

Addendum A **Equality Impact Assessment Summary**

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Policy/Service: Manual Handling Policy

Background

- Description of the aims of the policy
 - Context in which the policy operates
 - Who was involved in the Equality Impact Assessment
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- The aim of this plan is provide a framework for Ashford and St. Peters Hospitals NHS Trust to effectively reduce musculoskeletal injury to staff and patients.
 - The policy clarifies responsibility of the organisation through the assessment process following relevant legislation.
 - Those involved; Manual Handling Team, Non clinical Risk Team and Occupational Health.

Methodology

- A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)
 - The data sources and any other information used
 - The consultation that was carried out (who, why and how?)
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- The policy is for all staff and patients.
 - Staff are aware of the policy at their Induction/ Mandatory training by the Manual Handling Team.
 - Implementation will involve training, risk assessment, accident and incident reporting.
 - Through the means of incident reporting and individual risk assessments with recommendations for the provision of aids to assist individual's welfare needs.
 - Manual Handling Assessment forms for staff.
 - People Manual Handling Assessment forms for patients.

Key Findings - Describe the results of the assessment - Identify if there is adverse or a potentially adverse impacts for any equalities groups
- The stakeholder is involved through risk assessment, evaluation, recommendations and the implementation of key aids for their welfare. - There is the potential for adverse impact where staff have a disability, for example back/shoulder pain. This is addressed via the risk assessment process and incident reporting. Adjustments are made to the training as appropriate. Occupational Health are also involved in recommending reasonable adjustments to support individuals.
Conclusion Provide a summary of the overall conclusions
Evidence based equality impact assessment must be included in the Manual Handling Audit 2009.
Recommendations - State recommended changes to the proposed policy as a result of the impact assessment - Where it has not been possible to amend the policy, provide the detail of any actions that have been identified - Describe the plans for reviewing the assessment
- Annual audit to show equality impact assessment and implement any recommendations identified - Commencing 2009 and reviewed by the Audit department.

Guidance on Equalities Groups

Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)	Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)
Disability (consider communication issues, access to employment and services, whether individual care needs are being met	Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of

and whether the policy promotes the involvement of disabled people)	openness and takes account of individual needs
Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)	Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)
Culture (consider dietary requirements, family relationships and individual care needs)	Social class (consider ability to access services and information, for example, is information provided in plain English?)