

EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

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Title of Policy: Environmental Waste Management Policy	
Lead Manager: Douglas McMorris	Title: Fire & Environment Manager
Directorate: Performance & Service Improvement	Department: Estate Services
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Short Description of Policy This policy is to detail how the Western Health and Social Care Trust (hereafter 'Trust') will strategically meet its obligations in respect of protection of the environment.	
Final Recommendations: (please tick as appropriate)	
1.	GREEN: No equality issues/impact: no further action <input checked="" type="checkbox"/>
2.	AMBER: Minor equality issues/impact: actions identified <input type="checkbox"/>
3.	RED: Major equality issues/impact: full EQIA recommended <input type="checkbox"/>
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.	
Final Approval Date:	

(1) INFORMATION ABOUT THE POLICY OR PROPOSAL

1.1 Title of policy or proposal

Environmental Waste Management Policy

1.2 Description of policy or proposal

Policy aims to detail Chief Executive and Board commitment to eliminate or minimise, in so far as reasonably practicable, the risks to the environment arising from the installation, maintenance and operation of Trust Estate, and to outline Trust environmental management arrangements.

The Trust recognises its duty to eliminate or minimise, in so far as reasonably practicable, the risks to the Environment arising from the installation, maintenance and operation of its Estate.

The Trust will discharge these duties by ensuring:

- effective management of activities that may have a potential impact on the environment, including; monitoring of emissions and discharges; management of energy and water; management of waste, transport and car parking; procurement of goods/services and new build; maintenance of buildings, plant and equipment; and grounds maintenance.
- timely provision of resources to implement relevant legislation and guidance.

Implementation of this policy will be achieved through strong management commitment and the continued development, implementation and review of a documented Environmental Management System ISO14001:2004

The Trust will openly communicate this policy and environmental performance to staff, patients, government departments, public and other interested parties.

The Trust will support relevant environmental initiatives in the community, and support research and development activities aimed at improving the organisation's overall performance.

Roles and Responsibilities

Trust Board

Trust Board shall ensure that the organisation complies with environmental legislation and guidance, and that adequate resources are made available to meet Trust's environmental management requirements.

Trust Board's corporate responsibility for ensuring the implementation of environmental management arrangements is devolved through Chief Executive.

Chief Executive

Chief Executive has ultimate accountability for ensuring implementation of policy, and that the organisation and arrangements for environmental management are effective.

Executive Director (Environment)

Director of Performance and Service Improvement has overall responsibility for Trust environmental arrangements to ensure compliance with environmental legislation and guidance), and that agreed programmes for investment are included in annual business plan.

Director of Performance and Service Improvement is responsible to ensure that there is an appropriate management structure to implement, monitor and review environmental management arrangements across Trust.

Responsibility is devolved through Assistant Director of Facilities Management to Head of Estates Management.

Directors & Assistant Directors

Directors and Assistant Directors are responsible to ensure implementation of policy within Directorate (or area of responsibility) to ensure compliance with legislation and guidance.

Department Managers

Department are accountable for environmental management performance within area of responsibility to ensure compliance with legislation and guidance.

Department Managers are responsible to:

- Implement Environmental Waste Management Policy
- Undertake/participate in environmental audits
- Ensure staff receive appropriate training and information
- Ensure all relevant procedures are followed

All Staff

All staff are responsible to conduct their work in accordance with environmental management arrangements for their area, including attendance at any relevant training or awareness sessions.

Non-Staff

All non-staff (including contractors) are responsible to conduct their work in accordance with this policy and environmental management arrangements.

Estates Quality Management Group

Head of Estates (as Chair) is responsible to coordinate and monitor environmental arrangements across Trust - to ensure compliance with legislation and guidance, and provision of safe working environment.

Fire & Environment Manager (Estates) is responsible to monitor and review Trust environmental management arrangements. With day to day operations carried out by the Senior Environment Officer and Environment Officer. Areas monitored including:

Environment (emissions, discharges etc.)

- Energy
- Waste
- Water
- Transport and Car Parking
- Procurement
- Buildings, Plant and Equipment
- Grounds Maintenance

1.3 Main stakeholders affected (internal and external)

For example, staff, actual or potential service users, other public sector organisations, GPs, primary care providers, 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 stakeholder in this project are as follows:

- Patients / Clients and Carers
- Consultant Medical staff
- Outpatient Nursing Staff

- Western Health and Social Care Trust staff
- Service Managers
- Patients Council
- Health and Social Care Board (HSCB)
- General Practitioners (GP's)
- Waste Contractors
- Northern Ireland Environment Agency

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

- Health & Safety
- Incident Reporting
- Infection Control
- Security
- Fire Safety
- Environmental Management System ISO14001:2004
- Environment Waste Management Policy 2011
- Environment Waste Management Policy 2018

(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.

Quantitative Information:

Tonnages of waste disposed by Type, monthly
Waste Requests to Helpdesk

Qualitative Information:

ISO14001 accreditation audits by independent auditors
Complaints received
Internal Audits

Estate Quality Management Group review information received, group includes all Estates Senior Management- Head of Estates, Head of Specialist Services & Medical Engineering, Head of O&M, Head of Projects.

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 drawn up by the regional Policy Sub-group in consultation with nominated specialists from each Trust.

This policy will be reviewed regularly to take cognisance of changes in legislation and standards.

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.	Staff (Workforce Planning can provide this information) Workforce Planning Information, WHSCT as @ May 2013 Consultant Staff, OP Nursing and Administrative Support Staff
Gender	Male: 146,051 Female: 148,366	Female 206 Male 175
Age	0-4: 20,445 5-7: 11,322 8 – 9: 7,668 10 – 14: 21,186 15: 4,467 16 – 17: 9,266 18 – 19: 8,097 20 – 24: 19,865 25 – 29: 20,097 30 – 44: 61,230 45 – 59: 56,781 60 – 64: 15,380 65 – 74: 22,101 75 – 84: 12,301 85 – 89: 2,878 90+: 1,333	16-24 7 25-34 47 35-44 137 45-54 125 55-64 60 65+ 5
Religion	Catholic: 182,996 (32.16%) Presbyterian: 29,353 (9.97%) Church of Ireland: 37,154 (12.62%) Methodist: 4,900 (1.66%)	Protestant 96 Roman Catholic 208 Not Determined 77

	Other Christian: 7,212 (2.45%) Other religions: 1,475 (0.50%) No religion: 12,199 (4.14%) Religion not stated: 19,128 (6.50%)	
Political Opinion	Political Opinion - Based on first choice votes held by electoral office. Nationalist: 86,834 (53%) Unionist 61,995 (38.06%) Other: 14,025 (8.62%) Overall total: 162,854	Broadly Unionist 21 Broadly Nationalist 37 Other 66 Do not wish to answer/not known 257
Marital Status	Marital Status: All usual residents aged 16 and over (229,329) Single: 87,557 Married: 106,383 In registered same-sex civil partnership: 161 Separated but still legally married: 9,678 Divorced or formerly in a same-sex civil partnership which is now legally dissolved: 11,063 Widowed or surviving partner from a same-sex civil partnership: 14,487	Married 271 Single 97 Other 13
Dependent Status	All families in households: 77,758 Households with no dependent children: 37,650 Households with children: 76,204 Residents who: Provide 1-19 hours unpaid care per week: 17,538 Provide 20-49 hours unpaid care per week: 5,859 Provide 50+ hours unpaid care per week: 9,096 Provide no unpaid care: 261,924	Yes 145 No 71 Not Known 165
Disability	Persons with: Long-term health problem or disability: Day-to-day activities limited a lot: 37,988 Long-term health problem or disability: Day-to-day activities limited a little: 26,351 Long-term health problem or disability: Day-to-day activities not limited: 230,078	Yes 11 No 233 Not Known 137
Ethnicity	White: 290,923 (98.81%) Chinese: 486 (0.17%)	Black African 5 Bangladeshi 0

	Mixed: 740 (0.25) Irish Traveller: 251 (0.09%) Indian: 893 (0.30%) Other Ethnic Group: 294 (0.10%) Pakistani: 99 Black African: 115 (0.04%) Black Caribbean: 64 (0.02%) Black Other: 58 (0.02%) Bangladeshi: 21 (0.01%) Other Asian: 473 (0.16%)	Black Caribbean 0 Chinese 3 Indian 12 Irish Traveller 0 Pakistani 6 White 301 Mixed Ethnic Group 2 Other 8 Filipino 0 Black Other 0 Not Known 44
Sexual Orientation	Rainbow Research (2008) estimates that approximately 10% of the population is LGB. This equates to approx. 29,442 people in the Western area.	Opposite sex 196 Same sex 6 Same and Opposite sex 0 Do not wish to answer/not known 179

2.3 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	
Equality Group	Service Users, etc.	Staff
Gender	No Identified Issues	No Identified Issues
Age	No Identified Issues	No Identified Issues
Religion	No Identified Issues	No Identified Issues
Political Opinion	No Identified Issues	No Identified Issues
Marital Status	No Identified Issues	No Identified Issues
Dependent Status	No Identified Issues	No Identified Issues
Disability	Information on the policy will be provided in alternative formats e.g. large font if requested. Sign language interpreters will be provided in line with WHSCT Policy.	Information on the policy will be provided in alternative formats for staff e.g. large font. Sing language interpreters will be provided in line with WHSCT Policy.
Ethnicity	Information on the policy can be translated and issued to service users/relatives/carers who do not have English as a first language. Foreign language interpreters will be provided in line with WHSCT Policy.	Information on the policy will be provided in alternative formats
Sexual Orientation	No Identified Issues	No Identified Issues
Other Issues: e.g. Rurality	No Identified Issues	No Identified Issues

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.

Not Applicable

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	
Disability Service Users	Alternative formats are/will be made available e.g. large font Sign language interpreters will be provided in line with WHSCT Policy.
Disability Staff	Information on the policy will be provided in alternative formats for staff e.g. large font. Sing language interpreters will be provided in line with WHSCT Policy.
Ethnicity Service Users	Information on the policy can be translated and issued to service users/relatives/carers who do not have English as a first language. Foreign language interpreters will be provided in line with WHSCT Policy.
Ethnicity Staff	Information on the policy will be provided in alternative formats

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?**

The Policy protects all persons by insuring waste generated by the Trust is managed effectively by the Trust and disposed of in line with Legislation and guidance.

(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 Section 5.

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
	Not Applicable		

**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.

Not Applicable

(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.

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

Please tick:

GREEN: No impact	<input type="checkbox"/>
AMBER: Minor impact	<input type="checkbox"/>
RED: Major impact	<input type="checkbox"/>

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

Please tick:

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

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

The Continued following of this Policy will have a positive impact across the Trust and for the resident population.

The Trusts compliance with relevant legislation, guidance and government targets will ensure the health and well being of the community which it serves, and the Trust will do its utmost to

contain the environmental impact of its activities to a practicable minimum consistent with maintaining its responsibilities in providing high quality health care.

Policy will be communicated to staff through a pdf copy on the Trust SharePoint Site, Ward areas have an Environmental log book which contains environmental paperwork including the policy and manual, checked during audits by Trust Environment officers. The Policy its scope and where to obtain copy is also covered in waste training sessions by Trust Environment officers. Policy will be going to all staff via Trust communication.

- **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?

Complaints

NIEA inspection reports

ISO14001 audit reports

Fire & Environment Manager (Estates) is responsible to monitor and review Trust environmental management arrangements

Approved Lead Officer: Douglas McMorris

Position: Fire & Environment Manager

Policy/Proposal Screened By: Douglas McMorris

Date: 17th November 2022

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.