

## APPENDIX 1

### EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

<b>1. Name of the Policy / Procedure / Project / Strategy / Service and Person Responsible:</b>	Standard Operating Procedure for the Management/Action of all Types of Alert and Hazard Notices Cathy Gibson			
<b>2. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?</b>	<p>The Central Alerting System (CAS) is a web-based system for issuing patient safety alerts and other safety critical guidance to the NHS and other health and social care providers. It also brings together the Public Health Link (PHL) and the Safety Alert Broadcast System (SABS).</p> <p>“Safety alerts”, “emergency alerts”, “drug alerts”, “Dear Doctor” letters and “medical device alerts” will be sent through this IT system on behalf of the Medicines and Healthcare Products Agency, the National Patient Safety Agency and Department of Health. Other bodies can be added as the need arises.</p> <p>This Procedure also covers Internal Trust Risk Management Alerts which are distributed in the same way.</p>			
	<b>YES</b>		<b>NO</b>	
<b>3. Is this a key strategic document or a major project / programme (please tick)</b> <i>E.g. The development of the Southern Sector</i>			x	
	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>DON'T KNOW</b>
<b>4.a What impact will this Policy / Service have on the public or staff, giving particular regard to potential impacts in relation to gender, age, race or ethnicity, religion or belief, sexual orientation or disability?</b>			x	
<b>4.b Please explain your answer:</b>	Need to ensure that all staff are trained and have a clear understanding of the policy- this may mean that it is available in accessible formats.			

**If you have answered YES to question 3, and:**

- HIGH or MEDIUM impact in 4a, you should move on to a FULL Equality Impact Assessment.
- LOW impact or DON'T KNOW in 4a, you should move on to an INITIAL Equality Impact Assessment.

**If you have answered NO to question 3, and:**

- HIGH impact in 4a, you should move on to an INITIAL or FULL Equality Impact Assessment.

- MEDIUM impact in 4a, you should move on to an INITIAL Equality Impact Assessment.
- LOW impact in 4a, you **do not** need to complete an Equality Impact Assessment.
- DON'T KNOW impact in 4a, you should move on to an INITIAL Equality Impact Assessment.

	INITIAL	FULL	NONE
<b>5. Based on this screening please indicate if this should proceed to an Initial or Full EIA?</b>			X
<b>Date of submission:</b>			