

## Equality & Health Impact Assessment for Handling and Transport of Clinical Specimens Procedure

### Part 1

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	Handling and Transport of Clinical Specimens Procedure
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	Quality, Nursing and Allied Health Professionals: Jennie Leleux, Lead Nurse for Infection Prevention & Control, <a href="mailto:jennie.leleux2@wales.nhs.uk">jennie.leleux2@wales.nhs.uk</a> Microbiology Division: Michelle Peters, Health and Safety Manager, <a href="mailto:michelle.peters@wales.nhs.uk">michelle.peters@wales.nhs.uk</a>
3.	Objectives of strategy/ policy/ plan/ procedure/ service	This procedure outlines the practices that enable the safe transport and delivery of clinical specimens and samples.  The procedure: <ul style="list-style-type: none"> <li>• identifies the safe practice requirements in relation to the handling of specimens so reducing the risk of cross infection to service users/patients, couriers, visitors and healthcare workers.</li> <li>• outlines the necessary regulation and requirements for transport of specimens.</li> <li>• identifies safe procedures to follow for spillage or exposure injury.</li> </ul>

		<ul style="list-style-type: none"> <li>ensures that specimen preservation and reduce the need for repeat specimens.</li> </ul> <p>It aims to ensure that responsible individuals put safe systems in place to meet these objectives.</p>
4.	<p>Evidence and background information considered. For example</p> <ul style="list-style-type: none"> <li>population data</li> <li>staff and service users data, as applicable</li> <li>needs assessment</li> <li>engagement and involvement findings</li> <li>research</li> <li>good practice guidelines</li> <li>participant knowledge</li> <li>list of stakeholders and how stakeholders have engaged in the development stages</li> <li>comments from those involved in the designing and development stages</li> </ul> <p>Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.</p>	<p><b>The following Policies, Procedures and Written Control Documents were referred to when writing the document:</b></p> <p>Available from <a href="#">Risk Management, Health and Safety and Estates Policies - Public Health Wales (nhs.wales)</a>:</p> <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Moving and Handling Procedure</li> <li>Personal Protective Equipment Procedure</li> </ul> <p>Available from <a href="#">Clinical Governance and Infection Control Policies - Public Health Wales (nhs.wales)</a>:</p> <ul style="list-style-type: none"> <li>Infection Control Policies and Procedures</li> </ul> <p>Plus:</p> <ul style="list-style-type: none"> <li>NHS Wales Health Collaborative (2017) Service Specification for National Transport.</li> <li>Service-specific Standard Operating Procedures – referred to in the body of the document.</li> </ul> <p>Legislation and guidance:</p> <ul style="list-style-type: none"> <li>The Management of Health and Safety at Work Regulations 1999;</li> <li>The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) Regulations (2011);</li> <li>International Air Transport Regulations</li> <li>The Use of Transportable Pressure Equipment Regulations (2011);</li> <li>Control of Substances Hazardous to Health (COSHH) 2002 (as amended) (HSE);</li> <li>The Road Transport Accord Dangereux Routier (ADR) (2017);</li> <li>Guidance on the Regulations for the Transport of Infectious Substances 2021-2022 (World Health Organisation);</li> </ul>

		<ul style="list-style-type: none"> <li>• "Safe working and the prevention of infection in clinical laboratories and similar facilities" (2003) (HSE);</li> <li>• "Biological agents: Managing the risks in laboratories and healthcare premises" (2005) (HSE).</li> <li>• NHS Wales Health Collaborative (2017) Service Specification for National Transport. </li> </ul> <p>The procedure was reviewed by specialists and stakeholders in accordance with best practice.</p>
<p><b>5.</b> Who will be affected by the strategy/ policy/ plan/ procedure/ service</p> <p>Consider staff as well as the population that the project/change may affect to different degrees.</p>		<p>This procedure is applicable to all staff responsible for the collection, handling and transportation of specimens in Public Health Services (Screening, Health Protection and Microbiology Divisions), including those who procure/commission the transport services.</p> <p>This specifically includes: </p> <ul style="list-style-type: none"> <li>• Breast Test Wales – Breast biopsies for Histology.</li> <li>• Cervical Screening Wales (CSW) - Cervical specimens.</li> <li>• Bowel Screening Wales (BSW) - Faecal occult blood Fit sample.</li> <li>• Screening Division Laboratories – receiving samples from the above screening programmes.</li> <li>• Microbiology Division - Blood, body fluids and tissues isolates and culture microorganisms.</li> <li>• Health Protection Division - Microbiological samples required for investigating cases and outbreaks.</li> <li>• Newborn Blood Spot Screening Wales – Blood spot sample cards.</li> </ul>

## Part 2- Equality and Welsh language

### 6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'.

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
<b>6.1 Age</b> For most purposes, the main categories are: <ul style="list-style-type: none"> <li>• under 18;</li> <li>• between 18 and 65; and</li> <li>• over 65</li> </ul>	The policy does not have a direct impact on people because of their age as it should not affect their ability to read and understand the policy.	None required.	
<b>6.2 Persons with a disability as defined in the Equality Act 2010</b> Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term	The procedure does not have a direct impact on staff because the ownership of transport procedures falls under the sender's remit.	None required.	

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
medical conditions such as diabetes			
<b>6.3 People of different genders:</b> Consider men, women, people undergoing gender reassignment  <b>NB</b> Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender	None identified.	None required.	
<b>6.4 People who are married or who have a civil partner.</b>	None identified.	None required.	

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
<b>6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding.</b>	The procedure does not have a direct impact on staff because the ownership of transport procedures falls under the sender's remit.	None required.	
<b>6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers</b>	Negative.  There is an impact for service users whose first language is not English, and who may want to access our policies and procedures.  Public Health Wales policies and written control documents, accessible on the staff intranet, are all written and published in	The document is written in plain language, although does contain technical detail and language.  Where there is a need to have access to the document in another language, consideration will be given to the possibility of providing a translation based on the individual's needs. If it is	

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
	English and Welsh, and are not routinely translated into other languages.  See 6.9 in relation to the Welsh Language.	not reasonable to translate the document it will be the responsibility of staff to ensure that the service user(s) understand the content of the document.	
<b>6.7 People with a religion or belief or with no religion or belief.</b> The term 'religion' includes a religious or philosophical belief	None identified.	None required.	
<b>6.8 People who are attracted to other people of:</b> <ul style="list-style-type: none"> <li>• the opposite sex (heterosexual);</li> <li>• the same sex (lesbian or gay);</li> <li>• both sexes (bisexual)</li> </ul>	None identified.	None required.	

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
<b>6.9 People according to their income related group:</b> Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	None identified.	None required.	
<b>6.10 People according to where they live:</b> Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities	None identified.	None required.	
<b>6.11 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service</b>	None identified.	None required.	

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
<b>6.12 Welsh Language</b>			
<b>There are 2 key considerations to be made during the development of a policy, project, programme, service to ensure there are no adverse effects and/or a positive or increased positive effect on:</b> (please note these will continue to be reviewed to ensure Public Health Wales fulfils their duties to comply with one or more standards outlined within the Welsh Language Standards (No 7) Regulations 2018)			
<b>Opportunities for persons to use the Welsh language</b>	<p>This procedure will be produced in both English and Welsh and therefore will not discriminate against any person who wishes to communicate in Welsh. However, there may be a delay in the availability of copies in both languages due to translation service timescales.</p> <p>Infection Prevention &amp; Control/Health &amp; Safety contains specialised</p>	<p>Require Translation services to convert the document into Welsh for publication.</p> <p>If communication is required in Welsh then access to translation services will be required.</p>	<p>To translate document as per PHW policy.</p>

<b>How will the strategy, policy, plan, procedure and/or service impact on:-</b>	<b>Potential positive and/or negative impacts (unintended consequences) Opportunities or gaps</b>	<b>Action taken by Directorate.</b> Make reference to where the mitigation is included in the document, as appropriate <b>This column is to be updated in future reviews</b>	<b>Recommendations for improvement/ mitigation/ identified gaps or opportunities</b>
	language. If verbal communication is required in Welsh, a specialised translation service may be required.		
<b>Treating the Welsh language no less favourably than the English language</b>	This procedure will be produced in both English and Welsh.	Require Translation services to convert the document into Welsh for publication.	To translate document as per PHW policy.

### **Part 3 – Health**

Questions in this section relate to the impact on the health and wellbeing outcomes of the population **and** specific population groups who could be more impacted than others by a policy/project/proposal.

The part of the assessment identifies;

- which specific groups in the population could be impacted more (inequalities)
- what those potential impacts could be across the wider determinants of health framework?
- Potential gaps, opportunities to maximise positive H&WB outcomes
- Recommendations/mitigation to be considered by the decision makers

### 7. Identification of specific population groups

Use the WHIASU Population Groups checklist as a reference to identify the population groups who could be more impacted than others by a policy/project/proposal. The check list can be found on the PHW Integrated EqHIA guidance pages (requires link to PHW Intranet pages for additional information and resources)

The groups listed have been identified as more susceptible to poorer health and wellbeing outcomes (health inequalities) and therefore it is important to consider them in a HIA assessment. In a HIA, the groups identified, as more sensitive to potential impacts will depend on the characteristics of the local population, the context, and the nature of the proposal itself.

7.1 Groups identified	Rational/explanation
No groups are identified as being negatively impacted by this policy.	Adherence to this procedure by staff members will improve the standards of care provided to all service users using PHW services, and will protect the health of both staff and service users.

#### Assessment

Complete the wider determinants framework table below providing rational/evidence where appropriate:

1. Consider how the proposal could impact on the population and specific population groups identified above (positive/negative) for each of the wider determinants (the bullets under each determinant are there as a guide)
2. Record any unintended consequences (negative impacts) and/or gaps identified
3. Record any positive impacts or missed opportunities to maximise positive health and wellbeing outcomes
4. identify and record mitigation/recommendations where appropriate

**Please note** you may find that not all determinants are relevant to the project/plan however recording N/A is not acceptable a rational or evidence should be explained/referenced

Wider determinant for consideration	Positive impacts or additional opportunities	Unintended consequences or gaps	Population groups affected	Mitigation/recommendations
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<p><b>7.2 Lifestyles</b></p> <ul style="list-style-type: none"> <li>• Diet/nutrition/breastfeeding</li> <li>• Physical activity</li> <li>• Use of alcohol, cigarettes, e-cigarettes</li> <li>• Use of substances, non-prescribed drugs, abuse of prescription medication</li> <li>• Social media use</li> <li>• Sexual activity</li> <li>• Risk-taking activity i.e. gambling, addictive behaviour</li> </ul>	<p>Adherence to this procedure by staff members will improve the standards of care provided to all service users using PHW services, and will protect the health of both staff and service users.</p>	<p>No unintended consequences identified.</p>		
<p><b>7.3 Social and community influences on health</b></p> <ul style="list-style-type: none"> <li>• Adverse childhood experiences</li> <li>• Citizen power and influence</li> <li>• Community cohesion, identity, local pride</li> <li>• Community resilience</li> <li>• Domestic violence</li> <li>• Family relationships</li> <li>• Language, cultural and spirituality</li> <li>• Neighbourliness</li> <li>• Social exclusion i.e. homelessness</li> <li>• Parenting and infant attachment</li> <li>• Peer pressure</li> <li>• Racism</li> <li>• Sense of belonging</li> <li>• Social isolation/loneliness</li> <li>• Social capital/support/networks</li> <li>• Third sector &amp; volunteering</li> </ul>	<p>Adherence to this procedure by staff members will improve the standards of care provided to all service users using PHW services, and will protect the health of both staff and service users.</p>	<p>No unintended consequences identified.</p>		
<p><b>7.4 Mental Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Does this proposal support sense of control?</li> <li>• Does it enable participation in community and economic life?</li> <li>• Does it impact on emotional wellbeing and resilience?</li> </ul>	<p>Adherence to this procedure by staff members will improve the standards of care provided to all service</p>	<p>No unintended consequences identified.</p>		

	users using PHW services, and will protect the health of both staff and service users.			
<b>7.5 Living/ environmental conditions affecting health</b> <ul style="list-style-type: none"> <li>• Air quality</li> <li>• Attractiveness/access/availability/quality of area, green and blue space, natural space.</li> <li>• Health &amp; safety, community, individual, public/private space</li> <li>• Housing, quality/tenure/indoor environment</li> <li>• Light/noise/odours, pollution</li> <li>• Quality &amp; safety of play areas (formal/informal)</li> <li>• Road safety</li> <li>• Urban/rural built &amp; natural environment</li> <li>• Waste and recycling</li> <li>• Water quality</li> </ul>	<p>Adherence to this procedure by staff members will improve the standards of care provided to all service users using PHW services, and will protect the health of both staff and service users.</p> <p>The risks to health and the environment from contamination caused by sample spills will be reduced.</p>	No unintended consequences identified.		
<b>7.6 Economic conditions affecting health</b> <ul style="list-style-type: none"> <li>• Unemployment</li> <li>• Income, poverty (incl. food and fuel)</li> <li>• Economic inactivity</li> <li>• Personal and household debt</li> <li>• Type of employment i.e. permanent/temp, full/part time</li> <li>• Workplace conditions i.e. environment culture, H&amp;S</li> </ul>	<p>Adherence to this procedure by staff members will improve the standards of care provided to all service users using PHW services, and will protect the health of both staff and service users.</p>	No unintended consequences identified.		

	<p>This includes improving workplace conditions by decreasing the risk of contamination from sample spills which may negatively affect the workforce involved, or force closure of the location.</p>			
<p><b>7.7 Access and quality of services</b></p> <ul style="list-style-type: none"> <li>• Careers advice</li> <li>• Education and training</li> <li>• Information technology, internet access, digital services</li> <li>• Leisure services</li> <li>• Medical and health services</li> <li>• Other caring services i.e. social care; Third Sector, youth services, child care</li> <li>• Public amenities i.e. village halls, libraries, community hub</li> <li>• Shops and commercial services</li> <li>• Transport including parking, public transport, active travel</li> </ul>	<p>Adherence to this procedure by staff members will improve the standards of care provided to all service users using PHW services, and will protect the health of both staff and service users.</p>	<p>No unintended consequences identified.</p>		
<p><b>7.8 Macro-economic, environmental and sustainability factors</b></p> <ul style="list-style-type: none"> <li>• Biodiversity</li> <li>• Climate change/carbon reduction/flooding/heatwave</li> <li>• Cost of living i.e. food, rent, transport and house prices</li> <li>• Economic development including trade</li> <li>• Government policies i.e. Sustainable Development principle (integration; collaboration; involvement; long term thinking; and prevention)</li> </ul>	<p>Adherence to this procedure by staff members will improve the standards of care provided to all service users using PHW services, and will protect the health of</p>	<p>No unintended consequences identified.</p>		

<ul style="list-style-type: none"> <li>Gross Domestic Product</li> <li>Regeneration</li> </ul>	<p>both staff and service users. There will be a reduced risk of environmental contamination.</p>			
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**Stage 3**

**Summary of key findings and actions Please answer question 8.1 following the completion of the EHIA and complete the action plan**

Key findings: Impacts/gaps/opportunities	Actions (what is needed and who needs to do) to address the identified mitigation and recommendations	Lead	Timescale	
<p>This revised procedure is an internal document which enables the safe collection, transport and delivery of clinical specimens and samples. It is anticipated that it will have an overall positive impact on all staff, including those with protected characteristics and will improve the health and safety of those staff directly involved in these service areas.</p> <p>It has no direct impact on the health of the</p>	<ul style="list-style-type: none"> <li>Ensure that the revised procedure is disseminated /socialised appropriately.</li> <li>Ensure that the English version is translated into Welsh once approved.</li> </ul>	<p>Jennie Leleux/Michelle Peters</p>	<ul style="list-style-type: none"> <li>Within 2 weeks of approval.</li> </ul>	

<p>population, the addressing of inequalities in health or the delivery of services, however, authors of policies, procedures and control documents will need to consider the completion of Health Impact Assessments, as required by this policy.</p>				
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**Alternatively, if appropriate, please explain the steps taken to consult with and consider the differential impact of the changes on the various protected characteristic groups (part 2) or any specific identified population groups (part 3).**