

# The State Hospital Equality Impact Assessment (EQIA)

You should read the guidance document prior to completing this template.

Please note, the EQIA should be proportionate to the significance and coverage of the policy and should take cognisance of the nature of the environment and patient group.

## Step 1: Screening to determine if the policy requires a detailed EQIA

<b>Name of the policy:</b> Control of Contractors Policy		
<b>Directorate:</b> Security		<b>Date:</b> 06/02/2020
<b>Designation(s) of author(s):</b> Head of Estates & Facilities		
<b>Strategy</b> <input type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Protocol</b> <input type="checkbox"/> <b>Project</b> <input type="checkbox"/> <b>*Other</b> <input type="checkbox"/>		
(*please provide details)		
<b>New</b> <input type="checkbox"/> <b>update to existing policy</b> <input checked="" type="checkbox"/> <b>*replacement</b> <input type="checkbox"/>		
(*please advise what this policy is replacing)		
<b>1. What are the main aims and outcomes of the policy and how do these fit in with the wider aims of the organisation, legislation and national drivers?</b>		
<b>Aim(s) / Outcome(s)</b>	<b>Wider Aim(s)</b>	
The Hospital regards Health and Safety as matters of prime importance and aims to ensure, so far as is reasonably practicable, that the safety of employees, volunteers, patients and other persons is not adversely affected by any work carried out by external contractors on the Hospital's operational activities.	To outline the organisational procedures required to achieve the objectives of The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999. Construction (Design and Management) Regulations 2015. That task risk assessments and method statements are submitted and approved before commencement of work on site. Those contractors are aware of the requirements for working on the hospital site.	
<b>2. Please identify the scope of the policy</b>		
<b>Forensic Network wide</b> <input type="checkbox"/> <b>Hospital wide</b> <input checked="" type="checkbox"/> <b>Service specific</b> <input type="checkbox"/>		
<b>Discipline specific</b> <input type="checkbox"/> <b>*Other</b> <input type="checkbox"/>		
(*please provide details)		
<b>3. Who are the key stakeholders potentially affected by the policy? Will the policy impact on these groups in a positive and/or negative and/or neutral way? Why do you say this?</b>		
<b>Stakeholder(s)</b>	<b>Impact</b>	<b>Rationale</b>

Contractors		
Staff	Positive	Ensures compliance with national legislation and guidance.
Patients	Positive	Ensures compliance with national legislation and guidance.
Volunteers	Positive	Ensures compliance with national legislation and guidance.
Visitors (including professionals, carers).	Positive	Ensures compliance with national legislation and guidance.
<b>4. Is a collaborative assessment with external partners required? No</b>		
<b>5. Specifically, in relation to the protected characteristics, please identify whether the policy impacts positively, negatively and / or neutrally on these groups, providing rationale in support of your decision. Please also describe any identified inequality and indicate practice in place which mitigates aspects of the policy contributing to any adverse impact or inequality.</b>		

<b>Protected Characteristic</b>	<b>Positive X</b>	<b>Adverse/Negative X</b>	<b>Neutral X</b>	<b>Identified impact / inequality and rationale, including mitigating practice where appropriate</b>
<b>Age</b>			<b>X</b>	
<b>*Disability</b> *see Official Visitors Policy			<b>X</b>	It is the responsibility of any member of staff hosting a visit to ensure that visitors are briefed regarding the Hospital's safety and security requirements and any needs to support the visit e.g. wheelchair access, transport, medication, life threatening allergies (e.g. nuts), sensory impairment, language / communication barriers, are discussed with the Physical Security Manager.
<b>Gender</b>			<b>X</b>	
<b>Gender Reassignment</b>			<b>X</b>	
<b>Marriage and Civil Partnership</b>	<b>X</b>		<b>X</b>	
<b>*Pregnancy and Maternity</b> *see Official Visitors Policy	<b>X</b>			For safety and security reasons, some visitors may be excluded from parts of the Hospital which could give rise to concerns about their personal safety. In recognition of our responsibilities to mother and unborn child, this practice also applies to pregnant visitors.
<b>Race/Ethnicity</b>			<b>X</b>	
<b>Religion and or Belief</b>			<b>X</b>	
<b>Sexual Orientation</b>			<b>X</b>	None identified – all protected characteristics considered in writing the policy.

**6. Thinking about the key stakeholders you have identified in no. 3, please explain how the policy supports the organisation to eliminate any potential unlawful discrimination, harassment and victimisation of these groups, promoting equality of opportunity and fostering good relationships between all stakeholders.**

All contractors treated equally.

**7. Thinking about the key stakeholders you have identified in no. 3, please identify potential inequalities of outcome which may arise in relation to socio-economic disadvantage (low income), including material deprivation.**

None identified.

Please discuss with the Service Lead / Director and complete below to indicate this person is in agreement with your findings.

**Service Lead / Director Designation:** Director of Security

**Date:** 06/02/2020

Then forward this screening document and your policy document to the Person Centred Improvement Lead for approval.

**Approved by Person Centred Improvement Lead**

**Date:** 10/2/20

**Comments**

Feedback incorporated. No requirement for detailed EQIA.

**Detailed EQIA required. Please contact Person Centred Improvement Lead for advice / support**

**Date:** / /

Following consultation, this EQIA should be attached to the policy document and included within the paperwork for consideration by SMT prior to implementation. If any changes to the EQIA are required as a result of feedback from the consultation, please contact the Person Centred Improvement Lead.

You should ensure the EQIA section of the SBAR Monitoring Form is completed appropriately in order to reflect completion of this assessment.

**Please note, as policy and EQIA documents are within the public domain, via the Hospital's website (unless identified by SMT as sensitive information), content should not include the names of any stakeholders and/or include any information which would identify individuals.**