

APPENDIX 1

EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

1. Name of the Policy / Procedure / Project / Strategy / Service AND Person Responsible:	SOP for the Reporting of Incident including Near Misses Grace Davie			
2. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?	This document will detail the SOP for the reporting of all incidents and near misses affecting patients, staff, visitors and the general public.			
	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>			✓	
	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?			✓	
4.b Please explain your answer:	Need to ensure all staff are trained and have a clear understanding of this SOP- This may mean that it is available in accessible formats. The SOP needs to relate to other policies which monitor incidents and ensure equality data is being gathered on Datix, this will show if there is an equality impact in terms of incidents and can ensure policies/SOP are amended accordingly.			

If you have answered YES to question 3...

...and you have identified HIGH or MEDIUM impact in 4a, you should move on to a FULL Equality Impact Assessment.

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

...and you have identified MEDIUM impact in 4a, you should move on to an INITIAL Equality Impact Assessment.

...and you have identified LOW impact in 4a, you **do not** need to complete an Equality Impact Assessment.

...and you have identified DON'T KNOW impact in 4a, you should move on to an INITIAL Equality Impact Assessment.

	INITIAL	FULL	NONE
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5. Based this screening please indicate if this should proceed to an Initial or Full EIA?			✓
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