

INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed: PCA Rooms for HART Policy

(Please remember that even informal policies & procedures need to be equality analysed.)

Is it new or revised

(If revised, please attach a copy of the original Equality Analysis.)

Senior Manager Responsible Marc Rainey

Department Emergency Preparedness Resilience and Response

Section CBRN and HART

EQUALITY ANALYSIS SCREENING TEAM (Please enter below the names of the project team members who carried out this initial screening with you and their role in the screening (e.g. team colleague or critical friend).)

Name	Department	Role
Marc Rainey	EPRR	Head of HART and CBRN
Samantha Palfreyman	HART	HART Supervisor, Station H&S Rep
Craig Allen	HART	HART Operative
Paul Williams	EPRR	Business Continuity and Flu Coordinator
Mark Maslin	EPRR	Critical friend Station Staff Side Rep

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion

Date of screening

19th November 2013

Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.

Aim- This Policy provides the framework for the safe use of the Physical Competence assessment rooms within East and West HART stations.

Objectives –

- The responsibilities for staff using this facility
- The equipment provided in each of the PCA Rooms
- The PCA Standard Operating Instructions
- The authority to use the PCA rooms
- The process of managing and reporting accidents
- The reporting of defects
- The maintenance regime for PCA room equipment

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

Unit and Trust Management and all user of the PCA Rooms will benefit from this Policy

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Please state in the table below whether the policy/service/function etc. could have any potential impact on anyone from a “protected characteristic” group, whether service users, staff or other stakeholders

“Protected Characteristic Group”	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for a “protected characteristic” group or for another reason?
Age	No adverse impact has been identified during this process. This is a new Policy and a review period of 3 months has been set to review any impact. This review process will involve scrutiny of reported incidents or accidents and 1-2-1 interviews with staff from protected characteristic groups. Team meetings will also be held to gain views from all users.	
Disability	No adverse impact has been identified during this process. This is a new Policy and a review period of 3 months has been set to review any impact. This review process will involve scrutiny of reported incidents or accidents and 1-2-1 interviews with staff from protected characteristic groups. Team meetings will also be held to gain views from all users.	

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<p>Gender Reassignment</p>	<p>No adverse impact has been identified during this process. This is a new Policy and a review period of 3 months has been set to review any impact. This review process will involve scrutiny of reported incidents or accidents and 1-2-1 interviews with staff from protected characteristic groups. Team meetings will also be held to gain views from all users.</p>	
<p>Marriage and Civil Partnership (duty only applies to elimination of discrimination)</p>	<p>No adverse impact has been identified during this process. This is a new Policy and a review period of 3 months has been set to review any impact. This review process will involve scrutiny of reported incidents or accidents and 1-2-1 interviews with staff from protected characteristic groups. Team meetings will also be held to gain views from all users.</p>	

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<p>Pregnancy and Maternity</p>	<p>No adverse impact has been identified as the use of this facility is designed to allow staff to achieve a level of fitness that will prepare them to undertake the Ongoing Physical Competence Assessment (OPCA). Only operational staff are required to undertake this Assessment, therefore pregnant staff will not be required to take the Assessment. As such, pregnant staff will not be permitted to use the room, once the pregnancy has been declared.</p>	
<p>Race</p>	<p>No adverse impact has been identified during this process. This is a new Policy and a review period of 3 months has been set to review any impact. This review process will involve scrutiny of reported incidents or accidents and 1-2-1 interviews with staff from protected characteristic groups. Team meetings will also be held to gain views from all users.</p>	

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Religion or Belief	No adverse impact has been identified during this process. This is a new Policy and a review period of 3 months has been set to review any impact. This review process will involve scrutiny of reported incidents or accidents and 1-2-1 interviews with staff from protected characteristic groups. Team meetings will also be held to gain views from all users.	
Sex	No adverse impact has been identified during this process. This is a new Policy and a review period of 3 months has been set to review any impact. This review process will involve scrutiny of reported incidents or accidents and 1-2-1 interviews with staff from protected characteristic groups. Team meetings will also be held to gain views from all users. The ethos of HART training and deployment is that all HART staff, regardless of sex train together in all areas of the HART training requirement.	

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<p>Sexual Orientation</p>	<p>No adverse impact has been identified during this process. This is a new Policy and a review period of 3 months has been set to review any impact. This review process will involve scrutiny of reported incidents or accidents and 1-2-1 interviews with staff from protected characteristic groups. Team meetings will also be held to gain views from all users.</p>	
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Can the policy/service/function etc. be used to advance equality and foster good relations, including for example, participation in public life? If so, how?

No

Please provide and summarise below any relevant evidence for your declaration above, including any engagement activities – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

All staff using the PCA rooms will undergo an induction session. During that session, time will be given to explain the need to stop physical activity with the onset of pain or discomfort.
Explanation of heart rate in relation to the age of the user will be explained to all staff.
Equipment within the PCA Room is available to all staff from the target group and can be accessed by those staff. Staff from the target group with disabilities will have a tailored fitness programme provided by the PCA Supervisor.

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

No Yes

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

This is new Policy and the PCA rooms are not yet in place. A review and monitoring process will take place 3 months after the go-live of the facility. This process will identify any issues relating to any of the Protected Characteristic Groups and processes to facilitate their Ongoing use of this facility will be considered.

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You must complete a full Equality Analysis if you have identified a positive or negative potential impact for any “protected characteristic” group, which is not legal or justifiable or if you have identified any gaps in evidence which make it difficult for you to determine whether there would be adverse impact. Please insert below any issues you have identified/recommendations for the full Equality Analysis.

This is new Policy and the PCA rooms are not yet in place. A review and monitoring process will take place 3 months after the go-live of the facility. This process will identify any issues relating to any of the Protected Characteristic Groups and processes to facilitate their Ongoing use of this facility will be considered. This will be based on 1-2-1 meetings and team meetings with the target group and scrutiny of any incident or accident reports.

If you have only identified a neutral or positive impact on any “protected characteristic” group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust’s website.

Name of Director: Jason Killens

Signature:



Date: 26/11/13

Director of Operations

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