

## The State Hospital Equality Impact Assessment (EQIA)

The 'Guidance to Support Completion of the Equality Impact Assessment' should be read prior to completing this template.

Please note, the EQIA should be proportionate to the significance and coverage of the proposed policy, strategy, protocol, project, service or function and should take cognisance of the nature of the environment and patient group.

### Screening questions to determine if the document requires a detailed EQIA.

<b>Name of the proposal for assessment: SP12 Keys and Locks Policy</b>		
<b>Directorate: Security</b>		
<b>Date: July 2023</b>		
<b>Designation(s) of author(s): Deputy Physical Security Manager</b>		
<b>What is being assessed:</b>		
Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Protocol <input type="checkbox"/> Project <input type="checkbox"/>		
Other <input type="checkbox"/> <i>(please provide details)</i>		
Is it new <input type="checkbox"/> Is it an update <input checked="" type="checkbox"/>		
Is it a replacement <input type="checkbox"/> <i>(please advise what is being replaced)</i>		
<b>1. What are the main aims and outcomes of what is being assessed 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>	
To ensure that locks and keys are used correctly and that the correct locks are in the correct location to provide the appropriate level of security for that location.	The policy aims to maintain the security of the State Hospital and the safety of staff, patients, volunteers and visitors.	
<b>2. Please identify the scope of what is being assessed:</b>		
Forensic Network wide <input type="checkbox"/> Hospital wide <input checked="" type="checkbox"/> Service specific <input type="checkbox"/>		
Discipline specific <input type="checkbox"/> Other <input type="checkbox"/> <i>(please provide details)</i>		
<b>3. Who are the key stakeholders potentially affected? Will the impact on these groups be positive and/or negative and/or neutral way? Why do you say this?</b>		
<b>Stakeholder(s)</b>	<b>Impact</b>	<b>Rationale</b>
Staff	Positive	The impact of this policy is to safeguard anyone accessing the Hospital. Additionally, provision is made to ensure that any issues relating to locks and keys result in a process which enables the organisation to learn from and act on intelligence

		<p>in terms of prevention of reoccurrences which may impact on the safety of all stakeholders.</p> <p>Access is tailored to individual need in relation to roles / input demonstrating a person-centred approach.</p> <p>Individual training is undertaken which can be tailored to individual need, which ensures a clear understanding of responsibilities.</p> <p>There is clear accountability and governance supporting processes which ensures consistency of approach.</p>
Patients	Negative	Restricts freedom of movement and access to WC's.
Carers / Patient Visitors	Negative	Restricts freedom of movement and access to WC's.
Volunteers	Positive	<p>The impact of this policy is to safeguard anyone accessing the Hospital. Additionally, provision is made to ensure that any issues relating to locks and keys result in a process which enables the organisation to learn from and act on intelligence in terms of prevention of reoccurrences which may impact on the safety of all stakeholders.</p> <p>Access is tailored to individual need in relation to roles / input demonstrating a person-centred approach.</p> <p>Individual training is undertaken which can be tailored to individual need, which ensures a clear understanding of responsibilities.</p> <p>There is clear accountability and governance supporting processes which ensures consistency of approach.</p>
Students	Positive	<p>The impact of this policy is to safeguard anyone accessing the Hospital. Additionally, provision is made to ensure that any issues relating to locks and keys result in a process which enables the organisation to learn from and act on intelligence in terms of prevention of reoccurrences which may impact on the safety of all stakeholders.</p> <p>Access is tailored to individual need in relation to roles / input demonstrating a person-centred approach.</p> <p>Individual training is undertaken which can be tailored to individual need, which ensures a clear understanding of responsibilities.</p>

		There is clear accountability and governance supporting processes which ensures consistency of approach.
External / Professional Visitors / Contractors	Positive	Individual training is undertaken which can be tailored to individual need, which ensures a clear understanding of responsibilities. Where individuals have received this training.
	Negative	Where contractors have not received this training it can restrict freedom of movement
General public	Positive	The policy supports wider security systems which safeguard the general public in terms of restricting access to and from the Hospital.

**4. Is a collaborative assessment with external partners required? Yes  No**   
*(If No, please provide rationale)*

**5. Specifically, in relation to the protected characteristics, please identify whether the impact will be positive, negative and/or neutral 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 proposed policy, strategy, protocol, project, service or function contributing to any adverse impact or inequality.**

Protected Characteristic	Positive (X)	Adverse / Negative (X)	Neutral (X)	Identified impact/inequality and rationale, including mitigating practice where appropriate
Age			X	
Disability		X		The State Hospital is committed to being an inclusive employer, physical disability may impact on ability to readily access and safely use keys within a high secure environment'
Gender			X	
Gender Reassignment			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity			X	
Race/Ethnicity			X	
Religion and or Belief			X	
Sexual Orientation			X	

**6. Thinking about the key stakeholders you have identified in no. 3, please explain how the proposal being assessed 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.**

Consistent approach in terms of decision making supporting access to keys, provision of training and management of all matters relating to locks and keys.

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

**Designation of Service Lead/Director:** Director of Security, Estates & Resilience

**Date:** 18/07/2023

If a **detailed EQIA** is required please contact the Director of Nursing and Operations for information.

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