

# Dudley Group of Hospitals: Equality Impact Assessment

## Step 3: Assessment Tool

<b>Name of Policy or Service being assessed:</b>
Manual Handling Policy incorporating staff training – internal service

<b>Directorate:</b>	Human Resources
<b>Service/ Department</b>	Health & Safety Dept

<b>Head of Service: (who will sign off this EIA)</b>	Annette Reeves
--	----------------

<b>Lead Officer: (completing this EIA)</b>	Ian Phipps
<b>Date of EIA</b>	10 August 09

<b>Names and roles of any other people supporting the EIA (e.g. advisory group)</b>

### **Section 1 - Introduction**

#### ***Identify the aims of the Policy/Service and rationale behind its delivery***

The aim of this section is to state the aim, objective or purpose of the policy/service:

<b>How does the policy fit in with the Trust's wider aims?</b>	Fits within the Trust's Health & Safety policy guidance and practice, Including the NHSLA standards for level 2
--	---

<b>Is the policy/service delivered by one department/directorate or in conjunction with other departments, agencies etc? Which?</b>	Affects all departments but audited by the H&S dept.
<b>State the underlying aims and objectives of the policy/service and what it is trying to achieve.</b>	To reduce back injuries/problems caused by manual handling; and to reduce patient injury through manual handling.
<b>Who are the main stakeholders in relation to this policy/service?</b>	Staff, directly through advice and training; and indirectly patients who have to be manually handled.

***How is the policy/service delivered?***

<b>Is there a target group for this service or policy?</b>	All staff working within the DGoH
<b>Are there any eligibility criteria? If so state</b>	Policy is based around use of risk assessment so that working practices can be altered to meet individual needs.
<b>Is it in-patient/out-patient or staff service/policy?</b>	Staff policy
<b>Is the service in-house or contracted out?</b>	Any training related to the policy is carried out in-house
<b>Is it delivered by staff directly employed by the Trust or agency staff?</b>	Employed by Trust.

## Section 2 - Data collection and analysis

Impact assessment should aim to promote equality across the following six 'equality areas':

- Age
- Disability
- Ethnicity/Race
- Faith/religious belief
- Gender (includes gender identity)
- Sexual orientation.

*Note: Corporate data collection systems may not yet facilitate the collection of data for all these areas. Data collection may vary across service provision. (In some instances it may not be possible/appropriate to monitor each of the groups below. However, what data exists should inform the assessment and any gaps in data should be highlighted by the assessment).*

- **In the context of the policy or service being assessed, what equalities monitoring data is collected in relation to the following areas:**

*Note: this question may be more relevant to service areas than policies, should initially be applied to both).*

	Age	Disability	Ethnicity/ Race	Faith	Gender/ Gender identity	Sexual orientation
<b>Profile of service users</b>	Staff as per Human Resources data					
<b>Profile of staff delivering the service</b>	Policy affects all staff members and is enforced by Manual Handling specialist with support of Lead managers and MH Champions and are from all of the above					
<b>Profile of any training available and who has taken it up</b>	Could identify participants' diversity through HR Training records if required					N /A
<b>[Other relevant areas]</b>						

Based on the above:

<p><b>What are the gaps in information required?</b></p>	<p>None that are relevant.</p>
<p><b>Do you have information on the profile of the local population (where relevant) or of the patient group or target group affected by the policy/service? Or do you know how to access this (this may be held corporately)?</b></p>	<p>N/A</p>
<p><b>What steps need to be taken to address any of the above?</b></p>	

### Section 3 - Broad Needs Analysis of the Policy or Service Area

Please set out your understanding of the needs of your service users and any barriers to having these needs met and any barriers to accessing/delivering your service.

<p><b>Does the customer profile of your service reflect the local population (where relevant) or the target group for the service/policy?</b> <i>(You may wish to refer to information held corporately by the Trust that has been drawn from census data).</i></p>	<p>All DGoH staff</p>
<p><b>How are people from each equality group reflected in the policy/take-up of services? Is there any under or over representation by certain groups? Are there any known explanations for this?</b></p>	<p>Legislation requires mandatory training for all staff.</p> <p>A champion is designated for each area, and nominated by the lead manager for that area.</p>
<p><b>Are staff trained in equality awareness and cultural awareness relevant to the needs of your service user group? (Where staff are the 'user group', are managers trained)?</b></p>	<p>All staff receive equality training upon joining the Trust and then again every 3 years as part of the mandatory refresher training</p>
<p><b>Are there any factors about the policy or the way the service is delivered that could have an equalities impact? Consider referral routes; physical access; translation and interpreting services etc.</b></p>	<p>Issues re how male staff might deal with a female patient, and with an elderly person are addressed in manual handling training to support the policy.</p>
<p><b>What methods do you use to ensure that people from diverse groups and communities are reflected in the policy/have access to the service?</b></p>	<p>Mandatory for all staff regardless of gender, ethnicity or age</p>
<p><b>Are there any measures in place, if appropriate, to ensure that traditionally excluded communities</b></p>	<p>As above</p>

<b>(e.g. minority ethnic groups, people with learning disabilities etc) are not excluded from the policy/have access to the service?</b>	
<b>Has the policy/service been subject to any complaints that involve equality issues?</b>	No
<b>What relevant consultation exercises have been carried out over the last two years and/or are planned in the near future? (e.g. Patient Forums, community groups, special interest groups etc)</b>  (You may need to consult with groups as part of this assessment or as part of the action plan arising from the assessment)	N/A
<b>Were there/are there any implications for equalities groups arising from these consultations?</b>	N/A

#### **Section 4 - Assessment**

Based on the information you have gathered above:

	Age	Disability	Ethnicity/ Race	Faith	Gender/ Gender identity	Sexual orientation
<b>Have you identified any differential impacts of the policy / service on any of the equality groups?</b>	None as it is a legal requirement to meet policy standards by all staff					
<b>Have you identified any good practice in promoting equality?</b>	As Manual handling is based on risk assessment it should implement good practice in equality					

<b>In what way does the policy/ service work to eliminate discrimination?</b>	As above	As above	As above	As above	As above	As above
<b>How does the policy / service promote equal opportunities ?</b>	As above	As above	As above	As above	As above	As above
<b>How does the policy / service contribute to better community cohesion and good community relations?</b>	Through general awareness raising and as Manual handling is based on risk assessment it should implement better community relations with good dialogue and communication					
<b>Are there groups other than the six 'equality groups' already considered that may be adversely affected by the policy?</b>	None					

### **Section 5 - Adverse Impact and recommended actions**

Based on the above analysis:

<b>What if any, are the main areas where adverse impact has been identified/requiring improvement?</b>	None
<b>Does the adverse impact amount to potential or actual discrimination? (If Yes, or you are not sure, please refer to your line manager or to Human Resources Dept for further advice and guidance.</b>	N/A
	<b>ACTION PLAN</b>
<b>What measures that can be taken to remove or minimise any adverse impact identified or how adverse impact could be avoided in the future? Please list the specific actions and timescales for progressing these measures.</b>	Training of champions to understand policy in relation to meet equality and diversity
<b>What areas of good practice have been identified through the EIA process that could be replicated elsewhere?</b>	

### **Section 6 - Monitoring and Review of policy**

<b>The results of the EIA and action plan should be sent to the Medical Service Head, Matron or Head of Department as appropriate, so it can inform service planning and development.</b>	Date sent:
<b>Each policy/service has to be reviewed for equality impact every three years.</b>	Date for next review:

## **Section 7 – Signing off**

<b>Does this policy or service need to be referred for further assessment/legal advice?</b> <b>If Yes, please state what date your line manager and HR manager have been notified.</b>	No  Date:

**Lead officer** completing the assessment:

Name: Ian Phipps

**Head of Service, Matron or Head of Department** to sign off the assessment:

Name: Annette Reeves

Signed:

Date:

## **Section 8 –Publishing the results**

**We have a specific statutory duty to publish the results of EIAs and to have available results of the EIA and monitoring of any actions agreed.** This will include access to the assessment via the Trust's website. As well as sending your completed EIA to your Head of Service, Matron or Head of Department **please also send it to:**  
**Liz Abbiss, Head of Communications, Trust HQ.**

**Date sent:**

Thank you.