

# Equality Impact Assessment Tool

This Tool has been developed to ensure that equalities, human rights, economic, social factors and the Armed Forces Covenant Duty are being considered ahead of the implementation of any new or revised policies, provisions, criteria, functions, practices and activities, including the delivery of services. Please note for the purpose of this document these will be grouped together and simply referred to as ‘**activity**’.

<b>General Information</b>			
Name of activity	NHS Dumfries and Galloway – Business Continuity Planning Policy		
Lead person and job title	Kevin Fergusson – Head of Emergency Planning and Resilience		
Contact Information ( <i>telephone and/or email</i> )	07789003661 [REDACTED]	Date of this assessment	29-1-26
Names and roles of those involved in the impact assessment process	Kevin Fergusson – Head of Emergency Planning and Resilience Helen Wood – Resilience Administration/Assistant		
Describe the activity in no more than 200 words	<p>The aim of this policy is to ensure that NHS Dumfries and Galloway have a structured and up to date document, covering all aspects of Business Continuity Planning (BCP) throughout the Board.</p> <p>The organisation currently does not have a BCP Policy and staff information around BCP is held within a dated “Overview and Framework” plan</p> <p>This policy will contain the new BCP template as an appendix, that all directorates throughout the organisation will use to record and document their contingency plans. Such plans when completed will be uploaded electronically and stored on NHS Dumfries and Galloway owned cloud-based database.</p>		
How will <b>people</b> be affected by this activity?	<p>All staff throughout NHS Dumfries and Galloway will be affected by this Policy as the document will guide and assist in the development of business continuity contingency planning throughout all directorates. The policy offers a standardised approach to emergency planning and resilience throughout the Board</p> <p>With the help of this policy, NHS Dumfries and Galloway staff can document their departments/ services dependencies and critical systems, allowing them to prepare for any unfortunate disruption to health service, therefore helping maintain or plan for business-as-usual practice, whilst maintaining patient safety as a priority.</p>		
Who has been <b>involved</b> in the development of this activity and in what capacity?	<p>Kevin Fergusson - Head of Emergency Planning and Resilience – involved in detailing and development of Equality Impact Assessment.</p> <p>Peter Bryden – Community Head &amp; Social Care Directorate – Resilience, for advice, support involvement and document review</p> <p>Helen Wood - Resilience Administration/Assistant, for further review and supportive involvement</p>		
Please include any evidence or relevant information that has influenced the overall decision being considered within this impact assessment	<p>The Business Continuity Institute – Good Practice Guidelines 7.0 <a href="#">The BCI Good Practice Guidelines Edition 7.0   BCI</a></p> <p>NHS Scotland Resilience – Business Continuity – Strategic Guidance for NHS Health Boards in Scotland <a href="#">Business Continuity: Strategic Guidance for NHS Health Boards in Scotland</a></p>		

NHS Scotland Resilience – Preparing for Emergencies – Guidance for Health Boards in Scotland  
[Preparing for Emergencies - Guidance for Health Boards in Scotland](#)

NHS Scotland – National Incident Response Levels – Guidance for Health Boards in Scotland  
[NHS National Incident Response Levels - Guidance for Health Boards in Scotland](#)

UK Health Security Agency – Guidance for Emergency Preparedness, Resilience and Response Concept of Operations  
[Emergency preparedness, resilience and response concept of operations - GOV.UK](#)

**Impact Assessment Questions**

Please complete the table below and outline within the comments sections:

1. any evidence, relevant information or involvement that has influenced the decision on impact (this may also include demographic profiles, audits, research, health needs assessment, work based on national guidance, findings from engagement and consultation). Prompts are available on **page 6** to support discussion around potential impacts.
2. Mitigating measures that will be taken to ensure that no impact is negative

When assessing the impact on each protected characteristic, you should consider the following aims of the Public Sector Equality Duty:

- Does the proposed activity impact on the **elimination of discrimination**?
- Does the proposed activity contribute towards **advancing equality of opportunity** by removing or minimising disadvantages, meeting the needs of particular groups and encouraging participation in a particular activity?
- Does the proposed activity **foster good relations** between different groups?

Protected Characteristics/Impact Areas	Are there any positive impacts?  Yes/No	Are there any negative impacts?  Yes/No	Rationale for decision and further comments  <i>Use prompts from page 6 onwards to expand on what the potential positive and negative impacts might be.</i>  <i>Use space to include any specific evidence or data relating to the protected characteristic/ impact group that has been noted or gathered. You may find further information on the Equality and Diversity Folders on Beacon</i>	What measures will be put into place to mitigate any negative impacts?  <i>Please note any measures that will be put in place to mitigate negative impacts</i>
<b>Age</b> <ul style="list-style-type: none"> <li>• Early years, children and young people, including care experienced young people</li> <li>• Working aged people</li> <li>• Older People</li> </ul>	Yes	No	This policy seeks to support persons of all ages through development of BCP's and preparedness to help protect children, young people, and adults, using or working within NHS Dumfries and Galloway Health settings.	No Negative Impacts Identified
<b>Disability</b> <i>(This includes physical disability, learning disability, sensory impairment, long term medical conditions and mental health conditions)</i>	No	Yes	Those with known sight impairment may not be able to read BCP template on-line.	The BCP template is being put into an accessibility format, making it easier for e-reader to process the documents for these individuals. If any person requires these in a Braille format, the Board has access to the translation service and Royal National Institute for Blind (RNIB)
<b>Sex/Gender</b>	Yes	No	This policy aims to support and protect children and adults at risk of harm irrespective of sex/gender.	No Negative Impacts Identified

<b>Gender reassignment and Transgender</b>	Yes	No	This policy seeks to support and protect all persons during the development of contingency planning, irrespective of gender reassignment / transgender.	No Negative Impacts Identified
<b>Marriage and Civil Partnership</b>	Yes	No	This Policy is not affected by persons marital or civil partnership status	No Negative Impacts Identified
<b>Pregnancy and Maternity</b>	No	Yes	Those on Maternity, Paternity and Adoption leave, will have reduced understanding of the BCP processes when they return to work after a period of leave which may have a negative impact on their knowledge and skills.	The Head of Resilience and Emergency Planning will promote and recommend that department leads will update these staff groups on all BCP changes on their return-to-work induction back into the workforce or as part of their keep in touch days
<b>Race</b> ( <i>includes Gypsy/Travellers and those whose first language is not English</i> )	Yes	Yes	<p>Potential cultural or language barriers could impact on a person's understanding of policy or BCP's throughout organisation.</p> <p>All staff issued with this guidance, irrespective of religion or belief have equal access to advice and support.</p> <p>This policy seeks to support and protect all persons, irrespective of race or language barriers.</p>	<p>Service/Department leads must ensure that extra support is available to any employed international staff workforce throughout the organisation, helping ensure that they fully understand the policy and further development of BCP's throughout their workplace. This is deemed especially relevant to NHS Dumfries and Galloway staff whose first language is not English.</p> <p>There is telephone translation service available for patients or staff if necessary. The translation service will also convert BCP documents into specified language choice if required.</p>
<b>Religion or belief</b>	Yes	No	All persons identified within this policy, irrespective of religion or belief have equal access to advice and support.	No Negative Impacts Identified

			This policy seeks to support and protect all persons at risk of harm, irrespective of religion or belief.	
<b>Sexual orientation</b>	Yes	No	The policy aims to be inclusive of all person's sexual orientation.	No Negative Impacts Identified
<b>Human Rights</b>	Yes	No	This Policy seeks to support and protect persons at risk of harm and considers the human rights of the adults and children involved. The rights of children and adults to express their views and wishes are encouraged within all protective processes.	No Negative Impacts Identified
<b>Carers</b>	Yes	No	This policy is intended to have a positive impact on the lives of the person affected their families and carers.	No Negative Impacts Identified
<b>Staff:</b> <ul style="list-style-type: none"> <li>• Full time</li> <li>• Part time</li> <li>• Shift workers</li> <li>• Staff with protected characteristics</li> <li>• Staff vulnerable to falling into poverty</li> </ul>	Yes	Yes	This policy seeks to support and protect staff throughout all directorates within NHS Dumfries and Galloway, through contingency planning and structured preparedness.  Please see "Race" section above for potential barriers in relation to accessibility to documents  Staff who do not have access on a daily basis to IT equipment, may experience difficulty in accessing the BCP landing page and database.	Please see mitigation within "Race" section above  NHS D&G Information Technology staff are currently working on developing a new intranet page and if the Share Point format is approved, then staff should be able to access through their Microsoft 365 accounts on any device at any time.
<b>Poverty 'at risk' groups</b> <ul style="list-style-type: none"> <li>• Unemployed people</li> <li>• People on benefits</li> <li>• Pensioners</li> </ul>	Yes	No	This policy is non-judgemental and nonbiased to "at risk" groups within the community of Dumfries and Galloway	No Negative Impacts Identified

<ul style="list-style-type: none"> <li>• Care Experienced people</li> <li>• Those living in the most deprived communities</li> <li>• Remote rurality</li> </ul>				
<b>People with low literacy/numeracy, poorer skills and/or attainment</b>	No	Yes	People with low literacy/numeracy and attainment skills may struggle to understand and retain information from the BCP processes.	Service leads will work closely with those identified individuals to ensure appropriate support and guidance is provided. Options are also available to print hard copies of BCP's and guidance on different coloured paper or by using different coloured text for those with dyslexia and other similar conditions.
<b>Those involved in the criminal justice system and their families</b>	Yes	No	The policy aims to be inclusive of all individuals irrespective of background or circumstance.	No Negative Impacts Identified
<b>Homelessness</b>	Yes	No	The policy aims to be inclusive of all individuals irrespective of background or circumstance.	No Negative Impacts Identified
<b>People who are displaced incl. refugees &amp; asylum seekers</b>	Yes	No	The policy aims to be inclusive of all individuals irrespective of background or circumstance.	No Negative Impacts Identified
<b>Economic &amp; Social Sustainability</b>	Yes	No	Organisational BCP's support the maintenance of economic and social sustainability, by detailing contingency planning to support incidents or events, and help sustain business as usual service capability	No Negative Impacts Identified
<b>Environmental</b>	Yes	No	This Policy will detail planning and organisational preparedness around environmental protection through specific BCP's involving detailing essential water	No Negative Impacts Identified

			supply or environmental risks, such as adverse weather implications.	
<b>Armed Forces Personnel and Veterans</b>	Yes	No	The policy aims to be inclusive of all individuals irrespective of background or circumstance.	No Negative Impacts Identified

<b>Does this activity require consideration of the <a href="#">Fairer Scotland Duty</a>? If yes, please outline the steps taken to meet the needs of the duty.</b>	No		
<b>Please indicate how are you ensuring the information about the activity and around the proposed changes is accessible in terms of communication in the following formats, where relevant:</b>	Easy Read	No	
	British Sign Language	No	
	Alternative Languages	Alternative language interpreters can be provided upon request.	
	Large Print	If requested	
	Other (please specify)	N/A	

## Summary Sheet

Name of Activity	NHS Dumfries and Galloway – Business Continuity Planning Policy
Date of Impact Assessment	29 <sup>th</sup> January 2026
Key Lead Contact	Kevin Fergusson – Head of Emergency Planning and Resilience

**Please summarise any identified negative impacts and associated mitigations/actions:**

Negative Impact	Mitigation/Action	Responsibility/ Timescale
<p><b>Race:</b> Potential cultural or language barriers could impact on a person’s understanding of policy or BCP’s throughout organisation</p>	<p>Service/Department leads must ensure that extra support is available to any employed international staff workforce throughout the organisation, helping ensure that they fully understand the policy and further development of BCP’s throughout their workplace. This is deemed especially relevant to NHS Dumfries and Galloway staff whose first language is not English.</p> <p>There is telephone translation service available for patients or staff if necessary. The translation service will also convert BCP documents into specified language choice if required.</p>	<p>Continued responsibility of Service/Departmental Leads throughout NHS Dumfries and Galloway</p>
<p><b>Disability:</b> Those with known sight impairment may not be able to read BCP template on-line.</p>	<p>The BCP template are being put into an accessibility format, making it easier for e-reader to process the documents for these individuals. If any person requires these in a Braille format, access is available through the translation service and Royal National Institute for Blind (RNIB)</p>	<p>Responsibility of Head of Resilience and Emergency Planning by end of January 2026. Corporate Business Manager will assist with accessibility formatting on template by end of January 2026</p>
<p><b>Pregnancy &amp; Maternity:</b> Those on Maternity, Paternity and Adoption leave, will have reduced understanding of the BCP processes when they return to work after a period of leave which may have a negative impact on their knowledge and skills.</p>	<p>The Head of Resilience and Emergency Planning will promote and recommend that department leads will update these staff groups on all BCP changes on their return-to-work induction back into the workforce or as part of their keep in touch days</p>	<p>Continued responsibility of Service/Departmental Leads throughout NHS Dumfries and Galloway</p>
<p><b>Staff:</b> Staff who do not have access on a daily basis to IT equipment, may experience difficulty in accessing the BCP landing page and database.</p>	<p>NHS D&amp;G Information Technology staff are currently working on developing a new intranet page and if the Share Point format is approved, then staff should be able to access through their Microsoft 365 accounts on any device at any time.</p>	<p>Responsibility of Head of Resilience and Emergency Planning to ensure contingencies are in place if Microsoft 365 Share Point is not introduced within</p>

		organisation. March 2026.
<b>People with low literacy/numeracy, poorer skills and/or attainment:</b> People with low literacy/numeracy and attainment skills may struggle to understand and retain information from the BCP processes.	Service leads will work closely with those identified individuals to ensure appropriate support and guidance is provided. Options are also available to print hard copies of BCP's and guidance on different coloured paper or using different coloured text for those with dyslexia and other similar conditions.	Continued responsibility of Service/Departmental Leads throughout NHS Dumfries and Galloway

<b>Monitoring</b>	
How will you monitor the ongoing impact of the activity on all population groups?	Key performance indicators have been developed and are included within the Policy

<b>Next Steps in the Impact Assessment Process</b>
<p>When complete, the lead person should send a copy of the full Impact Assessment Tool to the Equality and Diversity Lead by emailing it to [REDACTED]</p> <p>The impact assessment will then be published on the NHS Dumfries and Galloway public website at <a href="http://www.nhsdg.co.uk">www.nhsdg.co.uk</a>.</p> <p>Please take 5 minutes to share your experience of completing this Impact Assessment by completing <a href="#">this short survey</a></p> <p><b>Please note that this is a legal document stating that you have fully considered the impact on the protected characteristics and is open to scrutiny by service users/external partners/Equality and Human Rights Commission.</b></p>