

# ULSTER UNIVERSITY POLICY SCREENING PRO-FORMA

## Part 1

### Information about the policy

Note: 'Policy' includes any strategy, policy (proposed/amended/existing) or practice and/or decision, whether written or unwritten.

**Name of the policy**

Health, Safety and Wellbeing Policy

**Is this an existing, revised or a new policy?**

Revised

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

To ensure and enhance the health, safety and wellbeing of employees, students, visitors, contractors and others who may be affected whilst on University premises. Health and safety is a legislative requirement and applies to all groups within the University. The Policy reflects the current legislative provisions.

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

The Policy is intended to promote Health, Safety and Wellbeing for everyone, therefore all of the Section 75 groups are expected to benefit.

**Who initiated or wrote the policy?**

Head of Health & Safety with input from stakeholders.

**Who owns and who implements the policy?**

The Vice-Chancellor / Senior Leadership Team owns the policy. Managers, employees, students, etc. implement the policy. Responsibilities are listed in the Policy.

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### Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? (Please select one answer)

☒ Yes

☐ No

If yes, are they

☒ Financial: Adequate resources

☒ Legislative: Changes to legislation

☒ Other: the University's 5&50 Strategic Plan, Institutional structure in place.

### Main stakeholders affected

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

☒ Staff

☒ Students

☒ Other service users (e.g. prospective students, conference delegates)

☐ Other public sector organisations

☐ Voluntary/community/trade unions

☒ Other, please specify Contractors

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### Other policies with a bearing on this policy

Policy Name	Policy Owner
Fire/Emergency Procedures	Director of People and Culture
Work at Height	
Accident Reporting and Investigation	
Asbestos Management Plan	
Catering Hygiene	
Control of Substances Hazardous to Health	
Display Screen Equipment	
Portable Appliance Testing	
Environmental Monitoring and Control	
Fieldwork	
First Aid Provision	
Health & Safety Audit	
Health and Safety Training and Records	
Highly Flammable Liquids & Compressed Gases	
Maintenance and Inspection of Plant, Machinery and Equipment	
Management and Control of Contractors	
Manual Handling	
Fork Lift Trucks (formerly Mechanical Handling)	
Noise	
Permits to Work	
Personal Protective Equipment	
Pressure Systems	
Purchase of Plant & Equipment - Purchasing	
Ionising Radiation formerly Radiation Protection	
Risk Assessment	
Safe Machinery Design and Guarding	
Smoking Policy	
Supervision of Students	
Waste Disposal	
Exposure to a Blood Borne Virus	
Student Placement	
Health and Well-being	
Major Incident Management Plan	
Misuse of Drugs and Alcohol	
Children on University Premises	
Corporate Events	
Infection Control	

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### Available evidence

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

Note: evidence can come from many sources. Examples include the University's management information systems, internal or external research, surveys or consultation exercises. Anecdotal evidence such as feedback from service users may also be used.

The following evidence was considered:

- Staff Equal Opportunities Monitoring Data (2018)
- Student Equal Opportunities Monitoring Data (AY2016/17)
- HSE website

Section 75 category	Details of evidence/information
Religious belief	<p>The University's Equal Opportunities (EO) data were reviewed. On 6 February 2018, 70.7% of our staff identified as Christian, 0.9% identified as Muslim, 0.9% identified as Hindu, 0.3% identified as Buddhist, 0.2% identified as Jewish. 19.5% identified as having 'No religion'.</p> <p>In the Academic Year (AY) 2017/18, 76.1% of our students identified as Christian, 0.8% identified as Muslim, 0.3% identified as Hindu, 0.1% identified as Sikh, 0.1% identified as Jewish and 0.1% identified as Buddhist. 13.5% identified as having 'No religion'.</p>
Political opinion	<p>The University does not collect information on Political Opinion, or make assumptions regarding Political Opinion based on Community Background.</p>
Racial group	<p>The University's EO data were reviewed. On 6 February 2018, our staff profile was 95.3% White, 4.7% Black and Minority Ethnic (BME).</p> <p>In AY2017/18, 4.4% of our students identified as BME.</p>
Age	<p>The University's EO data were reviewed. On 6 February 2018, 2.31% of University staff are aged 16-25 and 22.3% were aged 56 and above.</p>

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	<p>In AY 2017/18, 0.5% of students were aged under 18. The majority of students (64.3%) were aged 21 and under 40.</p> <p>11.2% of students were aged 40 and over.</p>
<b>Marital status</b>	<p>The University's EO data were reviewed. Marital status was not found to impact on, or have any relevance to this policy.</p>
<b>Sexual orientation</b>	<p>Although we collect staff data on sexual orientation, this is not considered to be reliable. We do not collect student data on sexual orientation.</p>
<b>Men and women generally</b>	<p>The University's EO data were reviewed. In 2018, 55.3% of staff were 'Female'.</p> <p>In AY 2017/18, 56.2% of students were 'Female'.</p>
<b>Disability</b>	<p>The University's EO data were reviewed. In 2018, 5% of staff declared a disability. In AY 2017/18, 10.4% of students declared a disability.</p>
<b>Dependants</b>	<p>The University's EO data were reviewed. 'Dependants' was not found to impact on, or have any relevance to this policy.</p>

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### 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? (Please specify details for each of the Section 75 categories)

Section 75 category	Details of needs/experiences/priorities
Religious belief	<p>Safety requirements might necessitate that employees/students wear hard hats or safety glasses. Hygiene requirements might necessitate hair, including beards be tied back or covered. Under legislation, turban-wearing Sikhs are exempt from the need to wear hard hats.</p> <p>Any health and safety concerns about items worn for religious reasons must be considered thoughtfully and respectfully.</p>
Political opinion	n/a
Racial group	<p>There is a requirement when undertaking risk assessments to consider the needs of those especially at risk, such as those who cannot access written English. Information must be provided in an appropriate format in order to safeguard the health and safety of those who cannot access written English.</p>
Age	<p>There is a requirement when undertaking risk assessments to consider the needs of those especially at risk, such as young people. Young people may be at additional risk due to lack experience in their working environment. Additional information, instruction training and supervision may therefore be required to mitigate this risk.</p> <p>Anecdotally, older people are more likely to be disabled and therefore may require reasonable adjustments to mitigate risk concerning their health and safety at work.</p>
Marital status	<p>The policy is unlikely to impact on equality of opportunity or good relations for this category.</p>
Sexual orientation	<p>The policy is unlikely to impact on equality of opportunity or good relations for this category.</p>

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Men and women generally	There is a requirement when undertaking risk assessments to consider the needs of those especially at risk, such as new and expectant mothers. New and expectant mothers are excluded from working in areas where they could be exposed to radiation or required to lift heavy objects.
Disability	There is a requirement when undertaking risk assessments to consider the needs of those especially at risk, such as disabled people. People with restricted mobility, hearing impairment and visual impairment are likely to need assistance in evacuating in an emergency. Additional arrangements are made for people in these categories.
Dependants	The policy is unlikely to impact on equality of opportunity or good relations for this category.

### Consultation

Consultation with relevant groups, organisations or individuals about the policy can provide useful information about issues/opportunities which are specifically related to them (i.e. evidence to inform the policy). Please indicate whether you carried out (or intend to carry out<sup>1</sup>) any consultation exercises prior to equality screening?

The following groups were consulted during the development of this policy:

- The Health & Safety Management Standing Committee;
- The Statutory Health & Safety Committee, which includes the recognised Trade Unions; and
- The Health & Safety Consultative Forum, which includes the recognised Trade Unions.

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<sup>1</sup> Please contact equality staff in the Policy Implementation Unit (PIU) if you intend to carry out a consultation exercise prior to equality screening your policy. The PIU will assist you to align some of the consultation questions with the screening pro-forma, so that you receive more meaningful responses.

## Screening

### Introduction

The answers to the following screening questions will assist the University in making a decision whether or not there is a need to carry out an equality impact assessment on the policy. The following information is provided to help you to identify and comment on the level of likely impact of the policy in questions 1-4:

#### Select 'major' impact if:

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there are *insufficient data upon which to make an assessment* or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

#### Select 'minor' impact if:

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations;
- e) *Differential impact observed* and opportunities exist to better promote equality of opportunity and/or good relations.



## Part 2

**Select 'none' if:**

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

**Taking into account the evidence presented in Part 1, please complete the screening questions (Questions 1-4).**

## 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? (Please provide details)		
Section 75 category	Details of policy impact	Level of impact? (minor/major/none)
Religious belief	The policy is likely to have a positive impact on equality of opportunity for this group. Turban-wearing Sikhs are specifically exempt from any requirement to wear hard hats. Any health and safety concerns about items worn for religious reasons will be considered thoughtfully and respectfully.	Minor (positive)
Political opinion	The policy is unlikely to impact on equality of opportunity for this group.	None
Racial group	The policy is likely to have a positive impact on equality of opportunity for this group. H&S information will be provided in an appropriate format for those who cannot access written English.	Minor (positive)
Age	The policy is likely to have a positive impact on equality of opportunity for this group. Additional information, instruction, training and supervision will be provided to young people who may be at additional risk due to their inexperience.	Minor (positive)
Marital status	The policy is unlikely to impact on equality of opportunity for this group.	None
Sexual orientation	The policy is unlikely to impact on equality of opportunity for this group.	None
Men and women generally	The policy is likely to have a positive impact on equality of opportunity for this group. New and expectant mothers will be excluded from working in areas where they could be exposed to radiation or required to lift heavy objects.	Minor (positive)

## Part 2

<b>Disability</b>	The policy is likely to have a positive impact on equality of opportunity for this group. Additional arrangements will be made those with restricted mobility, hearing impairment and visual impairment who may need assistance in evacuating in an emergency.	Minor (positive)
<b>Dependants</b>	The policy is unlikely to impact on equality of opportunity for this group.	None

Part 2

<b>2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?</b>		
<b>Section 75 category</b>	<b>If <b>Yes</b>, provide details</b>	<b>If <b>No</b>, provide reasons</b>
Religious belief		No, this policy is intended to promote Health & Safety for all categories.
Political opinion		No, this policy is intended to promote Health & Safety for all categories.
Racial group		No, this policy is intended to promote Health & Safety for all categories.
Age		No, this policy is intended to promote Health & Safety for all categories.
Marital status		No, this policy is intended to promote Health & Safety for all categories.
Sexual orientation		No, this policy is intended to promote Health & Safety for all categories.
Men and women generally		No, this policy is intended to promote Health & Safety for all categories.
Disability		No, this policy is intended to promote Health & Safety for all categories.
Dependants		No, this policy is intended to promote Health & Safety for all categories.

Part 2

<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? (Please provide details)</b>		
Good relations category	Details of policy impact	Level of impact (minor/major/none)
Religious belief	The policy is unlikely to impact on good relations between people of different religious belief	None
Political opinion	The policy is unlikely to impact on good relations between people of different political opinion	None
Racial group	The policy is unlikely to impact on good relations between people of different racial group	None

<b>4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>		
Good relations category	If <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		No. This Policy is intended to promote health, safety and wellbeing.
Political opinion		No. This Policy is intended to promote health, safety and wellbeing.
Racial group		No. This Policy is intended to promote health, safety and wellbeing.

## Additional considerations

### Multiple identity

<p><b>5</b> Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, please provide details of any potential impacts of the policy/decision on people with multiple identities? (<i>For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people</i>). Please include details of any data which you have used to determine/identify this impact</p>	
Section 75 categories (please specify)	Details of policy impact and details of data which describes the policy impact
All	The Policy and associated procedures and guidance are intended to have a positive impact on <u>all</u> groups.

### Disability Duties

<p><b>6.</b> Does the policy provide an opportunity to encourage disabled people to participate in University life?</p>	
If Yes, provide details	If No, provide reasons
Yes - the Health, Safety and Wellbeing Policy takes into consideration the needs of disabled people, thus encouraging their participation in University life.	

Part 2

<b>7. Does the policy provide an opportunity to promote positive attitudes towards disabled people?</b>	
<b>If Yes, provide details</b>	<b>If No, provide reasons</b>
The implementation of the Policy (and associated procedures, e.g. Fire, Risk Assessment) requires committees and individuals to address needs of disabled people. This helps to promote a positive attitude towards disabled people.	

## Screening decision

Based on the evidence considered and outlined in Part 1 and the responses to the screening questions (Part 2), please indicate the screening decision for this policy:

Note: The University should take particular care not to screen out policies that have a procurement aspect if there is potential to promote equality of opportunity through the procurement of services.

☐

**Screen in** the policy (subject the policy to an Equality Impact Assessment)  
*i.e. the likely impact is '**major**' in respect of one, or more of the equality of opportunity and/or good relations categories*

☐

**Screen out** the policy without mitigation or an alternative policy proposed to be adopted (no Equality Impact Assessment)  
*i.e. the likely impact is '**none**' in respect of all of the equality of opportunity and/or good relations categories*

☒

**Screen out** the policy and **mitigate the impacts on equality by amending or changing the policy**, or by **developing an alternative policy or action** (no Equality Impact Assessment)  
*i.e. the likely impact is '**minor**' in respect of one, or more of the equality of opportunity and/or good relations categories*



### Part 3

If the decision is to subject the policy to an equality impact assessment (i.e. 'screen in' the policy), please provide details of the reasons.

If the decision is not to conduct an equality impact assessment (i.e. 'screen out' the policy), please provide details of the reasons.

### Part 3

If the decision is not to conduct an equality impact assessment (i.e. 'screen out' the policy) and mitigate the impacts on equality by amending or changing the policy, or by developing an alternative policy or action, please provide reasons to support your decision, together with the proposed changes/amendments or alternative policy:

The likely impact is '**minor**' in respect of one, or more of the equality of opportunity and/or good relations categories. The policy is likely to have a positive impact on the health, safety and wellbeing of everyone thus ensuring a safe and healthy working environment.

In line with University policy, the Strategy will be reviewed two years after it has been implemented, and if necessary amended.

## 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 the University's functions	N/A

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

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

☐ Yes

☐ No

If yes, please provide details:

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## Approval and authorisation

	Position/Job Title	Date
Screened by:  Marie Lausche	Deputy Director Performance and Talent	11 / 18
Approved by: 	Director of People and Culture	7/2/19.

Note: Following approval by the Senior Leadership Team/Senate, the policy owner must inform the University Secretary that the policy has been approved. Once the Council of the University has been informed of the policy (either directly or through an appropriate Committee), the policy owner can then promulgate the policy and develop appropriate training or awareness raising material in relation to the policy.

A copy of the screening pro-forma will be made available on the University's website and be made available on request.

## Review

Note: Policies must be reviewed at least every two years, but sooner if changes in legislation or other variables require review.

This policy is due for review (in terms of its impact on equality of opportunity and good relations) by the policy owner on:

07/02/21

(Insert date)