



**Policy Screening Template for: *Health and Safety Policy Rev 2.04***

**Date 06 July 2023**

# LNI Policy Screening Template

## Part 1. Policy Scoping

Information about the policy

<p><b>Name of the policy</b></p> <p>HEALTH AND SAFETY POLICY</p>
<p><b>Is this an existing, revised or a new policy?</b></p> <p>REVISED POLICY</p>
<p><b>What is it trying to achieve? (intended aims/outcomes)</b></p> <p>The purpose of this policy is to ensure as far as is reasonably practicable, that no person is placed in a situation where injury or ill health may occur as a result of the Authority’s undertaking and that any such risks are assessed and appropriately controlled.</p>
<p><b>Are there any Section 75 categories which might be expected to benefit from the intended policy?</b>  <b>If so, explain how.</b></p> <p>The policy offers the same benefits (safety and wellbeing) to all persons using library services irrespective of their status in relation to section 75 categories.</p>
<p><b>Who initiated or wrote the policy?</b></p> <p>The policy was initiated by a statutory requirement to comply with Article 4 (Employers’ Duties) of the Health and Safety at Work (NI) Order 1978 and all subsequent legislation made under that Order. The policy has been drafted by the Libraries NI Assets Manager on behalf of the organisation.</p>
<p><b>Who owns and who implements the policy?</b></p> <p>The policy is owned and managed by the Libraries NI Assets Manager. Responsibility for implementation lies with all employees of the organisation.</p>



## Implementation Factors



Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

The effectiveness implementation of the policy relies to some degree on the availability of sufficient finances to maintain standards of Health & Safety and it will require review should relevant legislation change in scope or intent.

If yes, are they

**financial**

**legislative**

**other, please specify** \_\_\_\_\_

## Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

**staff**

**service users**

**other public sector organisations**

**Voluntary/community/trade unions**

**Other, please specify 3<sup>rd</sup> party contracting staff providing services to Libraries NI and members of the public using our premises.**

## Other policies with a bearing on this policy

This policy forms the basis of the organisations approach to and management of Health and safety and as such as supported by a range of processes such as Risk Assessment Guidance

## Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the section 75 categories

<b>Section 75 category</b>	<b>Details of evidence/information</b>
<b>Religious belief</b>	As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy
<b>Political opinion</b>	As above
<b>Racial group</b>	As above
<b>Age</b>	As above
<b>Marital status</b>	As above
<b>Sexual orientation</b>	As above
<b>Men women generally</b>	As above
<b>Disability</b>	As above
<b>Dependants</b>	As above

## Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify for each of the section 75 categories.

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>
<b>Religious belief</b>	The policy applies fairly and consistently to all members of staff and persons using our facilities irrespective of religious belief
<b>Political opinion</b>	The policy applies fairly and consistently to all members of staff and persons using our facilities irrespective of political opinion
<b>Racial group</b>	Where necessary the policy may require to be translated into alternative languages.
<b>Age</b>	The policy applies fairly and consistently to all members of staff and persons using our facilities irrespective of age
<b>Marital status</b>	The policy applies fairly and consistently to all members of staff and persons using our facilities irrespective of marital status
<b>Sexual orientation</b>	The policy applies fairly and consistently to all members of staff and persons using our facilities irrespective of sexual orientation
<b>Men women generally</b>	The policy applies fairly and consistently to all members of staff and persons using our facilities irrespective of gender
<b>Disability</b>	Need to consider use of different formats when communicating the policy in order to allow a full understanding of the policy to be gained
<b>Dependants</b>	The policy applies fairly and consistently to all members of staff and persons using our facilities irrespective of dependants



## Part 2. Screening questions

<b>1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>Details of policy impact</b>	<b>Level of impact? Minor/major/none</b>
<b>Religious belief</b>		None
<b>Political opinion</b>		None
<b>Racial group</b>	Provided consideration is given to those whose first language is not English	None
<b>Age</b>		None
<b>Marital status</b>		None
<b>Sexual orientation</b>		None
<b>Men women generally</b>		None
<b>Disability</b>	Provided consideration is given to the needs of disabled persons	None
<b>Dependants</b>		None



<b>2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?</b>		
<b>Section 75 category</b>	<b>If yes, provide details</b>	<b>If no, provide reasons</b>
<b>Religious belief</b>		The policy does not impact on the equality of opportunity for this category
<b>Political opinion</b>		The policy does not impact on the equality of opportunity for this category
<b>Racial group</b>	By addressing language needs and translation of any relevant material	
<b>Age</b>		The policy does not impact on the equality of opportunity for this category
<b>Marital status</b>		The policy does not impact on the equality of opportunity for this category
<b>Sexual orientation</b>		The policy does not impact on the equality of opportunity for this category
<b>Men women generally</b>		The policy does not impact on the equality of opportunity for this category
<b>Disability</b>	Health and safety is a legislative requirement and applies to all persons employed by Libraries NI or using our properties. The Policy reflects the current legislative provisions. Libraries NI will take into account the needs of those with	

	disabilities, including any reasonable adjustments	
<b>Dependants</b>		The policy does not impact on the equality of opportunity for this category

<b>3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?</b> <b>Minor/major/none</b>		
Section 75 category	Details of policy impact	Level of impact Minor/major/none
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

<b>4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
Section 75 category	If yes, provide details	If no, provide reasons
Religious belief		The scope of the policy does not offer the opportunity to promote good relations.
Political opinion		As Above
Racial group		As Above



## **Additional considerations**

### **Multiple identity**

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant section 75 categories concerned

As the policy applies fairly and consistently to all members of staff and persons using our facilities irrespective of their membership of a particular section 75 category the issues of multiple identity is covered already covered in the previous responses.

### **Part 3. Screening decision**

If the decision is not to conduct an equality impact assessment, please provide details of the reason.

The policy does not have any adverse impact on any of the Section 75 categories - provided proper consideration is given to those who may have particular needs e.g. staff with a disability or those who do not speak English as a first language - it is designed to support all individual staff members and visitors within our facilities thus ensuring a safe and healthy environment.

If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

The policy addresses a statutory duty and as such cannot be mitigated or replaced by an alternative.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reason

Not applicable

## Mitigation

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

Not applicable
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## Timetabling and prioritising

If the policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1 - 3)
Effect on equality of opportunity and good relations	N/A
Social need	N/A
Effect on people's daily lives	N/A
Relevance to a public authority's functions	N/A

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist in timetabling. Details of the Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

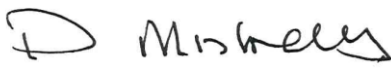
Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

## Part 4. Monitoring

Annual reporting of incident/accident statistics, biennial review of policy.

## Part 5. Approval and authorisation

<b>Screened by:</b>	<b>Position/Job Title:</b>	<b>Date:</b>
Tim Neeson	Assets Manager	06/07/2023
<b>Approved by:</b>		
	Director Business Support	17/07/2023

Note: A copy of the Screening template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the website as soon as possible following completion and made available on request.