

Equality, Good Relations and Human Rights Screening Template

*****Completed Screening Templates are public documents and will be posted on the Trust's website*****

See [Guidance Notes](#) for further background information on the relevant legislation and for help in answering the questions on this template (follow the links).

(1) Information about the Policy/Proposal

(1.1) Name of the policy/proposal

Policy and Procedure for the Reporting and Management of Incidents

Policy for completing IR1s

Policy for the Completion of Near Miss & Incident Investigation Proforma (IR2)

Policy and Procedure for the Investigation and Root Cause Analysis of Incidents, Claims and Complaints

(1.2) Is this a new, existing or revised policy/proposal?

Revised policies

(1.3) What is it trying to achieve (intended aims/outcomes)?

This is a suite of policies and procedures that detail arrangements for the reporting, recording and management of incidents (and also root cause analysis of incidents, claims and complaints).

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?

This will benefit all staff and service users in terms of the management incidents.



(1.5) Who owns and who implements the policy/proposal - where does it originate, for example DHSSPS, HSCB?

Owned by Chief Executive and Director of HR & Corporate Affairs; and

Implemented by Assistant Director, Risk Management & Governance

(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

NO

(1.7) Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (staff, service users, other public sector organisations, , trade unions, professional bodies, independent sector, voluntary and community groups etc)

The stakeholders affected by this policy are staff and patients/clients

(1.7) Other policies with a bearing on this policy/proposal (for example regional policies) - what are they and who owns them?

- H&S policies

(2) Available evidence

Evidence to help inform the screening process may take many forms. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

<i>Details of evidence/information</i>
<ul style="list-style-type: none"> • Near Miss and Incident Books – IR1 pro forma • Health & Safety at Work (Northern Ireland) Order 1978 • Management of Health & Safety at Work Regulations (Northern Ireland) 2000 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1997 • DB 2010 (rev 2015) (NI)01 Reporting of Adverse Incidents and Disseminating Alerts • Reporting and Follow up of Serious Adverse Incidents, Health & Social Care Board (HSCB)(Nov 2016)

(3) Needs, experiences and priorities

(3.1) Taking into account the information above what are the different needs, experiences and priorities of each of the Section 75 categories and for both service users and staff.

Category	Needs, experiences and priorities	
	<i>Service users</i>	<i>Staff</i>
Gender	This policy is designed to meet the needs of both men and women	This policy is designed to meet the needs of both men and women
Age	This policy is designed to meet the needs of all ages	This policy is designed to meet the needs of all ages
Religion	This policy is designed to meet the needs of staff of all religions. The Trust will take	This policy is designed to meet the needs of staff of all religions. The Trust will take

	into account differing religious opinions	into account differing religious opinions
Political Opinion	This policy is designed to meet the needs of staff of all political opinions	This policy is designed to meet the needs of staff of all political opinions
Marital Status	This policy is designed to meet the needs of staff who are married, single, separated, divorced, widowed or have a partner of the opposite sex	This policy is designed to meet the needs of staff who are married, single, separated, divorced, widowed or have a partner of the opposite sex
Dependent Status	This policy is designed to meet the needs of all staff with or without dependents	This policy is designed to meet the needs of all staff with or without dependents
Disability	This policy is designed to meet the needs of all staff with or without disabilities. The Trust will assist staff who have a sensory disability through provision of alternative formats, sign language interpreter, etc	This policy is designed to meet the needs of all staff with or without disabilities. The Trust will assist staff who have a sensory disability through provision of alternative formats, sign language interpreter, etc
Ethnicity	This policy is designed to meet the needs of all staff from all ethnic backgrounds. The Trust will provide interpreters for those who do not speak English as a first language.	This policy is designed to meet the needs of all staff from all ethnic backgrounds. The Trust will provide interpreters for those who do not speak English as a first language.
Sexual Orientation	This policy is designed to meet the needs of all staff including those with same sex partners	This policy is designed to meet the needs of all staff including those with same sex partners

(3.2) Provide details of how you have involved stakeholders, views of colleagues, service users and staff etc when screening this policy/proposal.

Met with the Governance Facilitators and a pilot of the new IR2 proforma undertaken and amendments made following comments.

Consulted with internal stakeholders in relation to all policies, as appropriate.

(4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?

Section 75 category	Details of policy/proposal impact		Level of impact? Minor/major/none
	Services Users	Staff	
Gender	None	None	None
Age	None	None	None
Religion	None	None	None
Political Opinion	None	None	None
Marital Status	None	None	None
Dependent Status	None	None	None
Disability	None	None	None
Ethnicity	None	None	None
Sexual Orientation	None	None	None

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?	
Section 75 category	Please provide details
Gender	None
Age	None
Religion	None
Political Opinion	None
Marital Status	None
Dependent Status	None
Disability	None
Ethnicity	None
Sexual Orientation	None

(4.3) To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none		
Good relations category	Details of policy/proposal impact	Level of impact Minor/major/none
Religious belief	None	None
Political opinion	None	None
Racial	None	None



group		
-------	--	--

(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?	
Good relations category	Please provide details
Religious belief	None
Political opinion	None
Racial group	None

(5) Consideration of Disability Duties

(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?
Not applicable

(6) Consideration of Human Rights

(6.1) Does the policy/proposal affect anyone’s Human Rights?
Complete for each of the articles

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact

Article 2 – Right to life			X
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			X
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			X
Article 5 – Right to liberty & security of person			X
Article 6 – Right to a fair & public trial within a reasonable time			X
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			X
Article 8 – Right to respect for private & family life, home and correspondence.			X
Article 9 – Right to freedom of thought, conscience & religion			X
Article 10 – Right to freedom of expression			X
Article 11 – Right to freedom of assembly & association			X
Article 12 – Right to marry & found a family			X
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			X
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			X
1 st protocol Article 2 – Right of access to education			X

Please note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit. It may also be necessary to seek legal advice.

(6.2) Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes.

Trust Staff Training for Equality, Diversity and Human Rights



(7) Screening Decision

(7.1) Given the answers in Section 4, how would you categorise the impacts of this policy/proposal?

Major impact	
Minor impact	
No impact	X

(7.2) Do you consider the policy/proposal needs to be subjected to ongoing screening

Yes	
No	X

(7.3) Do you think the policy/proposal should be subject to and Equality Impact Assessment (EQIA)?

Yes	
No	X

(7.4) Please give reasons for your decision and detail any mitigation considered.

The Trust has carried out an equality screening of the policy and has not identified a potential adverse impact for the nine equality categories. The Trust undertakes to monitor the application of the policy and review regularly.

(8) Monitoring



Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?

Adherence to these policies is monitored on an on-going basis by the Risk Management Department through review of IR1 and each IR2 pro forma returned to the Department and feedback given on an individual basis where concerns arise.

This policy will be audited in line with agreed audit schedule.

Approved Lead Officer: Irene Low

Position: AD, Risk Management & Governance

Date: 11 November 2016

Policy/proposal screened by: Valerie Walker

Please forward completed schedule to:

Susan Thompson

Equality Manager

3 Church Street

Newtownards

BT23 4AN

Telephone: 028 9151 2177

Textphone: 028 9151 0137

e: susan.thompson@setrust.hscni.net