Equality & Health Impact Assessment for

Incident Management Policy and Procedure

Please read the Guidance Notes in Appendix 1 prior to commencing this Assessment

Completed : 03/12/2018

Please note:

- The completed Equality & Health Impact Assessment (EHIA) must be
    - Included as an appendix with the cover report when the strategy, policy, plan, procedure and/or service change is submitted for approval
    - Published on the PHW intranet and internet pages as part of the consultation (if applicable) and once agreed.
- Formal consultation must be undertaken, as required
- Appendices 1-3 must be deleted prior to submission for approval

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	N/A
2.	Name of Directorate and title of lead member of staff, including contact details	Quality Nursing and Allied Healthcare Professionals. John Lawson - Chief Risk Officer John.lawson@wales.nhs.uk 02920 104307
3.	Objectives of strategy/ policy/ plan/ procedure/ service	This policy and procedure sets out the organisation's requirements for dealing with incidents

4.	Evidence and background information considered. For example • population data • staff and service users data, as applicable • needs assessment • engagement and involvement findings • research • good practice guidelines • participant knowledge • list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages Population pyramids are available from Public Health Wales Observatory and the 'Shaping Our Future Wellbeing' Strategy provides an overview of health need.	These documents and the EHIA have been widely consulted throughout PHW via the consultations database.
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	This policy and procedure will contribute to ensuring safe working practices and facilities and hence safe environments for our service users and staff.

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'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate
6.1 Age For most purposes, the main categories are: • under 18; • between 18 and 65; and • over 65	The policy and procedure protects staff and the population in general.	None	
6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate
6.3 People of different genders: Consider men, women, people undergoing gender reassignment **NB** 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	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	
6.4 People who are married or who have a civil partner.	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate
6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding. They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	
6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages	None	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate
	incidents and learns lessons from them in an effort to promote a culture of continuous improvement.		
6.8 People who are attracted to other people of: • the opposite sex (heterosexual); • the same sex (lesbian or gay); • both sexes (bisexual)	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	
6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design Well-being Goal – A Wales of vibrant culture and thriving Welsh language	None. Staff who communicate using Welsh Language can identify through their line manager as per other PHW policies.	None, will be monitored on an ongoing basis.	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate
6.10 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	
6.11 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	
6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Directorate. Make reference to where the mitigation is included in the document, as appropriate
	from them in an effort to promote a culture of continuous improvement.		

7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate Make reference to where the mitigation is included in the document, as appropriate
7.1 People being able to access the service offered: Consider access for those living in areas of deprivation and/or those experiencing health inequalities Well-being Goal - A more equal Wales	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate Make reference to where the mitigation is included in the document, as appropriate
7.2 People being able to improve /maintain healthy lifestyles: Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation services, weight management services etc Well-being Goal – A healthier Wales	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate Make reference to where the mitigation is included in the document, as appropriate
7.3 People in terms of their income and employment status: Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions Well-being Goal – A prosperous Wales	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	
7.4 People in terms of their use of the physical environment: Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate Make reference to where the mitigation is included in the document, as appropriate
safety and preventing injuries/accidents; quality and safety of play areas and open spaces Well-being Goal – A resilient Wales			
7.5 People in terms of social and community influences on their health: Consider the impact on family organisation and roles; social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos Well-being Goal – A Wales of cohesive communities	This policy and procedure will protect the interests of service users by ensuring that the organisation identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement.	None	
7.6 People in terms of macro-economic, environmental and sustainability factors:	This policy and procedure will protect the interests of service users by ensuring that the organisation	None	

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Directorate Make reference to where the mitigation is included in the document, as appropriate
Consider the impact of government policies; gross domestic product; economic development; biological diversity; climate

Well-being Goal – A globally responsible Wales | identifies and manages incidents and learns lessons from them in an effort to promote a culture of continuous improvement. | | |

Please answer question 8.1 following the completion of the EHIA and complete the action plan

8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service	This policy and procedure will contribute to ensuring safe working practices and facilities and hence safe environments for our service users and staff.

Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Directorate
8.2 What are the key actions identified as a result of completing the EHIA?	N/A			
8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required? This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?	No			

| 8.4 **What are the next steps?**

Some suggestions:-
• Decide whether the strategy, policy, plan, procedure and/ service proposal:
   o continues unchanged as there are no significant negative impacts
   o adjusts to account for the negative impacts
   o continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so)
   o stops.
• Have your strategy, policy, plan, procedure and/or service proposal approved
• Publish your report of this impact assessment
• Monitor and review | Policy and Procedure to be approved.

Policy and Procedure to be publicized across the organization via Intranet, communication from the Chief Risk Officer, and presentations to SMT/SLT. | JL

JL | ASAP

3 months following final approval. | |