

APPENDIX 1

EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

1. Name of the Policy / Procedure / Project / Strategy / Service and Person Responsible:	Standard Operating Procedure for the Trust Wide Risk Register Grace Davie			
2. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?	The Risk register can be described, as a “log of risks” of all kinds that threaten an organisation’s (the Trust’s) success in achieving its declared aims and objectives. It is a dynamic “living” document, which is populated through the organisations risk assessment and evaluation process. It provides a structure for collecting information about risks and their management that helps both in the analysis of risk and in decisions about whether or how these risks should be treated, managed, and monitored.			
	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:	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
5. Based on this screening please indicate if this should proceed to an Initial or Full EIA?			X
Date of submission:			