

# INITIAL EQUALITY IMPACT ASSESSMENT (EIA) FORM

\*\* PLEASE INSERT NAME OF PERSON COMPLETING THIS FORM AND THAT OF APPROVING MANAGER / HEAD OF SERVICE\*\* ON PAGE 2

Name of policy / process / service / other	<b>Display Screen Equipment Workstation Policy</b>	Date completed	March 2021
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Responsible Staff Member: Gilly Ede, Health and Safety Advisor  
 EIA Assessor/s: Richard Evans, Head of Facilities  
 Directorate: Corporate Estates and Facilities

## 1. FIELD / SUBJECT

Function     Policy     Procedure / practice     Service     Strategy     Document (if joint, state with whom)

Describe the main aim, objectives and intended outcomes of the above:  
 This Policy describes the means by which the Trust will comply with the Display Screen Equipment Regulations 1992 and The Workplace (Health, Safety and Welfare) Regulations 1992.

An initial screening should be undertaken first. This helps to identify whether there is a possibility that people might have different experiences of the function/ policy / process/ strategy compared to others.

This initial EIA simply assesses whether different groups of people who use a service are affected by the intended function / policy/ practice / strategy more, less or in a different way than other groups of people. A differential impact occurs when a particular group has been affected differently by this in either a positive or negative/adverse way.

An assessment of whether there is a differential impact will be based on two factors – quantitative monitoring data and qualitative information, including the expert opinion from the EIA assessor who is normally the manager responsible for the delivery as well as someone with a different perspective. This would ideally be one or more service users or someone related to the service. There will be times when involving someone for their technical expertise or someone with specialist knowledge will be appropriate and EIA assessors should consider this. You must assess **each** of the 9 areas separately and consider how your document in section 1 may affect people's human rights.

## 2. ASSESSMENT OF POSSIBLE ADVERSE IMPACT AGAINST ANY MINORITY GROUP

	Could the policy / service / function / other in section 1 have a <b>significant negative impact</b> on equality in relation to each area below?	Response		If YES, please state why and the evidence used in your assessment
		Yes	No	
1	<b>Age</b>		✓	
2	<b>Sex</b> (Male and Female)		✓	
3	<b>Disability</b> (Learning Difficulties / Physical or Sensory Disability)		✓	
4	<b>Race</b> or Ethnicity		✓	
5	<b>Religion and Belief</b>		✓	
6	<b>Sexual Orientation</b> (gay, lesbian or heterosexual)		✓	
7	<b>Pregnancy and Maternity</b>		✓	
8	<b>Gender Reassignment</b> (the process of transitioning from one gender to another)		✓	
9	<b>Marriage and Civil Partnership</b>		✓	

### You need to ask yourself:

- Will the policy / practice / service create any **problems** or **barriers** to any community or group? **No**
- Will any group be **excluded** because of this? **No**
- Will there be a negative impact on **community relations**? **No**

If the answer to any of these questions is YES, you must complete a **FULL** Equality Impact Assessment. Contact the Corporate Governance Administrator and refer to the EIA Policy on the intranet.

**3. POSITIVE IMPACT**

	Could the policy / practice / service / other have a <b>significant positive impact</b> on equality by reducing inequalities that already exist? Explain how will it meet our duty to:	Response		If <b>YES</b> , please state why and the evidence used in your assessment
		Yes	No	
1	Promote <b>equal opportunities</b>		✓	
2	Get rid of <b>discrimination</b>		✓	
3	Get rid of <b>harassment</b>		✓	
4	Promote <b>good community relations</b>		✓	
5	Promote <b>positive attitudes</b> towards disabled people		✓	
6	Encourage <b>participation</b> by disabled people		✓	
7	Consider <b>more favourable treatment</b> of disabled people		✓	
8	Promote and protect <b>human rights</b>		✓	

**4. SUMMARY**

On the basis of the information/evidence/consideration so far, do you believe that the policy / practice / service / other will have a positive or negative impact on equality?

POSITIVE				NEGATIVE			
High	<u>Medium</u>	Low		<u>Nil</u>	Low	Medium	High

Date Assessment completed: Mar 2021

Is a full Equality Impact Assessment required?YES / NO**COMPLETED BY**

Name	Gilly Ede		
Job Title	Health and Safety Advisor		
Date	March 2021	Contact number/s Ex 6471	
Head of Service	Philip Griffith, Interim Director of Estates and Facilities		

**THIS EIA HAS BEEN APPROVED BY THE MANAGER / HEAD OF SERVICE**

Name	Richard Evans		
Job Title	Head of Facilities		
Date	March 2021	Contact number/s Ex 2442	