libraries ni

Policy Screening Template for: *Health and Safety Policy Rev 2.03*

Date 20.08.2020

LNI Policy Screening Template

Part 1. Policy Scoping

Information about the policy

<table>
<tr><td>

Name of the policy

HEALTH AND SAFETY POLICY

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Is this an existing, revised or a new policy?

REVISED POLICY

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What is it trying to achieve? (intended aims/outcomes)

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.

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Are there any Section 75 categories which might be expected to benefit from the intended policy?
If so, explain how.
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.

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Who initiated or wrote the policy?
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.

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Who owns and who implements the policy?
The policy is owned and managed by the Libraries NI Assets Manager. Responsibility for implementation lies with all employees of the organisation.

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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 is 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** *3rd 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

Section 75 category	Details of evidence/information
Religious belief	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
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men women generally	As above
Disability	As above
Dependants	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.

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

Part 2. Screening questions

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

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

Section 75 category	If yes, provide details	If no, provide reasons
Religious belief		The policy does not impact on the equality of opportunity for this category
Political opinion		The policy does not impact on the equality of opportunity for this category
Racial group	By addressing language needs and translation of any relevant material	
Age		The policy does not impact on the equality of opportunity for this category
Marital status		The policy does not impact on the equality of opportunity for this category
Sexual orientation		The policy does not impact on the equality of opportunity for this category
Men women generally		The policy does not impact on the equality of opportunity for this category
Disability	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	
Dependants		The policy does not impact on the equality of opportunity for this category

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/none

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

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

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

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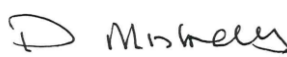
Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

Part 4. Monitoring

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

Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
Tim Neeson	Assets Manager	20/08/2020
Approved by:		
D Miskelly	Director	10/09/2020

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.