

APPENDIX 1

EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

1. Name of the Policy / Procedure / Project / Strategy / Service and Person Responsible:	SOP for the management and prevention of staff falls Cathy Gibson			
2. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?	The SOP is aimed at ensuring that all hazards that could lead to a trip, slip or fall can be identified, risk assessed and managed to decrease the level of risk to as low as reasonably practicable.			
	YES		NO	
3. Is this a key strategic document or a major project / programme (please tick) <i>E.g. The development of the Southern Sector</i>			x	
	HIGH	MEDIUM	LOW	DON'T KNOW
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?			x	
4.b Please explain your answer:	The SOP needs to ensure that all staff understand the training given in terms of falls. Training may need to be adapted to ensure all equality groups secure the understanding. In terms of disability a risk assessment should be carried out on the persons work area and also equipment required for the job to ensure the safe implementation. At present the SOP does not refer to this.			

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
5. Based on this screening please indicate if this should proceed to an Initial or Full EIA?			x
Date of submission:	21/6/10		