

## Equality, Good Relations and Human Rights SCREENING

The Health and Social Care Board is required to consider the likely equality implications of any policies or decisions. In particular it is asked to consider:

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

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.

As part of the audit trail, documentation needs to be made available for all policies and decisions examined for equality and human rights implications. The screening template is a pro forma to document consideration of each screening question.

**For information (evidence, data, research etc) on the Section 75 equality groups, see the Equality and Human Rights Information Bank on the BSO website:**

<http://www.hscbusiness.hscni.net/services/1798.htm>

**Equality, Good Relations and Human Rights**

**SCREENING TEMPLATE**

**(1) INFORMATION ABOUT THE POLICY OR DECISION**

**1.1 Title of policy or decision**

Health and Social Care Board : Fire Safety Policy (reviewed February 2018)

**1.2 Description of policy or decision**

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

The aim of the policy is to articulate how strategically the Health and Social Care Board will meet its legal obligations and mandatory requirements in respect of fire safety. The policy aims to articulate the Chief Executive and Board's commitment to, as far as is reasonably practical, eliminate or minimise the risks arising from fire in premises (or part of premises) which, whether owned, leased or otherwise, are under the direct or indirect control of the Health and Social Care Board.

The Health and Social Care Board will achieve this by:

1. Providing a safe physical environment;
2. Providing information on fire safety;
3. Ensuring that staff receive suitable fire safety training and evacuation procedures in accordance with the Firecode and relevant legislation.

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

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

There are a number of key stakeholders affected by the implementation of the policy. They are:

- Health and Social Care Board staff

- Public Health Agency, Business Services Organisation and staff from other HSC organisations based in the premises owned or occupied by the Health and Social Care Board
- Visitors and members of the public
- Providers of specialist fire safety advice/services
- Trade Union representatives
- Voluntary Workers
- Agency and other contracted staff

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

- **What are they?**
- **Who owns them?**
  - The Health and Safety at Work (Northern Ireland) Order 1978
  - The Disability Discrimination Act 1995 (Amendment) Regulations (Northern Ireland) 2004: Disability Discrimination (NI) Order 2006
  - Building Regulations (Northern Ireland) 2000
  - The Management of Health and Safety at Work Regulations (Northern Ireland) 2000
  - The Health and Safety (Safety Signs and Signals) Regulations (Northern Ireland) 1996
  - Fire and Rescue Services (Northern Ireland) Order 2006
  - The Fire Regulations (Northern Ireland) 2010
  - The Smoking (Northern Ireland) Order 2006
  - Health and Safety (Consultation with Employees) Regulations (Northern Ireland) 1996
  - Approved Health Technical Memoranda (HTM)
  - Corporate Manslaughter and Homicide Act 2007
  - Health and Social Care Board Governance Framework
  - Health and Social Care Board Health and Safety Policy
  - Health and Social Care Board Security Policy
  - Health and Social Care Board Waste Management Policy
  - DoH Controls Assurance Standards (Fire Safety)

## 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, service users, staff side or other stakeholders.

### 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.

Limited data is available in respect of visitors to the HSCB. Gender and disability figures as at December 2017 are included in the table below.

| Category   | What is the makeup of the affected group? (%) Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group? |                             |
|--|--|-----------------------------|
| Gender   | <b>Gender</b>  | <b>No. of Employees (%)</b> |
|  | Female   | 74.46%                      |
|  | Male   | 25.54%                      |
|  | <b>Grand Total</b>   | <b>100%</b>                 |
| Age  | All  |                             |
| Religion   | All  |                             |
| Political Opinion  | All  |                             |
| Marital Status   | All  |                             |
| Dependent Status   | All  |                             |
| Disability   | <b>Disability</b>  | <b>No. of Employees</b>     |
|  | No   | 71.88%                      |
|  | Yes  | 2.57%                       |
|  | Not Assigned   | 25.54%                      |
|  | <b>Grand Total</b>   | <b>100%</b>                 |
| This figure is likely to be an underestimate as people are not always willing to declare their disability due to perceived attitudes and barriers posed. Work is underway on the HSCB Disability Duties and the Disability Action Plan 2018/19 in respect of ensuring reasonable adjustments are considered in order to remove or reduce health and safety risks related to a person's disability. |  |                             |
| Ethnicity  | All  |                             |
| Sexual Orientation   | All  |                             |

## 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>             | Fire risk assessments in each premise will take into account the needs of pregnant women during evacuation. Any specific needs or requirements with regard to the individual/s will be included in the relevant department's fire safety procedures.   |
| <b>Age</b>                | The policy is directed primarily at Health and Social Care Board staff working in a non-clinical environment. It has been written in a language that can be easily understood by all age groups with terminology explained as required. The policy will be supported by mandatory staff training sessions. Therefore there is no evidence to suggest that there will be any adverse impact on any individual because of their age.   |
| <b>Religion</b>           | There is no evidence to suggest that there will be any adverse impact on any individual because of their religion.   |
| <b>Political Opinion</b>  | There is no evidence to suggest that there will be any adverse impact on any individual because of their political opinion.  |
| <b>Marital Status</b>     | There is no evidence to suggest that there will be any adverse impact on any individual because of their marital status.   |
| <b>Dependent Status</b>   | There is no evidence to suggest that there will be any adverse impact on any individual because of their dependent status.   |
| <b>Disability</b>         | The policy has been written in an accessible format and takes into account the particular needs of people with a sensory impairment. Fire exits, signage, evacuation procedures will be in accordance with relevant legislation. Consideration will be given to the purchase of more vibrating pager systems. Voice alarm systems will be loud and clear. The policy will be supported by mandatory fire safety training sessions for all staff based in Health and Social Care Board premises with sign language interpreters provided as necessary. Any person requesting assistance from the building in the event of an alarm activation will be engaged in producing a Personal Emergency Evacuation Plan (PEEP) which will be shared with the appropriate Nominated Fire Officer for a Directorate or designated area. A Fire Evacuation process leaflet will be provided to all visitors on arrival at Reception. |
| <b>Ethnicity</b>          | The Health and Social Care Board will ensure that the policy is accessible for those whose first language is not English.  |
| <b>Sexual Orientation</b> | There is no evidence to suggest that there will be any adverse impact on any individual because of their sexual orientation.   |

## 2.4 Multiple Identities

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

Where any particular issues of multiple identities are highlighted, ie age and disability, these will be considered in accordance with the procedures.

## 2.5 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 the 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 equality issues you identified?  |
|--|--|
| <p><b>Gender:</b> A fire risk assessment of pregnant women who may have difficulties in evacuating a building or reaching the assembly point unaided. A PEEP will be shared with the appropriate Nominated Fire Officer for the Directorate/designated area.</p> <p><b>Disability:</b> Not all persons with an apparent impairment will require assistance from the building in the event of an alarm activation. All staff to be given the opportunity to consider the PEEP template and have a confidential discussion with their line manager. There shall be active involvement of an individual in the development of a PEEP.</p> <p><b>Fire exits,</b> signage, lighting, evacuation procedures will be in accordance with relevant legislation. Fire safety training is held in accessible venues.</p> <p><b>Ethnicity:</b> The Health and Social Care Board will ensure that the policy is accessible for those whose first language is not English.</p> | <p>Future fire inspections and fire risk assessments will place greater emphasis on these three groupings.</p> <p>Nominated Fire Officers will be aware of PEEPs in respect of Directorates or designated areas. Monitoring of effectiveness of PEEP during fire drills/evacuation and annual review, or if changes occur.</p> <p>Cost/benefit analysis of reasonable adjustments eg., activities may need to be relocated; structural changes or repairs may be required, need for additional signage, provision of refuges.</p> <p>Additional training for both the assessed and other members of staff who have volunteered to assist.</p> <p>The Health and Social Care Board will make the policy available in accessible formats if required by visitors or members of the public.</p> |

## 2.6 Good Relations

**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)**

| Group             | Impact | Suggestions |
|-------------------|--------|-------------|
| Religion          |        |             |
| Political Opinion |        |             |
| Ethnicity         |        |             |

### (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 categorise 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 |   |

**Please tick:**

|     |   |
|-----|---|
| Yes |   |
| No  | ✓ |

**Please give reasons for your decisions.**

**Staff will be kept fully informed during the implementation of revised policy. Mandatory training programmes will be held in Headquarters and Local Offices.**

**The Health and Social Care Board will work in partnership with Staff Side organisations to assess the impact on staff and will put mitigating measures in place, if required.**

#### **(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>  |
|---|--|
| <p>Complying with fire safety legislation will help to ensure greater accessibility and greater involvement of people with a disability.</p> <p>The provision of information about plans and opportunity to practise in fire drills, based on the principle that people are responsible for their own escape, will encourage greater participation of persons with a disability in fire safety matters.</p> <p>Any particular issues identified by the greater engagement of staff will be taken forward through the Premises Committees.</p> | <p>Consideration to be given to inviting a member of staff with a disability to join the Premises Committees.</p> <p>Monitoring of policy to take account of proposals for the involvement of people with a disability.</p> <p>The engagement of a person with a disability in identifying the area/route of evacuation to identify features or hazards which may restrict their escape.</p> |

##### **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 positive attitudes towards disabled people?</b>   |
|--|--|
| <p>Training in relation to the policy has the potential to promote positive attitudes towards people with a disability.</p> <p>Promotion of an environment which enables a disabled person to inquire about a PEEP, to feel confident in volunteering information and engage in a wider discussion of fire safety matters.</p> <p>Additional training for both the assessed and other members of staff who have volunteered to assist eg. physical check of all areas particularly toilet cubicle/storeroom.</p> | <p>Avoid making assumptions that because a person has a disability they will need or ask for a PEEP.</p> <p>A disabled person's perspective and experience should influence the development/review of policies and procedures.</p> |



**(5) CONSIDERATION OF HUMAN RIGHTS**

**5.1 Does the policy or decision affect anyone’s Human Rights?**

**Complete for each of the articles**

| <b>ARTICLE</b>   | <b>YES/NO</b>   |
|--|-----------------|
| Article 2 – Right to life  | Yes, positively |
| Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment                      | Yes, positively |
| 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                            | Yes, positively |
| 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 | Yes, positively |
| 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 onto **Question 6** on monitoring.

**5.2 If you have answered yes to any of the Articles in 5.1, doe the policy or decision interfere with any of these rights? If so, what is the interference and who does it impact upon?**

| <b>List the Article Number</b>   | <b>Interfered with?<br/>Yes/No</b> | <b>What is the interference and who does it impact upon?</b> | <b>Does this raise any legal issues?<br/>Yes/No</b> |
|--|------------------------------------|--|---|
| Article 2, Right to Life   | No                                 |  |   |
| Article 3, Right to freedom from torture, inhuman or degrading treatment or punishment | No                                 |  |   |

|  |    |  |  |
|--|----|--|--|
| Article 8, Right to respect for private and family life, home and correspondence | No |  |  |
|--|----|--|--|

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

**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.**

**Any human rights issues highlighted during the monitoring process will be addressed.**

**(6) MONITORING**

**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 and good relations, disability duties and human rights?)**

| <b>Equality &amp; Good Relations</b>   | <b>Disability Duties</b>   | <b>Human Rights</b> |
|--|--|---------------------|
| <ul style="list-style-type: none"> <li>- Number of requests received and responded to for Fire Safety Policy in a different format.</li> <li>- Number of staff training sessions held and number of staff trained.</li> <li>- Number of issues raised by pregnant women arising from fire evacuations.</li> <li>- Issues highlighted during fire inspections and fire risk assessments or premises.</li> <li>- Number of complaints received during the implementation of the policy.</li> <li>- Premises Committees will consider a report on the management of fire safety in premises at each meeting.</li> </ul> | <ul style="list-style-type: none"> <li>- Number of issues raised by people with a disability during the implementation of the policy.</li> <li>- Effectiveness of PEEPs during Fire Drills/ Evacuations.</li> <li>- Regular monitoring of policy and PEEPs to assess impact on any of the categories</li> <li>- Number of complaints received regarding fire alarm test and fire evacuations.</li> <li>- Consideration to be given to further engaging staff with a disability on the Premises Committee.</li> </ul> |                     |

**Approved Lead Officer:** Michael Bloomfield  
**Position:** HSCB Director of Performance and Corporate Services

**Signed:** \_\_\_\_\_

**Policy/Decision  
screened by:** Patricia Crossan  
**Position:** HSCB Corporate Business Manager

**Signed:** \_\_\_\_\_

**Date:** 22 February 2018

**Please note that having completed the screening you are required by statute to publish the completed screening template, as per your organisation's equality scheme. If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, you will need to review the screening decision.**

**Please forward completed template to: [Equality.Unit@hscni.net](mailto:Equality.Unit@hscni.net)**

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If you require this document in an alternative format (such as large print, Braille, disk, audio file, audio cassette, Easy Read or in minority languages to meet the needs of those not fluent in English) please contact the Equality Unit: