

Equality Impact Assessment

Section A: Assessment

Name of Policy	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH PROCEDURE
Person/persons conducting this assessment with Contact Details	Charles Dalton – Head of Health and Safety 02920 743751
Date	5th August 2015

1. The Procedure

Is this a new or existing procedure?

Existing – this is version 2 of the procedure. Version 1 was approved in December 2011.

What is the purpose of the procedure?

It is the aim of the procedure to ensure that the University Health Board minimises the number of occupational accidents and incidents of ill health. To achieve this, assessment and safe systems of work for all hazardous substances must be in place and exposure to substances that are hazardous to health are prevented or adequately controlled.

How do the aims of the procedure fit in with corporate priorities? i.e. Corporate Plan

It sets out the commitment of the Board to make sure there are adequate arrangements to meet the requirements of the Control of Substances Hazardous to Health Regulations and how the Health Board will deliver its aims, objectives, responsibilities and legal requirements transparently and consistently.

This Procedure is linked with the following documents:

- Health and Safety Policy
- Waste Management Policy
- Risk Assessment and Risk Management Procedure
- Risk Management Policy
- Incident Reporting and Investigation Procedure
- Emergency Spillage Guide
- Latex Allergy Policy
- Handling Cytotoxics during Pregnancy Procedure

Document Title: Control of Substances Hazardous to Health	2 of 5	Approval Date: 19 Aug 2015
Reference Number: UHB 089		Next Review Date: 19 Aug 2018
Version Number: 2		Date of Publication: 02 Oct 2015

- Handling of Spilled Cytotoxic Drugs Procedure

Who will benefit from the procedure?

This procedure will benefit all staff in ensuring adequate arrangements are in place to manage the risks associated with hazardous substances.

What outcomes are wanted from this procedure?

Achieving the objectives of this procedure will enable compliance to the health and safety statutory obligations:

- Implement actions that will minimise the risk to health for those staff using hazardous substances,
- Comply with the legal obligations placed upon the Health Board as a result of the Control of Substances Hazardous to Health Regulations 2002 (as amended)

Are there any factors that might prevent outcomes being achieved? (e.g. Training/practice/culture/human or financial resources)

Contributory factors include:

- Adequate training Provision
- Adequate and relevant Risk Assessments
- Safe systems of work
- Competent advice from Advisers and Occupational Health
- Adequate working environments

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

2. Data Collection

What qualitative data do you have about the policy relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population)?

There was no specific equalities data available.

What quantitative data do you have on the different groups (e.g. findings from discussion groups, information from comparator authorities)?

Data was collected relating to the ethnicity of our staff.

Please indicate the source of the data gathered? (e.g. Concerns/Service/Department/Team/Other)

Document Title: Control of Substances Hazardous to Health	3 of 5	Approval Date: 19 Aug 2015
Reference Number: UHB 089		Next Review Date: 19 Aug 2018
Version Number: 2		Date of Publication: 02 Oct 2015

Reference was made to the Equality Impact Assessment undertaken for the Recruitment and Selection Policy, which had gathered data from the workforce profile of the Cardiff and Vale UHB and information was obtained from NHS Jobs.

What gaps in data have you identified? (Please put actions to address this in your action plan?)

Not applicable.

The following documents were referenced when undertaking this Equality Impact Assessment.

Cardiff and Vale University Health Board, November 2013, *Recruitment and Selection Policy Equality Impact Assessment*,
<http://www.cardiffandvaleuhb.wales.nhs.uk/opensdoc/238805>

3. Impact

Please answer the following

Consider the information gathered in section 2 above of this assessment form, comparing monitoring information with census data as appropriate (see www.ons.gov.uk Office National Statistics website) and considering any other earlier research or consultation. You should also look at the guidance in Appendix 1 with regard to the protected characteristics **stating the impact and giving the key reasons for your decision.**

Do you think that the policy impacts on people because of their age?
 (This includes children and young people up to 18 and older people)

No

Do you think that the policy impacts on people because of their caring responsibilities?

No

Do you think that the policy impacts on people because of their disability? (This includes Visual impairment, hearing impairment, physically disabled, Learning disability, some mental health issues, HIV positive, multiple sclerosis, cancer, diabetes and epilepsy.)

No

Do you think that the policy impacts on people because of Gender reassignment? (This includes Trans transgender and transvestites)

No

Do you think that the policy impacts on people because of their being

Document Title: Control of Substances Hazardous to Health	4 of 5	Approval Date: 19 Aug 2015
Reference Number: UHB 089		Next Review Date: 19 Aug 2018
Version Number: 2		Date of Publication: 02 Oct 2015

married or in a civil partnership?
No
Do you think that the policy impacts on people because of their being pregnant or just having had a baby?
No
Do you think that the policy impacts on people because of their race? (This includes colour, nationality and citizenship or ethnic or national origin such as Gypsy and Traveller Communities.)
No
Do you think that the policy impacts on people because of their religion, belief or non-belief? (Religious groups cover a wide range of groupings the most of which are Buddhist, Christians, Hindus, Jews, Muslims, and Sikhs. Consider these categories individually and collectively when considering impacts)
No
Do you think that the policy impacts on men and woman in different ways?
No
Do you think that the policy impacts on people because of their sexual orientation? (This includes Gay men, heterosexuals, lesbians and bisexuals)
No
Do you think that the policy impacts on people because of their Welsh language?
No
4. Summary.
The procedure aims to implement actions that will minimise the risk to health for those staff using hazardous substances and comply with the legal obligations placed upon the UHB as a result of the Control of Substances Hazardous to Health Regulations 2002.
Impact expected to be neutral . The supporting procedure seeks to address any issues regarding language and disability.

5. Report, publication and Review Please record details of the report or file note which records the outcome of the EQIA together with any actions / recommendations being pursued (date, type of report etc)

Document Title: Control of Substances Hazardous to Health	5 of 5	Approval Date: 19 Aug 2015
Reference Number: UHB 089		Next Review Date: 19 Aug 2018
Version Number: 2		Date of Publication: 02 Oct 2015

Please record details of where and when EQIA results will be published On UHB intranet and internet site	
Please record below when the EQIA will be subject to review. 3 years after approval of procedure, or earlier if required by changes to legislation or best practice	
Name of person completing	Caroline Murch
Signed	
Date	5th August 2015
Name of Responsible Executive/Clinical Board Director Authorising Assessment and Action Plan for publication	Abigail Harris Director of Planning
Signed	Date