

Equality and Children’s Rights Impact Assessment (Stage 1)

This is a legal document as set out in the

- **Equality Act (2010), the Equality Act 2010 (Specific Duties) (Scotland) regulations 2012,**
- **the UNCRC (Incorporation) (Scotland) Act 2024,**

and may be used as evidence for cases referred for further investigation for compliance issues.

Completing this form helps you to decide whether or not to complete to a full (Stage 2) EQIA and/or Children’s Rights and Wellbeing impact Assessment (CRWIA). Consideration of the impacts using evidence, and public/patient feedback may also be necessary.

Question 1: Title of Policy, Strategy, Redesign or Plan

Policy for Processing External Hazard and Safety Notices and Alerts (GP/E5)

Question 2a: Lead Assessor’s details

Name	Gillian MacIntosh	Tel. No	-
Job Title:	Associate Director of Corporate Governance	Ext:	-
Department	Corporate Governance & Board Admin	Email	gillian.macintosh@nhs.scot

Question 2b: Is there a specific group dedicated to this work? If yes, what is the title of this group?

No

Question 3: Detail the main aim(s) of the Policy, Strategy, Redesign or Plan. Please describe the specific objectives and desired outcomes for this work.

Aim	The aim of this policy is to ensure that actions required as a result of NHS Fife receiving External Hazard and Safety Notices and Alerts are disseminated, implemented and recorded. All staff who receive notice of an alert under the Policy have a duty to read the notices they receive, to disseminate the notice appropriately within their own area of responsibility and to implement any
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	<p>measures required in relation to managing the specific risk identified.</p> <p>The current update is a light-touch revision of the policy, to bring this up to date to reflect changes to external guidance. A previous EQIA was carried out for the substantive rewrite of the Policy in 2019. This EQIA focuses only on the current changes.</p>
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Question 4: Identifying the Impacts in brief

Consider any potential Impacts whether positive and/or negative including **social and economic impacts** and human rights. Please note, in brief, what these may be, if any. **Please do not leave any sections blank.**

Relevant Protected Characteristics	Impacts negative and positive Social / Economic Human Rights
<p>Age - <i>Think: adults, older age etc.</i></p> <p><i>For impacts on 0-18 year old, please refer to the below Question 5 - children's rights assessment (CRWIA).</i></p>	<p>As this is an internal policy, there is no impact on children's rights</p> <p>In relation to age, the policy requires use of a well-established electronic system, Datix, for the dissemination and monitoring of acceptance of alerts. It would be expected that all staff, regardless of age, have appropriate training and support in place through business-as-usual workforce policies in order to utilise the system appropriately.</p>
<p>Disability – <i>Think: mental health, physical disability, learning disability, deaf, hard of hearing, sight loss etc.</i></p>	<p>In relation to disability, the policy requires use of a well-established electronic system, Datix, for the dissemination and monitoring of acceptance of alerts. It would be expected that all staff that might have a disability impacting on their usage of an electronic resource have adjustments in place to allow for their full usage of the system.</p>
<p>Race and Ethnicity – <i>Note: Race = “a category of humankind that shares certain distinctive physical traits” e.g. Black, Asian, White, Arab</i></p> <p><i>Ethnicity = “large groups of people classed according to common racial, national, tribal, religious, linguistic or cultural origin/background”</i></p> <p><i>Think: White Gypsy Travellers, Black African, Asian Pakistani, White Romanian, Black Scottish, mixed or multiple ethnic groups.</i></p>	<p>No anticipated impact, either positive or negative.</p>

<p>Sex – <i>Think: male and/or female, intersex, Gender-Based Violence</i></p>	No anticipated impact, either positive or negative
<p>Sexual Orientation - <i>Think: lesbian, gay, bisexual, pansexual, asexual, etc.</i></p>	No anticipated impact, either positive or negative
<p>Religion and Belief - <i>Note: Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief including a lack of belief.</i> <i>Think: Christian, Muslim, Buddhist, Atheist, etc.</i></p>	No anticipated impact, either positive or negative
<p>Gender Reassignment – <i>Note: transitioning pre and post transition regardless of Gender Recognition Certificate</i> <i>Think: transgender, gender fluid, nonbinary, etc.</i></p>	No anticipated impact, either positive or negative
<p>Pregnancy and Maternity – <i>Note: Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after birth.</i> <i>Think: workforce maternity leave, public breast feeding, etc.</i></p>	No anticipated impact, either positive or negative
<p>Marriage and Civil Partnership – <i>Note: Marriage is the union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as a civil partnership.</i> <i>Think: workforce, inpatients visiting rights, etc.</i></p>	No anticipated impact, either positive or negative

Question 5: Children’s Rights & Wellbeing Impact Assessment

From July 2024, the UNCRC is enforceable by law. This means public bodies must act compatibly with children’s rights. Please consider here any impacts of your proposal on children’s rights as per the [UNCRC](#) articles. The UNCRC applies to all under 18s, with no exceptions.

Even if your proposal does not directly impact children, there may be indirect impact, so please work through the below regardless.

UNCRC Right	Anticipated Impacts & Relevant Mitigations
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<p>Article 3 - Best Interests of the Child <i>Note: Consideration to how any proposal may impact children must be made. Decisions must be made whilst considering what is best for children.</i></p>	<p>No anticipated impact, either positive or negative</p>
<p>Article 6 & 19- Life, Survival and Development & Protection <i>Think: Children have the right to life. Governments should make sure that children develop and grow healthily and should protect them from things or people which could hurt them.</i></p>	<p>No anticipated impact, either positive or negative</p>
<p>Article 12 & 13 – Respect for Children’s Views and Access to Information <i>Note: every child has the right to have a say in decisions that affect them this could include making a complaint and accessing information.</i></p>	<p>No anticipated impact, either positive or negative</p>
<p>Article 22 & 30 – Refugee &/or Care Experienced Children <i>Note: If a child comes to live in the UK from another country as a refugee, they should have the same rights as children born in the UK. Some children may need additional considerations to make any proposal equitable for them (e.g. The Promise, Language interpretation or cultural differences).</i></p>	<p>No anticipated impact, either positive or negative</p>
<p>Article 23 – Disabled Children <i>Note: Disabled children should be supported in being an active participant in their communities.</i> <i>Think: Can disabled children join in with activities without their disability stopping them from taking part?</i></p>	<p>No anticipated impact, either positive or negative</p>
<p>Article 24 & 27 – Enjoyment of the Highest Attainable Standard of Health <i>Note: Children should have access to good quality health care and environments that enable them to stay healthy both physically and mentally.</i> <i>Think: Clean environments, nutritious foods, safe working environments.</i></p>	<p>No anticipated impact, either positive or negative</p>
<p>Other relevant UNCRC articles: <i>Note: Please list any other UNCRC articles that are specifically relevant to your proposal.</i></p>	<p>N/A</p>

Question 6: Please include in brief any evidence or relevant information, local or national that has influenced the decisions being made. This could include demographic profiles, audits, publications, and health needs assessments.

The policy is in line with the principles outlines in [DL 2024\(32\), Safety Of Health, Social Care, Estates and Facilities Equipment: NHS Board and Local Authority Responsibilities](#).

The policy does not relate to the planning and development of specific health services that would contribute to decreasing inequalities of outcome (Fairer Scotland Duty), nor any decisions that would significantly affect people with different protected characteristics (Public Sector Equality Duty), nor adversely affect the promotion and safeguarding of rights of children and young people in Scotland (UNCRC).

Question 7: Have you consulted with staff, public, service users, children and young people and others to help assess for Impacts?

(Please tick)

Yes		No	X
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If yes, **who** was involved and **how** were they involved?

If not, why did you not consult other staff, patients or service users? Do you have feedback, comments/complaints etc that you are using to learn from, what are these and what do they tell you?

In 2019, the Policy was subject to a full rewrite and update to reflect new practice. Previously a manual system was used for the recording, processing and monitoring of External Hazard and Safety Notices received by NHS Fife. The 2019 update transferred this to the Datix risk management system module, and this operational change was reflected by a rewrite of the previous Policy. A working group comprising staff from services throughout NHS Fife was involved in the implementation of the new Datix system, with the support of EDG members. A EQIA was carried out for the Policy at that time.

The current update has been a minor refresh to keep the Policy in date.

Question 10: Which of the following ‘Conclusion Options’ applies to the results of this Stage 1 EQIA and why? Please detail how and in what way each of the following options applies to your Plan, Strategy, Project, Redesign etc.

Note: This question informs your decision whether a Stage 2 EQIA is necessary or not.

Conclusion Option	Comments
<p>1. No Further Action Required. Impacts may have been identified, but mitigations have been established therefore no requirement for Stage 2 EQIA or a full Children’s Rights and Wellbeing Impact Assessment. (CRWIA)</p>	As a purely internal-facing policy, involving a limited group of staff, it is anticipated there is no impact on issues of equality or children’s rights.
<p>2. Requires Further Adjustments. Potential or actual impacts have been</p>	-

identified; further consideration into mitigations must be made therefore Stage 2 EQIA or full CRWIA required.	
3. Continue Without Adjustments Negative impacts identified but no feasible mitigations. Decision to continue with proposal without adjustments can be objectively justified. Stage 2 EQIA /full CRWIA) may be required.	-
4. Stop the Proposal Significant adverse impacts have been identified. Proposal must stop pending completion of a Stage 2 EQIA or full CRWIA to fully explore necessary adjustments.	-


PLEASE NOTE: ALL LARGE SCALE DEVELOPMENTS, CHANGES, PLANS, POLICIES, BUILDINGS ETC MUST HAVE A STAGE 2 EQIA /full CRWIA)


If you have identified that a full EQIA/CRWIA is required then you will need to ensure that you have in place, a working group/ steering group/ oversight group and a means to reasonably address the results of the Stage 1 EQIA/CRWIA and any potential adverse outcomes at your meetings.

For example you can conduct stage 2 and then embed actions into task logs, action plans of sub-groups and identify lead people to take these as actions.

It is a requirement for Stage 2 EQIA's to involve public engagement and participation.

You should make contact with the Participation and Engagement team at fife.participationandengagements@nhs.scot to request community and public representation, and then contact Health Improvement Scotland to discuss further support for participation and engagement.

To be completed by Lead Assessor	
Name	Gillian MacIntosh
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Telephone (ext)	
Signature	
Date	30/12/2025

To be completed by Equality and Human Rights Lead officer – for quality control purposes	
Name	Isla Bumba
Email	Isla.bumba@nhs.scot
Telephone (ext)	
Signature	
Date	13/1/26

Return to Equality and Human Rights Team at
Fife.EqualityandHumanRights@nhs.scot