

EQUALITY IMPACT ASSESSMENT

STAGE 1

Ensure that: discrimination is eliminated; equality of opportunity is promoted and good race relations are promoted.

POLICY NAME: Manual Handling Policy
Date written: October 2006 to June 2007
Date policy assessed: December 2006
Lead person responsible for policy: Mary Ashford – Senior Back Care Advisor
Person responsible for assessment: Jim Roy – Safety Risk Manager /
Date for review: May 2008

	Comment	Any adverse impact or potential to discriminate on grounds of:					
		Race	Disability	Age	Religion	Gender	Sexuality
<p>1. Identify the main aims of the policy</p> <p>Who are the beneficiaries of the policy?</p> <p>Prompts:</p> <p>1.1 What is the purpose of the policy?</p> <p>1.2 What are you trying to achieve through the policy?</p> <p>1.3 Is responsibility shared with another department? Explain.</p> <p>1.4 Have you involved partners and stakeholders in the policy development and assessment?</p>	<p>The purpose of this policy is to outline the framework to achieve a reduction in the risk of injury to staff & patients through the implementation of a Minimal Manual Handling Policy. This will be achieved by ensuring the completion of risk assessments, the development of written safe procedures and the provision of handling equipment that will either eliminate or minimise lifting & manual handling. Education and training of staff will support this process</p> <p>The policy compliments both the Risk Management and Health & Safety Policies, and demonstrates how the Trust meets it legal requirement to manage risk.</p>	X	X	X	X	X	X

2. Collect information	Comment	Potential for discrimination?					
		Race	Disability	Age	Religion	Gender	Sexuality
<p>Prompts: 2.1 Have you current reliable information about the different groups the proposed policy is likely to affect? Speak to stakeholders.</p>	<p>Policy had global consultation within the Trust.</p>	X	X	X	X	X	X
<p>Prompts: 2.2. Is more information required? If so how are you going to gather it? No If there is insufficient information – you may have to make a judgement this time and ensure more information / indicators are collected for the next review.</p>							
<p>2.3 Consider – when relevant: PALS Analysis of Complaints Risk management Demographic data Recent research findings Studies of deprivation Recent surveys Equality monitoring data Qualitative information from all stakeholders including the public. Any comparisons with similar policies? Recommendations of inspection or audit reports.</p>							

	Comment	Discrimination? unequal access?					
		Race	Disability	Age	Religion	Gender	Sexuality
3. Decide if the policy is relevant to the duty to promote good relations between racial groups; to eliminate discrimination on grounds of race, disability, age, religion, sexuality or gender; to promote equality of opportunity; to promote equality of access.	Not applicable						
Prompts:							
3.1 Could the consequences differ according to a racial group or disability because a group or persons have a particular need or belief?							
3.2 Is there any reason to believe that people could be affected differently by the policy – according to racial group/ disability / age/gender/religion/ sexuality? (eg access to services or the ability to take advantage of proposed opportunities)							
3.3 Could the policy discriminate unlawfully, directly or indirectly against people from some racial groups /people with a disability/ on account of age, gender, religion or sexuality?							
3.4 Is there any evidence that some people may have different expectations of the policy? Eg different racial groups/ people with a disability/ people with different religious beliefs or on grounds of age, gender or sexuality.							
3.5 Is the policy likely to affect relations between certain groups? (eg favouring one racial group)							
3.6 Is the policy likely to damage relations between any particular group?							

IF YOU HAVE ANSWERED YES TO ANY QUESTION, PROGRESS TO STAGE 2.