

# EQUALITY IMPACT ASSESSMENT

Care Group / Corporate Services:

Nursing and Quality

Name of Service/Title of Policy or Strategy, Name of Event:

Incident Management Policy

Equality Impact Assessment Undertaken by:

Robert Maginnis

Service:

Policy:

Event:

Strategy:

Date undertaken:

10/08/21

## Questions

### 1. What are the main aims and purposes of the Policy / Service / Event or Strategy?

The purpose of this policy is to set out the Trust's arrangement for managing incidents that occur in the Trust.

### 2. Who is involved in delivering the service, implementing the policy or strategy / organising the event? (i.e., partnerships, stakeholders or agencies)

The designated director is the Executive Director of Nursing & Allied Health Professions. The Head of Patient Safety/Patient Safety Specialist is responsible for overall monitoring/management of incidents. The Responsible Trust Committee is the Quality Committee.

### 3. What information / data or experience can you draw on to provide an indication of the potential inclusive / exclusive results of delivering this service or event / implementing the policy or strategy to different groups of people and the different needs of people with protected characteristics in relation to this policy / service / event or strategy?

Any issues with people experiencing incidents would be identified through patient feedback such as Complaints, PALS and Your Opinion Counts forms as well as staff reported incident forms. This information would be used to inform future policy reviews.

*Please complete the following table in reference to the impact checklist, your own consultations and impact research suggestions.*

Protected Characteristics	Positive Impact	Neutral Impact	Negative Impact	Evidence for Impact
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in approach regardless of age
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Managers will ensure patients/staff will be provided

Please complete the following table in reference to the impact checklist, your own consultations and impact research suggestions.

Protected Characteristics	Positive Impact	Neutral Impact	Negative Impact	Evidence for Impact
				information in a format to meet individuals requirements.
<b>Gender reassignment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of gender reassignment.
<b>Marriage and civil partnership</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of marriage and civil partnership.
<b>Pregnancy and maternity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of pregnancy or maternity
<b>Race</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff will ensure information will be provided in a format to meet the member of staff's individual requirements.
<b>Religion or belief</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of religion or belief.
<b>Sex</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of sex.
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of sexual orientation.
<b>Disadvantaged groups</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of disadvantaged groups.
<b>Carers</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy is consistent in its approach regardless of disadvantaged groups.

**4. What positive impacts are there for this policy / service / event or strategy to better meet the needs of people with protected characteristics?**

A reduction in harm of incidents that occur will have a positive impact on patients in their recovery, patients and carers will benefit from safer services. Staff feel able to report incidents without fear of blame

***If there are no negative impacts skip to point 7.***

**5. What action would be needed to ensure the policy / service / event or strategy overcomes:**

- Discriminatory negative impacts
- Exclusion

Failure to meet the needs of people from across the protected characteristics and opportunities for promoting equality and inclusion are maximised.

**6. Recommended steps to avoid discrimination and ensure opportunities for promoting equality and inclusion are maximised.**

Impact identified	Action required/explanation if none taken	Lead responsible for overseeing actions	Timescales	Costs (where applicable)

**7. What arrangements are going to be made to monitor and review the adverse impact in the future?**

How the equality impact of the service/event/policy/strategy will be monitored	Through monitoring of protected characteristics in incidents such as race or sexual safety and also through PALS, complaints and YOCs
Frequency of monitoring	Reported on monthly in Trust reports
How the monitoring results will be used and where they will be published	Results may lead to more focused review and to be published in Trusts reports
Who will be responsible for reviewing monitoring results and initiating further action where required?	The Head of Patient Safety/Patient Safety Specialist
Any changes that have been made to remove or reduce any negative impacts as a result of conducting the equality impact assessment?	None required
Any action points should be included in Care Group / Corporate action plans, with monitoring and review processes.	Yes as part of strategy and service development

**8. Is further work / consultation required? If yes, please explain how this is to be carried out and the time frame for completion.**

Yes  No

The policy will be out for consultation for the next 7 days

The Equality Impact Assessment will be reviewed in line with changes to services, client or staff groups, legislation or policy review.

**Name of lead:**

Robert Maginnis

**Head of service:**

Robert Maginnis

**Designation:**

Head of Patient Safety/Patient Safety Specialist

**Signature:**



**Signature:**



**Date:**

11/08/21

*Once completed and signed by your head of service if it's a policy please send a copy to please send to the Policy Review Panel, or anything else to the Equality Workstream.*