



**Initial Screening Tool**

Title of policy/service/function/procedure/ programme/ or strategy being assessed: TP/061 Safe Haven Policy

Is it new  or revised

**(If revised, please attach a copy of the original Equality Impact Assessment.)**

Senior Manager Responsible \_\_\_\_\_ Sonja Pirelli \_\_\_\_\_

Department \_\_\_\_\_ IM&T \_\_\_\_\_

Section \_\_\_\_\_ Information Security \_\_\_\_\_

**Equality Impact Assessment Screening Team**

Name	Department	Role
Benedict Olaoya	IM&T	Information Security Manager
Stephen Moore	Governance & Compliance	Head of Records & Business Continuity
Sue Meehan	IM&T	Head of Management Information

Date of screening \_\_\_\_\_ 05/07/10 \_\_\_\_\_

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



Please summaries below the aims and objectives of this policy/service/function etc. including any intended outcomes.

- To ensure that the confidentiality and security of personal information held by the Trust is maintained at an acceptable level. This includes when Trust data is sent to third parties and other partner organisations.
- To ensure that staff are aware that all routine information flows both internally and externally must be notified to the Information Security department, risk assessed and recorded within the corporate information flow map.
- To ensure all staff and third parties understand their responsibilities in managing patient confidentiality.
- To ensure that all staff and third parties understand what a safe haven is and how to manage their work areas as a safe haven.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

All employees of the Trust will benefit from the policy by assurance that their personal data is managed securely within the safe haven  
 Patients will benefit from the policy by assurance that their personal data is managed securely within the safe haven

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sexual Orientation	Neutral	

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Please provide and summarise below any relevant evidence for your declaration above – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

There is no evidence to suggest that any aspects of the policy will have an impact on any of the equality strands

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

No  Yes

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

If you have only identified a neutral or positive impact on any equality strand group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust's website.

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London Ambulance Service **NHS**  
NHS Trust

Name of Director: Peter Suter

Signature:

A handwritten signature in black ink, appearing to read 'Peter Suter'.

Date:

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