

## Equality Impact: Screening and Assessment Form – Appendix 1



Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.	
a. Name of policy or practice (list also any linked policies or decisions)	The Prevention of Slips, Trips and Falls
b. Name of department	Health & Safety
c. Name of Lead	Graham Forman
d. Equality Impact Assessment Team [names, job roles]	Graham Forman - Ergonomics & Patient Handling Adviser
e. Date of assessment	25 <sup>th</sup> May, 2017
f. Who are the main target groups / who will be affected by the policy?	Patients (all groups), Operational Staff, Support Service Staff
g. What are the intended outcomes / purpose of the policy?	To ensure all reasonably practicable steps are taken to prevent slips, trips and falls by persons, or where such an event occurs reasonable steps are taken to mitigate physical injury.
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Consideration will always be given to ensure all reasonable measures include an impact assessment for those Service Users who may be visually impaired (also including those people who are deaf and deaf/blind) or may have a disability affecting mobility. Therefore this policy is most relevant for the elimination of discrimination.
If yes to any of the three needs complete all sections of the form (2- 7)  <b>If no to all of the three needs provide brief detail as to why this is the case and complete</b>	The purpose of this Policy is to avoid physical injury to all persons regardless of individual protected characteristics or any other variable which could lead to discrimination, impact on equality of opportunities or work contrary to the fostering of good relations.

**only section 7**

If don't know: complete sections 2 and 3 to help assess relevance

However in recognition of the potential additional challenges moving over uneven surfaces to Service users (and staff) who have any degree of visual impairment or age related motor or sensory impairment all sections of the document are completed.

**Section 2: Evidence, consultation and involvement**

**Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.**

a. Previous consultation / involvement with community, including individuals or groups or staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics

Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
Service User engagement at the National Vehicle and Equipment design Groups are attended by Patient representatives.	Approx every 6-12 months ( new ambulance design)	<p>Patient representatives with visual impairment identify actual and potential hazards within vehicle (and whilst entering / alighting). User group attend with a set of visual impairment goggles which allow Service design group to move within the working environment whilst 'experiencing' glaucoma, macular degeneration, stages of retinitis pigmentosa etc.</p> <p>(Escorted) use of passenger loading systems (steps, tail lifts or ramps) may be a greater source of Slips, Trips or Falls for those with visual/physical impairment ( whether or not age related). Patient representatives at vehicle review days will participate in loading/alighting exercises to help identify potential risks not picked up earlier in the design process.</p>	<p>Age</p> <p><b>Disability</b></p> <p><b>Visual Impairment</b></p> <p><b>height/morphology</b></p>

n/a			Gender reassignment
n/a			Gender / sex
n/a			Marriage / civil partnership *
n/a			Pregnancy / maternity
n/a			Race
n/a			Religion / belief
n/a			Sexual orientation
n/a			Cross cutting - e.g. health inequalities - people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas.  Other?

	Available evidence
b. Research and relevant information	<p>Disabled Persons Transport Advisory Committee (Dept of Transport) publications.</p> <p>Disabled Living Foundation – Fact Sheets</p> <p>Moving People – National Back Exchange – 6<sup>th</sup> edition</p>
c. Knowledge of policy lead	Masters in Ergonomics (user-centred /participative design processes).

d. Equality monitoring information -- including service and employee information	Visual impairment users
e. Feedback from service users, partner or other organisations as relevant	Users with visual impairment and those who are deaf/blind participate in study days to help identify potential trip or fall hazards ( e.g. split floor levels, access steps). Also assist by identifying strike hazards (e.g. low cupboard).
f. Other	Design group use loaned 'visual impairment' replication glasses to experience disorientation whilst in an otherwise familiar environment.
g. Are there any gaps in evidence? Please indicate how these will be addressed	Initial lack of appreciation of visual impairment has led to European Union (CEN1789:2007 – comite europeen de normalisation ) fully compliant ambulance vehicles but not necessarily optimum use of visual markers. Increased use of contrast colours on steps and grab handles, and the recent addition of contrast piping on seat edges and locker were a direct result of this consultation process.
Gaps identified	Service continually engaging with Service users to identify potential hazards not already covered in design specifications or existing Safer Systems of Work.
Measure to address these; give brief details.  Further research?  Consultation?  Other	The Service constantly reviews incident reports. Where injury or a near-miss involving a Slip, Trip or Fall may be attributed to physical disability or frailty of a patient this will be reviewed locally. Where there is significant risk this may be escalated to a Significant

	Adverse Event Review.
Note: specific actions relating to these measures can be listed at section 5	

### Section 3: Analysis of positive and negative impacts

Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations

Protected characteristics	i. Eliminating discrimination	ii. Advancing equality of opportunity	iii. Fostering good relations
<b>Age</b>			
Positive impacts	The Service's engagement with User groups will enable it to review and optimise vehicle and equipment designs to best promote User independence and safety.		
Negative impacts	None intended		
Opportunities to enhance equality	Continue to engage with user groups.		
<b>Disability</b>			
Positive impacts	The Service's engagement with User groups will enable it to review and optimise vehicle and equipment designs to best promote User independence and safety.		
Negative impacts	None intended		
Opportunities to enhance equality	Continue to engage with user groups.		
<b>Gender reassignment</b>	n/a		
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
<b>Gender / sex</b>	n/a		
Positive impacts			
Negative impacts			

Opportunities to enhance equality	
<b>Marriage / civil partnership</b>	n/a
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Pregnancy / maternity</b>	n/a
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Race</b>	n/a
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Religion / belief</b>	n/a
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
<b>Sexual orientation</b>	n/a
Positive impacts	
Negative impacts	

Opportunities to enhance equality	
<b>Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas.</b>	
<b>Other</b>	
Positive impacts	n/a
Negative impacts	
Opportunities to enhance equality	

Note: specific actions relating to these measures can be listed at section 5

#### **Section 4: Addressing impacts**

**Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan**

	Reasons
a. <b>No major change</b> - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	The EQIA ensures that a robust control of causes of Slips, Trips and Falls does not discriminate against persons.
b. <b>Adjust the policy</b> – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	
c. <b>Continue the development and implementation of the policy without</b>	



<p><b>adjustments</b> – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	
<p><b>d. Stop and remove the policy</b> - there is actual or potential unlawful discrimination and these cannot be mitigated. The policy must be stopped and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	

## Section 5: Action plan

**Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation**

Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
<p>Continue to ensure vehicles and equipment do not have a disproportionate impact on disabled/elderly patients</p>	<p>National Vehicle Design and Equipment Group to continue to ensure optimal design – and Service’s Safer Systems of Work reflect any</p>	<p>An appropriate combination of environment design and Systems of Work result in disabled (physical or sensory) users being at no</p>	<p>Chair of National Vehicle Design and Equipment Group.  Patient Safety Manager</p>	<p>22<sup>nd</sup> May 2017</p>	<p>Disability / Age</p>


	<p>additional protective measures where remaining risks cannot be adequately removed through the process of design.</p>	<p>greater risk of injury than fully sighted/able bodied persons.</p>			
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\* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc

**Section 6: Monitoring and review****Please detail the arrangements for review and monitoring of the policy**

	Details
a. How will the policy be monitored? Provide dates as appropriate	Ongoing
b. What equalities monitoring will be put in place?	Review of Incident Reports Comments/concerns/reports from User engagement initiatives.
c. When will the policy be reviewed? Provide a review date.	May 2020

**Section 7: Sign off Please provide signatures as appropriate**

Name of Lead	Title	Signature	Date
Graham Forman	Ergonomics Adviser		14 <sup>th</sup> April 2017
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent	25 <sup>th</sup> May 2017		

**End of Document**