



Equality and Human Rights Screening Report

April 2019 – March 2020

Chapter 5: Equality and Human Rights Screening Report

These screenings can be viewed on the BSO website under:

<http://www.hscbusiness.hscni.net/services/3036.htm>

Policy / Procedure	Policy Aims	Date	Screening Decision
Manual Handling Policy	To ensure compliance with the Manual Handling Operations Regulations (MHOR), showing that appropriate systems are in place, that the BSO monitors the effectiveness of the system and that appropriate changes are made following evaluation and review.	May-19	Screened out with mitigation
Policy for the Safeguarding, Movement and Transportation of Records, Files and Other Media	To ensure that all BSO staff/contractors safeguard all information they are in possession of while travelling from one facility/location to another during the course of their working day which includes traveling to or from home.	May-19	Screened out with mitigation
Records Management Policy	To ensure that BSO adopts best practices in the management of its records so that authentic, reliable and useable records are created, which are capable of supporting business functions and activities for as long as they are required.	May-19	Screened out with mitigation

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<p>Risk Management Strategy</p> <p>Procedures for the Management of Risk Registers June 2019</p>	<p>The purpose of the risk management strategy and policy statement is to establish a consistent and integrated approach to the management of risk throughout the BSO. The document also sets out the risk management action plan for 2019/20.</p>	<p>Jul -19</p>	<p>Screened out with mitigation</p>
<p>Employee 25 Years Service Award</p>	<p>BSO recognises the vital contribution that staff play in delivering the organisation's objectives and would want to consider initiatives that support a culture of appreciation. Awarding staff an additional week's leave on completion of 25 years' NHS/HSC service, is one opportunity to acknowledge their contribution over a long period of time. It is therefore proposed that staff who have reached 25 years' service, will receive a one-off award of an additional week's annual leave.</p>	<p>Aug-19</p>	<p>Screened without mitigation</p>

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BSO Business Plan 2019-20	The Annual Business Plan outlines Key Priorities, Actions and Targets for the year ahead. The corporate BSO Business Plan 2019-20 represents Year Two of the BSO Corporate Plan 2018-21.	Sept-19	Screened out with mitigation
Adverse Weather Protocol	This Protocol will apply to all current staff and it is intended that the Protocol will be implemented with immediate effect as we enter into the winter period. It is anticipated that the application of the Adverse Weather Protocol will have the potential to be applied more often during the winter months.	Nov-19	Screened without mitigation
Accessible Formats Policy	The policy sets out the standards that can be expected from us when we provide information, ensuring its accessibility for those with particular needs. The associated guidance provides practical advice to staff on how to make information accessible.	Dec-19	Screened out with mitigation

No concerns were raised by consultees on any of the screenings published in 2019-20.