

## APPENDIX 1

### EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

|   |   |               |            |                   |
|---|---|---------------|------------|-------------------|
| <b>1. Name of the Policy / Procedure / Project / Strategy / Service</b>   | SOP for supporting staff  |               |            |                   |
| <b>2. Name and Job Title of Person Responsible</b>  | Cath Marsland<br>Head of Risk and Safety  |               |            |                   |
| <b>3. Business Group</b>  | Nursing   |               |            |                   |
| <b>4. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?</b>   | To support staff involved in traumatic incident complaint or claim  |               |            |                   |
|   | <b>YES</b>  |               | <b>NO</b>  |                   |
| <b>5. Is this a key strategic document or a major project / programme (please tick)</b><br><i>E.g. The development of the Southern Sector</i>   |   |               | ✓          |                   |
|   | <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b> | <b>DON'T KNOW</b> |
| <b>6.a What impact will this Policy / Service have on the public or staff, giving particular regard to potential impacts in relation to:</b> <ul style="list-style-type: none"> <li>• Age</li> <li>• Disability</li> <li>• Sex</li> <li>• Race</li> <li>• Religion or Belief</li> <li>• Sexual Orientation</li> <li>• Gender Reassignment</li> <li>• Marriage &amp; Civil Partnership</li> <li>• Pregnancy &amp; Maternity</li> </ul> |   |               | ✓          |                   |
| <b>6.b Please explain your answer:</b>  | Supporting staff after incidents is specific to incident will occur to all staff and SOP clearly relates to all staff |               |            |                   |

**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 |
|--|---------|------|------|
| 7. Based on this screening please indicate if this should proceed to an Initial or Full EIA? |         |      | √    |
| Date of submission:  |         |      |      |