

# Equality and Human Rights Screening Template

## **Workplace Alcohol & Substance Misuse Policy**

The NIGALA is required to address the 4 questions below in relation to all its policies. This template sets out a proforma to document consideration of each question.

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?  
(minor/major/none)
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?
3. To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group?  
(minor/major/none)
4. Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

# SCREENING TEMPLATE

See [Guidance Notes](#) for further information on the ‘why’ ‘what’ ‘when’, and ‘who’ in relation to screening, for background information on the relevant legislation and for help in answering the questions on this template.

## 1. INFORMATION ABOUT THE POLICY OR DECISION

### 1.1 Title of policy or decision

Workplace Alcohol and Substance Misuse Policy

### 1.2 Description of policy or decision:

- **What is it trying to achieve (aims and objectives)?**
- **How will this be achieved (key elements)?**
- **What the key constraints (for example financial, legislation or other)?**

The purpose of this policy is to make clear to all staff the NIGALA’s position on alcohol and substance abuse while at work and the action to be taken if such circumstances arise.

This policy aims to contribute to a safe and healthy work environment by:

- Preventing drugs, alcohol and other substances problems through awareness raising and providing guidance on the symptoms, effects on work and health consequences of drugs, alcohol and substance abuse;
- Identifying problems at an early stage, thus minimising risks to the health and safety of employees and potentially safeguarding the health and safety of fellow employees and others;
- Recognising drug, alcohol and other substances problems as medical conditions that are potentially treatable and providing the means whereby those who have a problem can seek and be offered help in confidence;

- Providing assistance and a supportive environment to employees with problems with the aim of maintaining them in and, where appropriate, re-integrating them into the workplace.

The substance free status of all NIGALA premises applies to both employees and visitors. Staff will be supported and offered professional advice through the auspices of Occupational Health Services.

### **1.3 Main stakeholders affected (internal and external)**

**For example: staff, actual or potential clients / service users, other public sector organisations, voluntary and community groups, trade unions or professional organisations or private sector organisations or other.**

This policy is targeted at all employees within NIGALA (including those designated as casual hours, temporary, agency, authorised volunteers or work experience), self-employed contractors and NIGALA Board members. It also applies to those visiting NIGALA.

### **1.4 Other policies or decisions with a bearing on this policy or decision.**

- **What are they?**
- **Who owns them?**
  - Management of Health & Safety Regulations 1992
  - Health and Safety at Work (NI) Order 1978
  - Misuse of Drugs Act 1971
  - NIGALA Disciplinary Policy

## 2. CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

### 2.1 Data Gathering

**What information did you use to inform this equality screening? For example previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints. Provide details of how you involved stakeholders, views of colleagues, services users, staff side or other stakeholders.**

NIGALA staff data at March 2018  
2011 Census (NI)

### 2.2 Quantitative Data

**Who is affected by the policy or decision? Please provide a statistical profile. Note if policy affects both staff and service users, please provide profile for both.**

<b>Category</b>	<b>What is the makeup of the affected group (%)? Are there any issues or problems? For example, a lower update that needs to be addressed or greater involvement of a particular group?</b>						
<b>Gender</b>	<p><b>NIGALA staff data at March 2018:</b></p> <table border="1"> <tr> <td>Male</td> <td>12.50%</td> </tr> <tr> <td>Female</td> <td>87.50%</td> </tr> </table> <p>Census 2011 figures for NI report just over 50% of the 16-64 age group is female whilst 49.52% is male.</p>	Male	12.50%	Female	87.50%		
Male	12.50%						
Female	87.50%						
<b>Age</b>	<p><b>NIGALA staff data at March 2018:</b></p> <table border="1"> <tr> <td>16-24</td> <td>0%</td> </tr> <tr> <td>25-29</td> <td>1.56%</td> </tr> <tr> <td>30-34</td> <td>4.69%</td> </tr> </table>	16-24	0%	25-29	1.56%	30-34	4.69%
16-24	0%						
25-29	1.56%						
30-34	4.69%						

35-39	10.94%
40-44	9.38%
45/49	15.63%
50-54	26.56%
55-59	25.00%
60-64	6.25%
>=65	0%

**2011 Census figures for NI are as follows:**

0-15	379,378	20.95%
16-19	101,589	5.61%
20-24	126,036	6.96%
25-29	124,044	6.85%
30-44	373,943	20.65%
45-49	347,687	19.21%
60-64	94,346	5.21%
65-74	145,593	8.04%
75-84	86,740	4.79%
85-89	21,187	1.17%
90 and over	10,141	0.56%

**Religion**

**NIGALA staff data at March 2018:**

Perceived Protestant	0%
Protestant	1.56%
Perceived Roman Catholic	4.69%
Roman Catholic	10.94%
Neither	9.38%
Perceived Neither	15.63%
Not assigned	26.56%

**Population - Census 2011 figures on religion:**

Catholic	738,033	40.76%
Presbyterian Church in Ireland	345,101	19.06%
Church of Ireland	248,821	13.74%
Methodist Church in Ireland	54,253	3%

	Other Christian (including Christian related)	104,380	5.76%
	Other Religions	183,164	10.11%
	Religion not stated	122,252	6.75%
<b>Political Opinion</b>	<b>NIGALA staff data at March 2018:</b>		
	Broadly Nationalist	1.56%	
	Other	0%	
	Broadly Unionist	1.56%	
	Not assigned	90.63%	
	Do not wish to answer	6.25%	
	<b>NI Population Statistics * (Census 2011)</b>		
	British only	722,379	39.89%
	Irish only	457,482	25.26%
	Northern Irish only	379,267	20.94%
British and Irish only	11,877	0.66%	
British and Northern Irish only	111,748	6.17%	
Irish and Northern Irish only	19,132	1.06%	
British, Irish and Northern Irish only	18,406	1.02%	
Other	90,572	5.00%	
<b>Marital Status</b>	<b>NIGALA staff data at March 2018:</b>		
	Divorced	0%	
	Married/Civil Partnership	57.81%	
	Other	3.13%	
	Separated	0%	
	Single	28.13%	
	Unknown	10.94%	
	Widow/er	0%	
	Not Assigned	0%	
	<b>NI Population Statistics * (2011)</b>		
<ul style="list-style-type: none"> <li>▪ 47.56% (680,840) of those aged 16 or over were married</li> <li>▪ 36.14% (517,359) were single</li> </ul>			

	<ul style="list-style-type: none"> <li>▪ 0.09% (1288) were registered in same-sex civil partnerships</li> <li>▪ 9.43% (134,994) were either divorced, separated or formerly in a same-sex partnership</li> <li>▪ 6.78% (97,058) were either widowed or a surviving partner</li> </ul>						
<b>Dependent Status</b>	<p><b>NIGALA staff data at March 2018:</b></p> <table border="1" data-bbox="411 589 944 741"> <tr> <td>Yes</td> <td>4.69%</td> </tr> <tr> <td>Not assigned</td> <td>92.19%</td> </tr> <tr> <td>No</td> <td>3.13%</td> </tr> </table> <p><b>NI Census Statistics</b></p> <ul style="list-style-type: none"> <li>▪ 11.81% (213,863) of the usually resident population provide unpaid care to family members, friends, neighbours or others because of long-term physical or mental ill-health/disabilities or problems related to old age.</li> <li>▪ 3.11% (56,318) provided 50 hours care or more.</li> <li>▪ 33.86% (238,129) of households contained dependent children.</li> <li>▪ 40.29% (283,350) contained a least one person with a long – term health problem or a disability</li> </ul> <p><b>Carers NI Statistics:</b></p> <ul style="list-style-type: none"> <li>▪ 1 in every 8 adults is a carer</li> <li>▪ There are approximately 207,000 carers in Northern Ireland</li> <li>▪ Any one of us has a 6.6% chance of becoming a carer in any year</li> <li>▪ One quarter of all carers provide over 50 hours of care per week</li> <li>▪ People providing high levels of care are twice as likely to be permanently sick or disabled than the average person</li> <li>▪ 64% of carers are women; 36% are men.</li> </ul>	Yes	4.69%	Not assigned	92.19%	No	3.13%
Yes	4.69%						
Not assigned	92.19%						
No	3.13%						

**Disability****NIGALA staff data at March 2018:**

Yes	87.50%
Not assigned	10.94%
No	1.56%

**NI Population Statistics\***

More than one person in five (300,000) people in Northern Ireland has a disability.

Census 2011 data for the population as a whole highlights a wide range of disabilities and long-term conditions, taking on board, however, that some of these will be less prevalent amongst younger age brackets. The data is not yet available broken down by age group.

**Long-term health problem or disability**

	All usual residents		Number
Northern Ireland	1,810,863	Day-to-day activities limited a lot	215,232
		Day-to-day activities limited a little	159,414
		Day-to-day activities not limited	1,436,217



Type of long-term condition	% of population
Deafness or partial hearing loss	5.14
Blindness or partial sight loss	1.7
Communication Difficulty	1.65
Mobility of Dexterity Difficulty	11.44
A learning, intellectual, social or behavioural difficulty.	2.22
An emotional, psychological or mental health condition	5.83
Long – term pain or discomfort	10.10
Shortness of breath or difficulty breathing	8.72
Frequent confusion or memory loss	1.97
A chronic illness (such as cancer, HIV, diabetes, heart disease or epilepsy).	6.55
Other condition	5.22
No Condition	68.57

**Ethnicity**

**NIGALA staff data at March 2018:**

Not assigned	89.06%
White	10.94%
Other	
Black African	
Indian	
Chinese	

**NI Population Statistics\* (Census 2011)**

	N	%
White	1778449	98.21%
Chinese	6303	0.35%
Irish Traveller	1301	0.07%
Indian	6198	0.34%
Pakistani	1091	0.06%
Bangladeshi	540	0.03%
Other Asian	4998	0.28%
Black Caribbean	372	0.02%
Black African	2345	0.13%

	Black other	899	0.05%
	Mixed	6014	0.33%
	Other	2353	0.13%
<b>Sexual Orientation</b>	<b>NIGALA staff data at March 2018:</b>		
	Do not wish to answer	1.56%	
	Not assigned	90.63%	
	Opposite sex	7.81%	
	Both Sexes		
	Same sex		
	<p>There is disputed data relating to the estimated size of the LGBT population in Northern Ireland. For the purposes of costing the Civil Partnership Act the UK Government estimate between 5-7% LGBT people in the population. The Office of National Statistics estimates 1.5-2% of the adult population are LGBT, however this document is disputed by numerous LGBT organisations.</p>		

### 2.3 Qualitative Data

**What are the different needs, experiences and priorities of each of the categories in relation to this policy or decision and what equality issues emerge from this? Note if policy affects both staff and service users, please discuss issues for both.**

<b>Category</b>	<b>Needs and Experiences</b>
<b>Gender</b>	There is no data to suggest that the needs and experiences of service users differ on the basis of gender.
<b>Age</b>	There is no data to suggest that the needs and experiences of service users differ on the basis of age.

<b>Religion</b>	There is no data to suggest that the needs and experiences of service users differ on the basis of religion.
<b>Political Opinion</b>	There is no data to suggest that the needs and experiences of service users differ on the basis of political opinion.
<b>Marital Status</b>	There is no data to suggest that the needs and experiences of service users differ on the basis of marital status.
<b>Dependent Status</b>	There is no data to suggest that the needs and experiences of service users differ on the basis of dependent status.
<b>Disability</b>	Staff should be aware that some disabilities may be misinterpreted as under the influence of drugs or alcohol for example speech difficulties, Multiple Sclerosis etc.
<b>Ethnicity</b>	There is no data to suggest that the needs and experiences of service users differ on the basis of ethnicity.  Issues relating to accessible information for people whose first language is not English are considered in our Accessible Formats Policy.
<b>Sexual Orientation</b>	There is no data to suggest that the needs and experiences of service users differ on the basis of sexual orientation.

## 2.4 Multiple Identities

**Are there any potential impacts of the policy or decision on people with multiple identities? For example: disability minority ethnic people; young Protestant men; and young lesbians, gay and bisexual people.**

None

<b>2.5 Making Changes</b>	
Based on the equality issues you identified in 2.2 and 2.3, what changes did you make or do you intend to make in relation to policy or decision in order to promote equality of opportunity?	
In developing the policy or decision what did you do or change to address the equality issues you identified?	What do you intend to do in future to address the quality issues you identified?
N/A	N/A

<b>2.6 Good Relations</b>		
What changes to the policy or decision – if any – or what additional measures would you suggest to ensure that it promotes good relations? (Refer to guidance notes for guidance on impact.)		
<b>Group</b>	<b>Impact</b>	<b>Suggestions</b>
Religion	None	None
Political Opinion	None	None
Ethnicity	None	None

**3. SHOULD THE POLICY OR DECISION BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?**

A full equality impact assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity.

**How would you categories the impacts of this decision or policy? (Refer to guidance notes for guidance on impact.)**

**Do you consider that this policy or decision needs to be subjected to a full equality impact assessment?**

Please tick:

Major impact	
Minor impact	
No further impact	x

Please tick:

Yes	
No	x

Please given reasons for your decisions:

This policy is technical in nature and has no impact on equality of opportunity and/or good relations for people within the equality and good relations categories.

#### 4. CONSIDERATION OF DISABILITY DUTIES

**4.1 In what ways does the policy or decision encourage disabled people to participate in public life and what else could you do to do so?**

<b>How does the policy or decision currently encourage disabled people to participate in public life?</b>	<b>What else could you do to encourage disabled people to participate in public life?</b>
N/A	N/A

**4.2 In what ways does the policy or decision promote positive attitudes towards disabled people and what else could you do to do so?**

<b>How does the policy or decision currently promote positive attitudes towards disabled people?</b>	<b>What else could you do to promote attitudes towards disabled people?</b>
N/A	N/A

## 5. CONSIDERATION OF HUMAN RIGHTS

<b>5.1 Does the policy or decision affect anyone's Human Rights? Complete for each of the articles.</b>	
<b>Article</b>	<b>Yes/No</b>
Article 2: Right to Life	No
Article 3: Right to freedom from torture, inhuman or degrading treatment or punishment.	No
Article 4: Right to freedom from slavery, servitude and forced or compulsory labour.	No
Article 5: Right to liberty and security of person.	No
Article 6: Right to a fair and public trial within a reasonable time.	No
Article 7: Right to freedom from retrospective criminal law and no punishment without law.	No
Article 8: Right to respect for private and family life, home and correspondence.	No
Article 9: Right to freedom of thought, conscience and religion.	No
Article 10: Right to freedom of expression.	No
Article 11: Right to freedom of assembly and association.	No
Article 12: Right to marry and found a family.	No
Article 14: Prohibition of discrimination in the enjoyment of the convention rights.	No
1 <sup>st</sup> protocol Article 1: Right to a peaceful enjoyment of possessions and protection of property.	No
1 <sup>st</sup> protocol Article 2: Right of access to education.	No

If you have answered no to all of the above please move on to Question 6 on Monitoring.

<b>5.2 If you have answered yes to any of the Articles in 5.1, does the policy or decision interfere with any of these rights? If so, what is the interference and who does it impact upon?</b>			
<b>List the Article Number</b>	<b>Interfered with? Yes/No</b>	<b>What is the interference and who does it impact upon?</b>	<b>Does this raise legal issues?*</b> <b>Yes/No</b>
N/A	N/A	N/A	N/A

\*It is important to speak to your line management on this and if necessary seek legal opinion to clarify this.

<b>5.3 Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy or decision.</b>
N/A

## 6. MONITORING

<b>6.1 What data will you collect in the future in order to monitor the effect of the policy or decision on any of the categories (for equality of opportunity or good relations, disability duties and human rights)?</b>		
<b>Equality &amp; Good Relations</b>	<b>Disability Duties</b>	<b>Human Rights</b>
N/A	N/A	N/A

Approved Lead Officer:	<u>Sean Brown</u>
Position:	<u>NIGALA Head of Corporate Services</u>
Date:	<u>3 April 2019</u>
Policy/Decisions Screened by:	<u>Sinéad Casey, Facilities &amp; Complaints Officer, NIGALA</u>

Any request for this document in another format or language will be considered.