

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) Latex Allergy 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"> • Prevent the development of latex allergy. • Prevent symptoms due to latex allergy in both staff and patients. • Provide an environment where the UHB seeks to minimise the risk from exposure to latex. • Management – where latex allergy in patients and staff is suspected or known, control measures will be identified to aloe healthcare to be provided and continued where possible. • To ensure that the UHB complies with the Control of Substances Hazardous to Health Regulations 2002
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	<p>The Chief Executive has ultimate responsibility for Health and Safety within the UHB However; responsibility for many aspects of management of the Policy has been devolved down to functional departments and clinical directorates;</p> <ul style="list-style-type: none"> • Executive Lead • Head of Health and Safety • Health and Safety Advisers • Patient Safety Team • Occupational Health • Procurement • Directorate, Clinical, General and Departmental Managers

Step 1 - Preparation

4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	<p>The EqIA was undertaken by the UHB Health and Safety Adviser who has been delegated responsibility for devising and supporting the implementation of this policy.</p> <p>Consultation of the Latex Allergy Policy was via the UHB Health and Safety Committee, Operational Health and Safety Group, Latex Allergy Group and the Intranet.</p>
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?	<ul style="list-style-type: none">• Health and Safety Policy• Control of Substances Hazardous to Health Procedure• Occupational Health Policy• Incident Reporting and Investigation Procedure• Sickness Policy
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 and patients and organisations such as;</p> <ul style="list-style-type: none">• Health and Safety Executive• Staff Side Representatives

Step 1 - Preparation

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.

Contributory factors include;

- Adequate and relevant Risk Assessments
- Safe systems of work
- Staff actively reporting incidents
- Multi-disciplinary teamwork and effective communication
- Effective communication
- Suitable and Safe working environment

The outcome of the Policy can be affected detrimentally by any of the above not being in place.

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"> 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	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		Y	Y	Y	Y	Y		
Age	http://www.aboutequalopportunities.co.uk/age-discrimination-and-the-law.html		Y	Y	Y	Y	Y		
Religion or Belief	http://www.aboutequalopportunities.co.uk/world-religions.html		Y	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).										

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

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) Health and Safety Policy
Organisation:	Cardiff and Vale University Health Board (UHB)
Name: Title: Department:	Rachael Daniel Health and Safety Adviser Health, Safety and Environment Unit
Summary of Assessment:	The Equality Impact Assessment Questionnaire undertaken identifies that there is no obvious evidence of any equality concerns relating to the UHB Latex Allergy 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 Latex Allergy Policy. Therefore the Health and Safety Adviser's decision, based on the evidence obtained, is not to progress with Part B, the Equality Impact Assessment Questionnaire Action Plan.</p>
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