the Health and Safety Heads decision, based on the evidence obtained, is not to progress with Part B, the Equality Impact Assessment Questionnaire Action Plan.</p>