



Western Health and Social Care Trust

EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

THIS IS A PUBLIC DOCUMENT

Title of Policy: Security Access Control Policy/ Identity Card Operation Procedure 2022	
Lead Manager: Sonia Gormley	Title: Head of Support Services
Directorate: Performance and Service Improvement	Department: Support Services
Contact details:	
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Short Description of Policy	
To protect patients, clients, staff and property the Western Health and Social Care Trust operate ID badging/electronic access control in a number of its facilities. Staff in these locations are provided with a plastic 'swipe' card which allows them access to those areas relevant to their duties. Reports can be run from the swipe access system if there is suspected misuse or for criminal investigation. These cards are also be used for identification purposes.	
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

Security Access Control Policy/ Identity Card Operation Procedure 2022

1.2 Description of policy or proposal

To protect patients, clients, staff and property the Western Health and Social Care Trust operate ID badging/electronic access control in a number of its facilities. Staff in these locations are provided with a plastic 'swipe' card which allows them access to those areas relevant to their duties. Reports can be run from the swipe access system if there is suspected misuse or for criminal investigation. These cards are also be used for identification purposes. Community based staff are issued with identity cards in order to assure clients that people calling with them are authorised Trust personnel.

Students and agency staff will receive a swipe access card from the ward or department they work in. The ward or department will keep a supply of generic cards that they are responsible for and must ensure that they are signed in and out for traceability.

Contractors will be issued a generic swipe access card from the estates team who will be responsible for signing in and out the cards for traceability.

This Policy and procedures gives details on Roles and Responsibilities including;

- how to get your card, what to do if you lose your card
- how it should be used and worn
- returning your card when you leave
- who and how to request a report on door access

1.3 Main stakeholders affected (internal and external)

- Staff
- Service Users
- Contractors
- Students- medical , doctors etc
- Voluntary Sector

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

- Security Access Control/Identity Card Operational Procedure 2018
- Zero Tolerance and Security Policy 2018
- Zero Tolerance and Security Staff handbook 2018
- Disciplinary Policy 2022

(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.

This policy was first implemented back in 2013 with many of our access control system already in place by this stage. The decision to put in access control was due to recommendations from security contractors when asked how best to protect our facilities and restrict access within certain areas.

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.

- Original Policy from 2013 approved by Corporate Management Team
- Original and all updated versions have been made, discussed and approved within the Trust Site Management working group
- This version and the Original Policy in 2013 has been approved by trade Unions at HR consultation group

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	WHSCCT Staffing Info as @ 23 August 2023: 14,251 staff	
Gender	Female:	11,351
	Male	2900
Age	16-24	852
	25-34	3040
	35-44	3639
	45-54	3456
	55-64	2694
	65+	570
	TOTAL	14251
Religion	Protestant	3048
	Roman Catholic	7736
	Not Determined/Not Known	3467
	TOTAL	14251
Political Opinion	Broadly Unionist	824
	Broadly Nationalist	1747
	Other	1362
	Do not wish to answer/not known	10318
	TOTAL	14251
Marital Status	Married	7682
	Single	5184
	Other	1385
	TOTAL	14251
Dependent Status	Yes	2794
	No	13344
	Not Known	8113
	TOTAL	14251
Disability	Yes	326
	No	7667
	Not Known	6258
	TOTAL	14251

Ethnicity	Bangladeshi	3	
	Black African	14	
	Black Caribbean	2	
	Black Other	1	
	Chinese	6	
	Filipino	37	
	Indian	116	
	Irish Traveller	3	
	Mixed Ethnic Group	15	
	Not assigned	4343	
	Other	64	
	Pakistani	21	
	White	9626	
	TOTAL	14251	
Sexual Orientation	Opposite sex	7040	
	Same sex	136	
	Same and Opposite sex	38	
	Do not wish to answer/not known		7037
		TOTAL	14251

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
Equality Group	Staff
Gender	No identified Issues
Age	No identified Issues
Religion	No identified Issues
Political Opinion	No identified Issues
Marital Status	No identified Issues
Dependent Status	No identified Issues
Disability	policy and associated documents will be available in alternative formats on request i.e. Braille, large font etc. Sign language interpreters will be available as per Trust policy
Ethnicity	Policy and associated documents will be available in alternative language on request
Sexual Orientation	No identified Issues
Other Issues: e.g. Rurality	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.

N/A

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
Disability	policy and associated documents will be available in alternative formats on request i.e. Braille, large font etc.”
Ethnicity	Policy and associated documents will be available in alternative language on request

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	N/A	N/A
Political Opinion	N/A	N/A
Ethnicity	N/A	N/A

(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?
N/A

(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

****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.

N/A

(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)

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

Please tick:

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

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).

This Policy will have a positive impact as it will increase security for staff, patients and visitors. It will improve Trust reputation, as the policy shows that the Trust take the risk of security very seriously. It will make staff, patients and visitors feel that they are within a safe and secure environment when visiting Trust facilities. This Policy and the use of Access Control on Trust sites is to protect, staff, patients and visitors and Trust assets therefore there is no negative impact from this policy and therefore no equality issues have been identified and so this policy does not require a full EQIA .

This Policy was shared in a Trust Communication and is now available on the Intranet and the Support Services Hub. It will be review again in two years' time unless there is a change requiring urgent action and update.

(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?

Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?

- Staff Surveys- Reviewed at Support Services SMT
- Complaints / Compliments- Reviewed at Support Services SMT
- Datix incidents- reviewed at Management of Violence and aggression, site security groups and Site Management Ref Group

Approved Lead Officer: Joanne Daly

Position: Support Services Manager

Policy/Proposal Screened By: **Sonia Gormley – Head of Support Services**

Date: **15/08/23**

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.