

UNIVERSITY OF ULSTER POLICY SCREENING PRO-FORMA

What is the Policy? (Name/Description of the Policy)

Corporate and social events procedure

What is the aim, objective or purpose of the Policy?

The purpose of this procedure is to define the actions required when planning an event to ensure compliance with health and safety law.

Who defines or defined the Policy and who implements it?

Health and Safety Management Standing Committee. Implemented by conference office, Physical Resources and event organisers.

Is the Policy applied uniformly throughout the University? Yes No

If "no" what are the consequences in terms of the screening process?

Who are the stakeholders in relation to this Policy eg, DEL, UCAS?

Employer, staff, students and visitors.

How do we interface with other bodies in relation to implementation of this Policy?

Health and Safety Executive and local authorities enforce legislative requirements.

What data are available to facilitate the screening of this Policy?

Anecdotal data only

1. Is there any evidence of higher or lower participation or uptake by the following characteristics?

	Yes	No	Not Known
Religious Belief		√	
Political Opinion		√	
Racial Group		√	
Age		√	
Marital Status		√	
Sexual Orientation		√	
Gender		√	
Disability		√	
Dependants		√	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative analysis or quantitative analysis where available.

Please comment:

Health and Safety legislation requires that the University protects all staff, and others who may be affected by our undertaking, so far as reasonably practicable. As such this procedure applies to all groups. It is unlikely that there will be groups who have a higher participation rate.

2. Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to this Policy?

	Yes	No	Not Known
Religious belief		√	
Political Opinion		√	
Racial Group		√	
Age		√	
Marital Status		√	
Sexual Orientation		√	
Gender		√	
Disability		√	
Dependants		√	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative analysis or quantitative analysis where available.

Please comment:

This and other health and safety procedures should have a positive impact for all groups. There is no evidence that any of the Section 75 categories have different needs, experiences, issues or priorities; or that the procedures will have an adverse impact on equality of opportunity for any s75 groups.

However staff with disabilities and/or existing medical conditions or pregnant employees may have different needs.

3. Have consultations with relevant groups, organisations or individuals indicated that policies of this type create problems specific to them?

	Yes	No	Not Known
Religious Belief		√	
Political Opinion		√	
Racial Group		√	
Age		√	
Marital Status		√	
Sexual Orientation		√	
Gender		√	

Disability		√	
Dependants		√	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative analysis or quantitative analysis where available.

Please comment:

It is a requirement that Trade Union representatives are consulted on all new or revised health and safety procedures. As such this procedure has been passed to the Health and Safety Consultative Forum. The procedure will be passed to all of Faculty Health and Safety Committees, each Campus Health and Safety Committee, stakeholders and other interested parties within the University for the purposes of consultation.

4. Is there an opportunity to promote equality of opportunity or community relations better by altering the Policy, or by working with others, in Government, or in the larger community in the context of this Policy?

Yes No

Please elaborate:

5. If the answer to any of the questions in 1 to 4 is yes, please indicate whether you consider the Policy may significantly impact on the University's obligation to have due regard to the need to promote equality of opportunity.

Yes No

Please elaborate:

6. What data are required in the future to ensure effective monitoring?

None.

7. In the context of question 3 are there any relevant groups which you believe should be consulted? Please specify

None

8. Please indicate whether a full impact assessment is recommended.

Yes No

Please elaborate

9. Any other comments on the Policy and/screening exercise?

POLICY _____

Time table for impact assessment

- a. On a scale of 1-5, 1 being the highest priority and 5 being the lowest, assess the Policy in terms of priorities for impact assessment.

	1 - 5
Social Need	
Effect on people's daily lives	
Effect on economic, social and human rights	

Please indicate whether you think this policy should be reviewed in year 1,2,3,4 or 5.

Year _____

- b. Is the Policy affected by a strategic planning documents e.g. Agenda for Action, Institutional Plan, Strategic Development Plan?

Yes Y No Y

Please elaborate

- c. Is the Policy affected by the time table established by other relevant public authorities or organisations in relation to common functions?

Yes Y No Y

Please elaborate

- d. What is the scale of expenditure incurred by the Policy?

Preliminary Screening by: **Geoff Gillan**
Health & Safety services

Date: 8th October 2008