



Equality and Human Rights Mitigation Report

April 2019 – March 2020

Manual Handling Policy

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>It is recognised that there are those with specific disabilities and needs and the organisation will take reasonable steps to assist those identified and to assist them in completing the form where possible, such as enabling the visual aid settings on the PC.</p> <p>Risk assessments will be conducted for staff who have language barriers (ie. ethnic minorities, and/ or people with sensory, physical and neurological conditions).</p> <p>Seeking to meet language and access needs for minority ethnic people and people with a disability in relation to training and awareness raising will also be important. In keeping with the BSO Accessible Formats policy, information can be translated upon request.</p>	<p>Monitor the impact on S75 groups</p>

Policy for the Safeguarding, Movement and Transportation of Records, Files and Other Media

<p>In developing the policy or decision what did you do or change to address the equality issues you identified?</p>	<p>What do you intend to do in future to address the equality issues you identified?</p>
<p>Issues relating to accessible information for people with disabilities will be considered on a case-by-case basis. It is recognised that those with specific disabilities will have different information requirements with regards to training and provision of the policy. The organisation will take reasonable steps to assist those where possible, such as enabling the visual aid settings on the PC.</p> <p>Issues relating to accessible information for people whose first language is not English will be considered on a case-by-case basis. In keeping with the BSO Accessible Formats policy, information can be translated upon request.</p> <p>Roles, responsibilities, security arrangements and scope are set out very clearly within the policies. Reporting mechanisms are in place to report on any breaches of personal information.</p> <p>All staff have confidentiality clauses within their contract.</p>	<p>N/A</p>

Records Management Policy

<p>In developing the policy or decision what did you do or change to address the equality issues you identified?</p>	<p>What do you intend to do in future to address the equality issues you identified?</p>
<p>Issues relating to accessible information for people with disabilities will be considered on a case-by-case basis. It is recognised that those with specific disabilities will have different information requirements with regards to training and provision of the policy. The organisation will take reasonable steps to assist those where possible, such as enabling the visual aid settings on the PC.</p> <p>Issues relating to accessible information for people whose first language is not English will be considered on a case-by-case basis. In keeping with the BSO Accessible Formats policy, information can be translated upon request.</p> <p>Roles, responsibilities, security arrangements and scope are set out very clearly within the policies. Reporting mechanisms are in place to report on any breaches of personal information.</p> <p>All staff have confidentiality clauses within their contract.</p>	<p>N/A</p>

**Risk Management Strategy
Procedures for the Management of Risk Registers June 2019**

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?
Any associated training will continue to account for diverse needs. On-line training (e-learning) platforms will be compatible with assistive technologies.	N/A

BSO Business Plan 2019-20

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?
Any requests for the Business Plan in alternative formats will be considered. We will ensure equal access to training opportunities, as far as possible, for part-time employees.	See Section 3.

Accessible Formats Policy

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?
The policy states as its ultimate purpose that is to help our organisation meet the information and communication needs of individuals as effectively as possible. It offers commitments that are about	

Chapter 6: Mitigation Report

ensuring that our approach to the provision of accessible information is clear and accurate.

By adopting this approach we believe the public will benefit as the policy offers the commitment as to the standards people can expect from health and social care and public safety organisations when they provide information.

The policy makes explicit reference to the legal requirements under Section 75 of the Northern Ireland Act, Human Rights Act, Race Relations and Disability legislation. It also draws on equality scheme commitments to ensure accessibility of information.

The policy adds an accessible statement for adoption by the organisation

Supporting materials provide detailed guidance to staff to assist in addressing the barriers.