

APPENDIX 1

EQUALITY IMPACT ASSESSMENT – RELEVANCE SCREENING

1. Name of the Policy / Procedure / Project / Strategy / Service	VDU Policy			
2. Name and Job Title of Person Responsible	Assistant Risk Manager			
3. Business Group	Corporate Nursing			
4. What are the main aims and objectives of the Policy / Procedure / Project / Strategy / Service?	Display Screen Equipment work has been identified as a significant risk that the Trust needs to manage. This Policy must be followed, as it is an integral part of the Trust's Self Assurance Process for Risk Management. Managers must manage and control display screen equipment risks at local level, and identify risks on Business Group/Directorate and Trust Risk Registers, where necessary. This Policy is not just applicable to administrative areas display screen equipment use, but also departments where display screen equipment is attached to medical devices (i.e. CT Scanning, Ultrasound, etc).			
	YES		NO	
5. 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
6.a What impact will this Policy / Service have on the public or staff, giving particular regard to potential impacts in relation to: <ul style="list-style-type: none"> • Age • Disability • Sex • Race • Religion or Belief • Sexual Orientation • Gender Reassignment • Marriage & Civil Partnership • Pregnancy & Maternity 		✓		

6.b Please explain your answer:	<p>This policy enables the assessment of workstations including VDU's and ergonomics. This allows measures to be put in place to ensure staff do not suffer injuries as far as is reasonably practicable.</p> <p>This policy has a positive impact for staff.</p>
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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:	29 th June 2011		