

APPENDIX 1

EQUALITY IMPACT ASSESSMENT TOOL- HEALTH AND SAFETY POLICY

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

| | | Yes/No | Comments |
|----|---|--------|---|
| 1. | Does the policy/guidance affect one group less or more favorably than another on the basis of: | | For each category describe how you have involved stakeholders including service users and employees |
| | | | |
| | Race and Ethnic origin (include gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment) | No | |

| | | Yes/No | Comments |
|----|--|--------|----------|
| | Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people) | No | |
| | Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific) | No | |
| | Culture (consider dietary requirements and individual care needs) | No | |
| | Religion or belief (include dress, individual care needs and spiritual needs for consideration) | No | |
| | Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs) | No | |
| | Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist) | No | |
| 2. | Is there any evidence that some groups are affected differently? | No | |
| 3. | If you have identified potential discrimination, for example, less than equal access, are any exceptions valid, legal and/or justifiable, for example a genuine occupational qualification? | No | |
| 4. | Is the impact of the policy/guidance likely to be negative? | | |
| 5. | If so can the impact be avoided? | | |
| 6. | What alternatives are there to achieving the policy/guidance without the impact? | | |
| 7. | Can we reduce the impact by taking different action? | | |

If you have identified a potential discriminatory impact of this procedural document, please refer it to the appropriate Action Group, together with any suggestions as to the action required to avoid/reduce this impact.

For advice in respect of answering the above questions, please contact [*insert name of appropriate person and contact details*].