

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

South Eastern Health & Social Care Trust Policy and Procedural Arrangements relating to the use of Display Screen Equipment (DSE)

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

Reviewed policy

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

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

To assist the SET to comply with the requirement of the Health & Safety at Work Order (NI) 1978, as amended, the Display Screen Equipment Regulations 1992, as amended and associated legislation and HSE Guidelines. This process will be strengthened through:

- Providing Managers and Staff with clear guidance on their responsibilities with regard to the prevention and management of risk associated with staff using Display Screen Equipment (DSE).
- Providing Managers and Staff with training and advice in relation to the safe use of DSE and the associated risk assessment processes

Potential constraints as a result of relocating to short term accommodation

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

Reasonable adjustments will benefit staff with disability

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

South Eastern Health & Social Care Trust

(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?)

Difficulty getting additional financial resources to purchase new / specialised equipment identified to address risk assessment findings

Changes in technology and operational arrangements which are resulting in a shift towards electronic recording and much greater use of smaller IT devices may result in increased reporting if associated work related musculoskeletal disorders.

(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)

Office Staff and Staff who use DSE for a significant part of their job

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

Health & Safety Policy

Manual Handling Policy

Control of Noise at Work Policy

Use of Bank and Agency Staff Policy

Policy for the Protection of Employees who are New and Expectant Mothers



(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.

Details of evidence/information

Initial DSE Policy went for Consultation. Comments considered and Policy amended accordingly.

Policy and DSE risk assessment process follows guidance provided by the Health & Safety Executive

Policy based on the requirements of the DSE Regulations i.e the provision of training, the use of a DSE risk assessment to ensure that the workstation meets minimum requirements and adjustable to meet individual users needs, the provision of eye and eyesight testing to DSE users

Audit of training and KPIs showing level of support for the risk assessment process and ergonomics advisory support provided in SET

Collation of training statistic and provision of training for new staff within 3 months of employment - KPI

Training is developed and provided to inform users and support Managers

(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	
	Service users	Staff
Gender		Pregnant workers might have difficulty further into 3 rd trimester. This process will help managers to agree actions / reasonable adjustments that may be required. This would also be picked up on a more specific assessment of employees that are new and expectant mothers
Age		No issues or problems expected
Religion		No issues or problems expected
Political Opinion		No issues or problems expected
Marital Status		No issues or problems expected
Dependent Status		No issues or problems expected
Disability		Opportunity to identify problems at training and also during the risk assessment process so that any issues or problems can be addressed
Ethnicity		If this policy is relevant to a member of staff who cannot speak English proficiently a translator or interpreter service is available
Sexual Orientation		No issues or problems expected

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

Inform staff during training programmes

Provide DSE Facilitators Courses to support staff who have responsibility for coordinating the DSE Risk Assessment Process

Provide DSE advice visits to support Staff and Managers

Liaise with Staff and their Unions when required to resolve issues

Collaborate with Occupational Health & Wellbeing Services in the prevention of work related musculoskeletal health disorders associated with the use of DSE

(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		All staff should benefit for risk assessment process	None
Age		No issues or problems expected	None
Religion		No issues or problems expected	None
Political Opinion		No issues or problems expected	None
Marital Status		No issues or problems expected	None
Dependent Status		No issues or problems expected	None
Disability		Should benefit from the risk assessment process and possible adjustments	None

Ethnicity		No issues or problems expected	None
Sexual Orientation		No issues or problems expected	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	Pregnant workers risk assessment will enable additional consideration if required
Age	Good adjustment should benefit all
Religion	No issues or problems expected
Political Opinion	No issues or problems expected
Marital Status	No issues or problems expected
Dependent Status	No issues or problems expected
Disability	Opportunity to highlight needs and make reasonable adjustments
Ethnicity	No issues or problems expected
Sexual Orientation	No issues or problems expected

(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		No issues or problems expected



Political opinion		No issues or problems expected
Racial group		No issues or problems expected

<i>(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</i>	
<i>Good relations category</i>	<i>Please provide details</i>
Religious belief	No issues or problems expected
Political opinion	No issues or problems expected
Racial group	No issues or problems expected

(5) Consideration of Disability Duties

<i>(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?</i>
The self-assessment process allow <u>all</u> members of staff to assess their own work station to establish whether any adjustments are required

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

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.

This is discussed at training and explained particularly when discussing risk assessment processes and reasonable adjustments

(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	√

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

Yes	
No	√

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

Yes	
No	√

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

This policy does not exclude any particular groups and has been developed through consultation with representatives from a wide cross section of staff.

This Policy is not expected to have a negative impact on equality, good relation and Human Rights

This Policy is devised to promote greater safety of staff in all of the equality categories

(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?

This Policy will be reviewed in 2022 or before then if changes are required.

Approved Lead Officer: Cathy Hall

Position: Ergonomics Team

Date: 1.3.19

Policy/proposal screened by: Cathy Hall

Please forward completed schedule to:

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