

Race Equality

FUNCTION IMPACT ASSESSMENT WORKBOOK

Introduction

The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000 places a statutory duty on public authorities to promote race equality. The general duty of the act is to make race equality a central part of the way in which public authorities work.

Under this Act, the Trust must set out which current and proposed functions are relevant to the duty and how these are reviewed in order to ensure that they comply with the duties under the Act.

Definition of a function: Function is being defined within the Trust as a specific department or service delivery unit e.g. Renal, Recruitment, Learning & Development.

Purpose of the workbook

The workbook is designed to help you through the function assessment process, and more importantly act as a record of the review process itself as evidence will need to be published on the Trust website.

When to use the workbook

All functions will require an initial impact assessment; this will then be reviewed every three years. However, if there is a proposed change in policy, process or structure within the function then a further impact assessment should take place.

Additional information can be found on the Commission for Racial Equality website www.cre.gov.uk or by contacting Victoria Evans, HR Manager Ext 43470 or Jan Cottle, Patient Partnership, Ext 57734

Department name: Occupational Health

Function to be impact assessed: Occupational Health Services

Date on assessment: July 2006 Review date: July 2009
(3 YEAR REVIEW CYCLE)

**Review undertaken by: Patricia Poole Occupational Health
Manager**

Which if the three parts of the Act does the function apply to: (can tick more than 1)

1. Eliminating discrimination ✓
2. Promoting equal opportunities ✓
3. Promoting good race relations ✓

Please state aims and objectives of the function

Occupational Health is a part of HR, Oxford Radcliffe Hospitals NHS Trust

The department provides a comprehensive range of OH services for all Trust staff and for a number of external clients including the Nuffield Orthopaedic Centre, Oxford Brookes University School of Healthcare Studies, the Ambulance Service and a range of private sector organisations for work related problems, immunisation, counselling and injury.

Managers are able to refer staff to Occupational Health following sickness absence, work injury, work related ill-health or if they have any concerns that an employee's health is affecting their ability to work. A key element of the department's work is liaising with managers and employees through the referral process so that both parties feel confident and supported and that the best possible outcome is achieved.

The OHD offers the following service:

1. Pre-employment Screening

2. Management referrals –
 - For sickness absence and other work related issues.
 - Return to work after sickness absence.
 - Redeployment and rehabilitation due to ill health.
 - Early retirement on medical grounds.
 - Ongoing support within the workplace.
 - Advice regarding the implementation of the Disability Discrimination Act 1995.
 - Assessment of health conditions in relation to performance and behaviour difficulties within the workplace.
 - Liaising with consultants with a view to expedite treatment for staff members.
3. Self referral by staff for all the above.
4. Work Place visits to assess function and capability in the work place due to a variety of health problems. This may include OH recommendations regarding restrictions and adjustments for management consideration.
5. Vaccinations. This is a requirement for all staff following Department of Health guidelines. This is a fast changing area requiring constant updating and policy change. e.g. the Chicken pox vaccine has recently been introduced for healthcare workers in the UK; the ORH is one of the first Trusts in the country to already have implemented this recommendation.
6. Needlesticks – The high level of injuries occurring within the Trust remains a significant concern and the OH department is working with Non Clinical risk management to identify ways that this could be reduced.
7. Health Surveillance – This is an ongoing programme for regular health assessment for all staff in contact with substances that have a potential to cause certain health problems e.g. Glutaraldehyde and bone cement.
8. Physiotherapy – This is provided to all staff for any work related musculoskeletal injuries.
9. Counselling – The OHD provides counselling for all staff members with the option of referral to an outside counselling service if required.

Please detail the staff groups benefiting from the function

The Occupational Health Service function has an impact on, and is meant to benefit, all staff working for the Oxford Radcliffe Hospitals NHS Trust.

Please detail the policies affecting the function

There are a set of procedures and guidance that govern the way in which the service operates. These are:

1. Health and Safety Policies

Oxford Radcliffe Hospitals NHS Trust Health and Safety Policies such as:

- Manual Handling
- Latex
- Stress Management
- First Aid
- Display Screen Users
- COSHH
- First Aid
- Zero Tolerance

These can be found on the following site

<http://orhnet.orh.nhs.uk/nonclinicalrisk/>

2. Internal Occupational Health policies such as:

- Immunisations Policy for Health Care Workers
- Policy for the Prevention of Management of Needlestick and Splash Injuries

These can be found on the Occupational Health Intranet site

<http://orhnet.orh.nhs.uk/OccupationalHealth/>

3. There are also a set of HR policies and procedures that govern the way in which the function operates. Some of these are developed in line with legislation i.e.

- Sickness Absence

These policies and procedures are developed and reviewed by the HR Policy and Procedure group. The policies go through a period of consultation in order to seek the views of those affected. As a result of the RES an additional consultation group has been incorporated into the process flowchart - see Appendix 2. Members are currently being sought from BME staff groups in order to ensure that effective consultation takes place.

A large piece of work is required in order to assess the policies and procedures that are currently in place and this is currently being undertaken by the RES Policy Impact Group

Work is also underway in order to seek the views of BME staff groups as to their experiences of the HR Function.

A new communication plan has been developed for any HR Policies and Procedures that are agreed in the future. This will involve a range of options including manager briefings, training sessions, global e-mails, leaflets, articles in the ORH news, Team Brief.

Please detail the research and consultation undertaken as part of this impact assessment e.g. Staff Side, Surveys, Staff Groups, Community Groups, Relevant Statistics etc

Occupational Health undertook a Customer (Managers) survey in 2005.
No evidence of racial discrimination was identified.

Occupational Health is planning a Client (Users of the service) survey in 2006.

Please detail any evidence gained from the research and consultation that suggests possible racial discrimination

Ethnic Monitoring

The Department currently asks clients to fill in a form on arrival for first appointment. This data identifies those clients from ethnic backgrounds. There is no identifying information on this form and is then stored for monitoring purposes only. This data has not been evaluated as yet.

In the past we have concluded that clients from ethnic minorities are not given clinical results in their own first language. As a result the department have used Language Line as an interpretation aid. The department is in the process of translating Immunisation details and stats into other languages.

Please detail any gaps in the information available to you and what you are doing in order to obtain this information e.g. No monitoring of access to function therefore setting up system of monitoring by XXdate.

ACTION: To identify views and needs of Clients (users of the service) a Client survey is planned by the end 2006.

ACTION: To evaluate data from Ethnicity forms so that the department can run reports for data analysis on a yearly basis - by end of 2006.