

EQUALITY AND HUMAN RIGHTS SCREENING

THIS IS A PUBLIC DOCUMENT

Title of Policy: Emergency Planning and Business Continuity Management Policy	
Lead Manager: Jacqueline Doherty	Title: Emergency Planner
Directorate: Performance, Planning and Corporate Services	Department: Performance, Planning and Corporate Services
Contact details: Address: Trust Headquarters, MDEC, Altnagelvin Hospital, Glenshane Road, Londonderry, BT47 6SB Tel: 028 71345171 Ext 214537 Email: jacqueline.doherty2@westerntrust.hscni.net	
Short Description of Policy <p>This policy has been prepared to identify and secure the Trust's organisational arrangements for ensuring that adequate plans are in place for major incidents, business continuity and business recovery. This policy applies to all aspects of Trust core essential services where an interruption has the potential to materially affect the activities or reputation of the Trust and is for all Trust staff.</p> <p>The purpose of the Emergency Planning and Business Continuity Management Policy is to set out the arrangements that need to be in place in order to ensure that:</p> <ul style="list-style-type: none"> the Trust has a planned, prepared, organised and practised response to any event which affects the provision of normal services, and all reasonable steps will be taken to ensure that essential services will be maintained and normal services resumed as soon as possible following an unforeseen service interruption. 	
Final Recommendations: (please tick as appropriate)	
1. GREEN: No equality issues/impact: no further action	√
2. AMBER: Minor equality issues/impact: actions identified	
3. RED: Major equality issues/impact: full EQIA recommended	
<p>Please send draft completed form for quality assurance to equality.admin@westerntrust.hscni.net For further information on quality assurance see page 3, section 3.</p>	
Final Approval Date:	

(1) INFORMATION ABOUT THE POLICY OR PROPOSAL

1.1 Title of policy or proposal:

Emergency Planning and Business Continuity Management Policy

1.2 Description of policy or proposal

The aim of the business continuity policy is to outline the Trust's strategy in response to an emergency event or situation which potentially may impact on the delivery of service particularly within critical areas. The Trust must also be compliant with all Statutory Legislation to include the Network and Information Systems Regulations (NIS Regulations 2018). The policy will also establish the general principles and processes for the development of an emergency response and business continuity management system which provides for planning, administrative and operational oversight for all contingency and disaster recovery activities.

The Trust's responsibilities under the Civil Contingencies Framework (2023) is defined as assessing the risk of emergencies occurring and using this framework to inform contingency planning. The Trust has a duty to establish and maintain emergency response plans and to put in place Business Continuity Management arrangements and communicate and share this information with relevant multi-agency partners.

Definitions

- An emergency is defined as: "An event or situation which threatens serious damage to human welfare, the environment or the security of a place.
- Business Continuity is the capability of an organisation to continue delivery of products or services at acceptable predefined levels following a disruptive incident.

The Trust will take forward these responsibilities through:

The establishment of an Emergency Preparedness and Business Continuity Strategic Forum which is represented by Assistant Directors and Heads of Service from all Trust Directorates. The role of the Forum is to facilitate and monitor the implementation and continual improvement of the Trust's Major Incident and Business Continuity Planning arrangements. The Forum will also be used to share information on any new or emergent threats or risks to services. This platform will also be used for sharing information from the Northern Ireland Civil Contingency Framework and the Department of Health Emergency Planning regional meetings with directorate colleagues. The forum will also lead on the implementation of the Emergency Planning & Business Continuity Policy and ensure compliance with the Health and Social Care Core Standards for Emergency Planning, the Northern Ireland Civil Contingencies Framework 2023 and the Network Information Systems Regulations 2018.

1.3 Main stakeholders affected (internal and external)

For example, staff, actual or potential service users, other public sector organisations, voluntary and community groups, trade unions or professional organisations or private sector organisations or others. **Start to consider how you might involve them in the development of the policy/decision.** This will also help you to meet the Trust's obligations under Personal and Public Involvement (PPI).

The main stakeholders affected by the Emergency Planning and Business Continuity Management Policy:

All Trust Staff

Service users / Visitors

External Health and Social Care family organisations e.g., Department of Health, Social Services and Public Safety, Public Health Agency, Strategic Planning and Performance Group

Other local statutory agencies, e.g., Local Councils

Multi-agency Partners e.g. Police Service Northern Ireland, Northern Ireland Fire Service, Northern Ireland Ambulance Service, Northern Ireland Civil Contingency Group.

Trade Unions

1.4 Other policies or decisions with a bearing on this policy or proposal

- Fire Emergency Response Policy (Assistant Director of Facilities Management)
- Northern Ireland Civil Contingencies Framework 2023
- Health and Social Care Core Standards for Emergency Planning Framework
- Department of Health 2024 Emergency Response Plan
- Network and Information Systems (NIS Regulations 2018)
- Major Incident, Mass Casualty Plans
- Western Health & Social Care Fire Plan
- Western Health & Social Care Business Continuity Plans
- Western Health & Social Care Lockdown Plans
- Western Health & Social Care Pandemic Plan
- Western Health & Social Care Communication Major Incident Plan
- Western Health & Social Care Cyber Incident Response Plan
- Western Health & Social Care Mass Prophylaxis Plan
- Western Health & Social Care Chemical Biological Radioactive Nuclear Plan

(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

2.1 Data Gathering

2.1.1 What information did you use to inform this equality screening? For example, previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints, etc.

- Department of Health Regional Guidance documents in relation to the Emergency Planning and Business Continuity
- Western Health & Social Care Workforce Planning Information
- Western Health & Social Care Census Information

- Northern Ireland Executive Office - Civil Contingencies Framework (2023)
- Northern Ireland NIS Competent Authority - Network Information Systems Regulations (2018)
- Strategic Planning and Performance Group & the Public Health Authority Regional Emergency Planning Forum
- Western Health & Social Care debriefs from previous incidents/events

2.1.2 How did you involve people?

The Trust requires evidence of engagement with stakeholders to fulfil its statutory obligations under its Equality scheme, Consultation Scheme and Personal and Public Involvement strategy. Provide details of how you involved stakeholders e.g. views of colleagues, service users, carers, Trade Unions, Section 75 groups or other stakeholders.

Consultation and Engagement Statement: In your policy/proposal include a paragraph titled Consultation and Engagement and summarise this section. If there was no engagement, please explain why.

This policy was submitted to the Emergency Preparedness and Business Continuity Strategic Forum for review and comment on 31st July 2024. This Forum is Chaired by the Director of Performance and Corporate Planning and Trust wide Directorate representation by Assistant Directors and Heads of Service. The policy was approved at this Forum on 30th October 2024. The policy is also tabled at the Performance and Corporate Planning Heads of Service/Senior Management Team governance meeting which is chaired by the Director of Performance and Corporate Planning.

The need to engage with Trust staff and partner agencies in relation to developing plans has been identified within the policy. This will be undertaken by the Emergency Planner who represents the Trust at the multi-agency Planning Groups, e.g. Northern Ireland Ambulance Service, Red Cross, Northern Ireland Fire and Rescue Service, Police Service of Northern Ireland, Local Council.

There is no Trade Union representation on any of the Trust’s Emergency Planning Groups however the Assistant Director of Human Resources attends the Emergency Planning & Business Continuity Strategic Forum and advises on the need to consult with unions as appropriate.

2.2 Equality Profile

Who is affected by the policy or proposal? What is the makeup (%) of the affected group? Please provide a statistical profile. Could you improve how you gather Section 75 information? Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group? If the policy affects both staff and service users, please provide information on both. If not, merge the 2 columns.

Category	Service Users, etc. 2021 Census Data TOTAL POPULATION 301,618	Western Trust Staff Info June 2024 TOTAL 14766
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Gender	Female 50.58% 152,563 Male 49.42% 149,055	Female 11725 – 79.40% Male 3041 – 20.59%
Age	0 -15 21.17% 63,854 16-24 10.34% 31,181 25-44 24.95% 75,214 45-64 26.51% 79,970 65-74 9.74% 29,392 75+ 7.30% 22,006	16-24 1024 - 6.9% 25-34 3073 – 20.81% 35-44 3724 – 25.22% 45-54 3492 – 23.65% 55-64 2790 – 18/89% 65+ 663 – 4.5%
Religion	Catholic 194,050 – 66.29% Presbyterian Church of Ireland 26,996 – 9.22% Church of Ireland 34,802 – 11.88% Methodist Church of Ireland 4,540 – 1.55% Other Religions 2,388 – 0.82% No Religion 25,107 – 8.57% Religion not stated 4,860 – 1.66%	Protestant 3253 – 22.03% Roman Catholic 8321 – 56.35% Not Determined/Not Known 3192 – 21.61%
Political Opinion	Nationalist: 86,834 (53%) Unionist 61,995 (38.06%) Other: 14,025 (8.62%)	Broadly Unionist 950 – 6.43% Broadly Nationalist 2159 – 14.62% Other 1668 – 11.29% Do not wish to answer/not known 9989 – 67.65%
Marital Status	Single Married Other 30.74% 35.50% 12.60% 92,708 107,063 37,991	Married 7817 – 52.93% Single 5512 – 37.33% Other 1437 - 9.73%
Dependent Status	Households with dependent children 24.48% - 38,219	Yes 3069 – 20.78% No 4428 – 29.99% Not Known 7269 – 49.23%
Disability	Household with one or more persons with a limiting long term illness 43,479 - 44.63%	Yes 429 – 2.9% No 9417 – 63.8% Not Know 4920 – 33.3%
Ethnicity	Arab 0.05% - 158 Asian Other 0.11% - 326 Black African 0.12% - 370 Irish Traveller 0.17% - 527 Roma 0.01% - 43 Pakistani 0.05% - 156 Filipino 0.14% - 415 Mixed Ethnic Group– 0.51% - 1560 Chinese 0.21% - 640 White 98.09% - 295,860	Bangladeshi 16 – 0.1% Black African 61 – 0.4% Black Caribbean 2 – 0.01% Black Other 1 – 0.006% Chinese 9 – 0.06% Filipino 67 – 0.45% Indian 204 – 1.3% Irish Traveller 4 – 0.03% Mixed Ethnic Group 26 – 0.18% Not assigned 3036 – 20.56%

	Indian 0.35% - 1,041 Other Ethnicities 0.12% - 370 Black Other 0.06% - 185	Other 80 – 0.54% Pakistani 37 – 0.25% White 11223 – 76%
Sexual Orientation	Heterosexual 91.2% - 275,076 LGBTQ+ 1.6% - 4,826 Not stated 7.2% - 21,716	Opposite sex 8744 – 59.22% Same sex 181 – 1.23% Same and Opposite sex 52 – 0.35% Do not wish to answer/not known 5789 – 39.20%

2.3 Assessing Needs/Issues/Adverse Impacts, etc.

What are consequences of the policy/proposal on Users/Carers and staff? What are the different needs, issues and concerns of each of the equality groups? Are there any adverse impacts? If the policy affects both staff and service users, please specify issues for both. If not, merge the 2 columns. Please state the source of your information, e.g. colleagues, consultations, research, user feedback, etc.

	Needs and Experiences	
	All inpatients within the hospital will have been assessed by medical staff and staff will be aware of any specific needs/issues should any incident arise.	
Equality Group	Service Users, etc.	Staff
Gender	No issues identified	No issues identified
Age	No issues identified	No issues identified
Religion	No issues identified	No issues identified
Political Opinion	No issues identified	No issues identified
Marital Status	No issues identified	No issues identified
Dependent Status	Some of those using the service will have caring responsibilities whilst others will have carers/families who are involved in their care. Service Users and their carers/families will be provided with information on any incident as appropriate.	No issues identified
Disability	Communication needs of service users with a disability/ their carers/families could be an issue in the event of a service disruption or change to service delivery as a result of a disruptive event. These needs will be addressed on activation of any of the Trust's	The policy will be available for staff in alternative formats, e.g. braille, large font etc. Training will also be adapted to suit the needs of any staff with a disability.

	<p>Emergency Preparedness, Business Continuity Plans.</p> <p>Information on any impact or changes to services will have to be communicated appropriately including provision of information in alternative formats e.g. large font, braille, audio etc. Training events will also consider these issues.</p> <p>The Trust has an interpretation service and a process in place for activation should this service be required.</p> <p>Additional detail is available within the Communication Support Guidelines documentation.</p>	<p>The Trust has an interpretation service and a process in place for activation should this service be required.</p> <p>Additional detail is available within the Communication Support Guidelines documentation.</p>
Ethnicity	<p>There could be communication issues for service users for whom English is not their first language.</p> <p>There may be a need for interpreters/written translations. These needs will be addressed on activation of any of the Trust's Emergency Preparedness, Business Continuity Plans.</p> <p>Additional detail on the Trust's interpretation service is available within the Communication Support Guidelines documentation.</p>	<p>The policy will be available for staff in alternative formats, e.g. braille, large font etc. Training will also be adapted to suit the needs of any staff.</p>
Sexual Orientation	No issues identified.	No issues identified
Other Issues: e.g. Rurality	No other issues	No issues identified

2.4 Multiple Identities: When considering this policy/proposal, are there any additional issues relating to people with multiple identities? For example: older women, disabled minority ethnic people, young Protestant men, disabled people who are gay, lesbian or bisexual.

No additional issues identified.

2.5 Making Changes: Promoting Equality of Opportunity/Minimising Adverse Impacts

Based on the equality issues you identified in 2.2, 2.3 and 2.4, what do you currently do that meets those needs? What additional changes do you intend to make that will improve how you promote equality of opportunity or minimise adverse impacts?

Equality Group	Actions that promote equality of opportunity or minimise (mitigate) adverse impacts	
	Service Users, etc.	Staff
Dependent Status	Some of those using the service will have caring responsibilities whilst others will have carers/families who are involved in their care. Service Users and their carers/families will be provided with information on any incident as appropriate	
Disability	Information on any impact or changes to services will have to be communicated appropriately including provision of information in alternative formats e.g. large font, braille, audio etc. These needs will be addressed on activation of any of the Trust's Emergency Preparedness, Business Continuity Plans and have been identified within the role of the Incident Control Team. Training events will also consider these issues. The Trust has an interpretation service and a process in place for activation should this service be required. Additional detail is available within the Communication Support Guidelines documentation.	The policy will be available for staff in alternative formats, e.g. braille, large font etc. Training will also be adapted to suit the needs of any staff with a disability. The Trust has an interpretation service and a process in place for activation should this service be required. Additional detail is available within the Communication Support Guidelines documentation.
Ethnicity	Information for service users or their family/carers, who do not have English as a first language will have to be communicated appropriately including provision of translated documents and booking of interpreters in line with Trust Guidelines.	

2.6 Good Relations

Does the policy/proposal have any impact/consequences for Good Relations? What changes to the policy or proposal or what additional measures could you suggest to ensure that it promotes good relations (if any)? (Refer to Guidance Notes for guidance on impact).

Group	Impact/Consequences	Suggestions
Religion	Not Applicable	
Political Opinion	Not Applicable	
Ethnicity	Not Applicable	

(3) CONSIDERATION OF DISABILITY DUTIES

How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?
Not Applicable

(4) CONSIDERATION OF HUMAN RIGHTS

4.1 Does the policy or proposal adversely affect anyone's Human Rights?
Complete for each of the Articles.

Article	Positive Impact	Negative Impact - human right interfered with or restricted	Neutral Impact
Article 2 – Right to life			√
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			√
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			√
Article 5 – Right to liberty & security of person			√
Article 6 – Right to a fair & public trial within a reasonable time			√
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			√
Article 8 – Right to respect for private & family life, home and correspondence.			√

Article 9 – Right to freedom of thought, conscience & religion			√
Article 10 – Right to freedom of expression			√
Article 11 – Right to freedom of assembly & association			√
Article 12 – Right to marry & found a family			√
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			√
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			√
1 st protocol Article 2 – Right of access to education			√

If you have answered either ‘Positive Impact’ or ‘Neutral Impact’ to all of the above, please move on to Question 6, ‘Monitoring’.

4.2 If you have identified any potential negative impacts to any of the articles, please complete the following table.

Article Number	What is the negative impact and who does it impact upon?	What do you intend to do to address this?	Does this raise any further legal issues?* Yes/No

**It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this.*

4.3 Outline any further actions which could be taken to promote or raise awareness of human rights or, to ensure compliance with the legislation in relation to the policy or proposal.

The Trust believes that human rights are being promoted by the actions identified to ensure that there is appropriate communication with the equality groups on whom this policy and plan will impact.

(5) SHOULD THE POLICY OR PROPOSAL BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?

A full Equality Impact Assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity. Base your decision on information from sections 2.2, 2.3, 2.4 and 2.5.

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How would you categorise the impacts of this proposal or policy? (Refer to Guidance Notes for guidance on impact)

Please tick:

GREEN: No impact	√
AMBER: Minor impact	
RED: Major impact	

Do you consider that this policy or decision needs to be subjected to a full Equality Impact Assessment?

Please tick:

Yes	
No	√

Please give reasons for your decision. (See Guidance Notes, page 28, for sample paragraph).

The implementation of this policy will ensure that the Trust can provide a proportionate, effective, co-ordinated response to any major incident or service business continuity event, whilst continuing to maintain services as far as possible within the constraints of responding to the incident in line with the Northern Ireland Civil Contingencies Framework 2023 and the NIS Regulations 2018.

The policy will outline the roles and responsibilities for relevant staff. All service users will have been individually assessed and additional support needs identified. The policy will be communicated by the Emergency Planning and Business Continuity Strategic Forum leads.

The policy will also be available on the Business Continuity shared point and on the Trust intranet.

Information will be made available for service users, families or carers who do not have English as a first language, including the use of foreign and, written translations etc. in line with Trust policy. In addition, service users, their families, carers or staff who require additional communication support including e.g. provision of information in Braille, sign language interpreters, large font or audio, will be provided with this information.

➤ **NOTE: Equality and Human Rights Statement:** The policy/proposal that this screening relates to **MUST** include the above paragraph. In addition, this paragraph should be used

in the briefing note to Trust Board and will also be included in the Trust's Equality Screening Report.

(6) EQUALITY AND HUMAN RIGHTS MONITORING

What data will you collect in the future in order to monitor the effect of the policy or proposal, on any of the equality groups, for equality of opportunity and good relations, disability duties and human rights?

- Any debriefs in relation to activation of the Trust's Major Incident or Business Continuity Plans in response to incidents will consider issues in relation to Equality and Human Rights.
- Complaints and compliments will be monitored by the Emergency Planner and shared at the Emergency Planning and Business Continuity Strategic Forum for discussion and review. Any significant issues will be escalated to the Corporate Management Team.
- Issues arising from testing and validation exercises.

Approved Lead Officer: Steven Walls

Position: Assistant Director of Planning, Performance and Business Services

Policy/Proposal Screened By: Jacqueline Doherty, Emergency Planner

7 November 2024

Quality Assurance: Please send the final draft for quality assurance to the Equality and Human Rights Unit, Tyrone and Fermanagh Hospital, Omagh, BT79 0NS or email: equality.admin@westerntrust.hscni.net. **Quality Assurance can take up to three weeks.**

Directorate SMT Approval: The completed Equality Screening Form **MUST** be presented along with the policy/proposal to your Directorate SMT for approval.

Quarterly Equality Screening Reports: When final Trust approval is received, ensure that you send the completed screening form and associated policy/proposal, etc. to the Equality and Human Rights Unit, for inclusion in the WHSCT's quarterly equality screening reports. As a public document, the screening form will be available for downloading on both the Trust's website and intranet site.

