

## Initial Equality Impact Assessment

1. Name of the service, strategy, project or policy	Display Screen Equipment Standard Operating Procedure
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2. Directorate, Department/ Service	Risk & Safety, Corporate Nursing
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### 3. Details of the person responsible for the Equality Impact Assessment

Name	
Job Title	Assistant Risk Manager
Telephone Number	5168

### For Office Use Only

Date of Equality Impact Assessment submission	July 2011
Approval	Yes... <input checked="" type="checkbox"/> ..... No.....
Comments by Approver: Equality & Diversity Manager	
As a result of this assessment is a Full Impact Assessment Required?	Yes..... No... <input checked="" type="checkbox"/> .....

## Step 1: Aims and objectives of the Policy/Service

4. Type of Service or Policy	Existing ...✓..... New.....
5. Describe the main aims, objectives and activities of the service or policy	<ul style="list-style-type: none"> <li>❖ Assess/analyse risks of Workstations</li> <li>❖ Reduce risks to users</li> <li>❖ Comply with the Display Screen Equipment Regulations 1992</li> </ul>
6. Are there any other services or policies that are linked to this one.	Health and Safety Policy Risk Management Policy Risk Assessment SOP Manual Handling Policy Safe Control of Contractors Policy
7. Who are the key stakeholders?	

## Step 2: Considering Existing Research, Data & Engagement

8. What data is available about each of the following protected characteristics and what does it say in relation to this service/policy	Points you should consider: <ul style="list-style-type: none"> <li>❖ <b>Demographic data including census statistics</b></li> <li>❖ <b>Who is using the function/policy; PAS &amp; ESR</b></li> <li>❖ <b>Recent research findings.</b></li> <li>❖ <b>Recent surveys or questionnaires.</b></li> <li>❖ <b>Single Equality Scheme data</b></li> <li>❖ <b>Results of equality monitoring data</b></li> <li>❖ <b>Analysis of complaints</b></li> <li>❖ <b>Information, engagement or consultation from different groups</b></li> </ul>
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Age	Eyesight can start to fail Staff can be more vulnerable to strains and sprains from poor ergonomics
Disability	Failing/poor eyesight Workstations may need to be adapted
Sex	N/A
Race	N/A
Religion or Belief	N/A
Sexual Orientation	N/A

Gender Reassignment	N/A
Marriage & Civil Partnership	N/A
Pregnancy & Maternity	Workstations may need to be adapted and a new and expectant mothers risk assessment completed
General comments across all equality strands.	

### Step 3: Assessing the likely impact on Protected Characteristics

9. From the information you have gathered, please assess whether the service/policy would have a negative, positive or differential impact on each protected characteristic.	<p>Points you should consider:</p> <ul style="list-style-type: none"> <li>❖ <b>What positive things are you undertaking to ensure inclusion by all?</b></li> <li>❖ <b>Are there any barriers which could impact any of the different protected characteristics?</b></li> <li>❖ <b>Does the function/policy promote the same choices for all protected characteristics?</b></li> <li>❖ <b>Can the function/policy be accessed by all?</b></li> <li>❖ <b>Is there enough data?</b></li> <li>❖ <b>Could the service/policy have any impact on Human Rights? (see guidance)</b></li> </ul>
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Protected Characteristic	Positive Impact	Negative Impact	Actions
Age	✓		<ul style="list-style-type: none"> <li>• Eyesight tests</li> <li>• Workplace risk assessments</li> </ul>
Disability	✓		<ul style="list-style-type: none"> <li>• Workplace risk assessments</li> <li>• Reasonable adjustments</li> <li>• Access to work</li> </ul>
Sex			
Race			
Religion or Belief			
Sexual Orientation			

Gender Reassignment			
Marriage & Civil Partnership			
Pregnancy & Maternity			
General comments across all equality strands.			

## Step 4: Action Plan for Negative Impacts

Protected Characteristic	Impact Description	Action required	How would you measure & monitor impact	Timescale	Responsible Lead
	Lack of knowledge on Access to Work	Paragraph included in policy on Access to Work and where to get further information	Through the DSE Risk Assessment Form Policy will be audited annually	Annual	
	Audit across all groups of staff	Include a section on the User assessment so a cross section can be selected for audit	Through user assessments returned to Risk & Safety	Annual	