



Action planning

Any actions you have identified which need to be carried out need to be put into your action plan, showing who will be responsible for carrying them out and the timescales.

Monitoring & review

You will need to monitor your action plan to ensure the actions included have been carried out and have achieved their intended outcomes. After three years you need to revisit your equality analysis as a matter of good practice; this needs to happen sooner if there are any changes to your policy/service/function which might result in adverse impact on any of the "protected characteristic" groups.

What happens once you have completed your equality analysis?

The manager, whose service/policy/function is being equality analysed, needs to send this through to her/his Service Director for approval. The equality analysis then should be placed on the relevant section on the shared drive and simultaneously sent through to the Communications Team for publication on the Trust's website.

Who can help if you have any queries?

The Equality Analysis e-tool has prompts and learning points to assist managers and teams with completion of the equality analysis. The Equality Analysis face-to-face training will take staff through specific areas of difficulty/importance and a range of relevant scenarios. For any further assistance, please contact the Equality & Inclusion Team.

Further information on equality analysis can be found in the Equality & Human Rights Commission Guide on Equality Analysis at:

www.equalityhumanrights.com/uploaded_files/EqualityAct/PSED/equality_analysis_guidance.pdf

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

INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed:

Procedure for Responding to Railway Trackside Incidents

Is it new or revised

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

Senior Manager Responsible: Deputy Director of Operations Jason Killens

Department: Operations Directorate

Section: HQ

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
Peter Hannell	Staffside Representative	Reviewer
Andy Street	Safety & Risk Department	Reviewer
Pat Billups	Education Governance Manager	Reviewer
Will Kearns	Operations Directorate	Project lead
Marnie Parker	Control Services	Critical friend

Date of screening: 8th March 2012

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

1. To ensure all ambulance and medical personnel attending a call within a railway trackside environment have information about the operational procedures relating to working in that environment
2. To promote the safety and welfare of ambulance and medical personnel whilst dealing with an incident on or in close proximity to a railway trackside environment

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

All operational ambulance staff and managers which includes A&E frontline crews, Patient Transport Service staff, Control Services staff HEMS and MERIT medical staff

Excluded from this group includes support staff who may be deployed to a railway trackside environment in the event of a multiple casualty/major incident. Safety procedures are in place to ensure that none of these responders are easily placed at risk in such incidents. This would include Voluntary Aid Societies.

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	Neutral	The profile of employees who would respond to such incidents is 18+ years of age. There is no evidence of any negative or positive impact in respect of age. The evidence reviewed (LA52) reflects varying ages of staff across the LAS.

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Disability	Neutral	There are a vast number of staff who are classified as disabled under the Equality Act. All of those staff are able to fulfil their full range of operational duties.
Gender Reassignment	Neutral	Insufficient data, no impact.
Marriage and Civil Partnership (duty only applies to elimination of discrimination)	Neutral	Insufficient data, no impact.
Pregnancy and Maternity	Neutral	All operational staff who are pregnant have the right to withdraw themselves from operational duties without penalty. If they remain on operational duties, they must undertake the full range of operational duties.
Race	Neutral	Having considered sensitivities to race, there is no data to show any negative impact.
Religion or Belief	Neutral	Having considered sensitivities to religious beliefs, there is no data to show any negative impact.
Sex	Neutral	The evidence reviewed is representative of both sexes and there is no negative impact based on sex.
Sexual Orientation	Neutral	Insufficient data, no impact.

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?

The procedure encompasses all operational and control services staff, it encourages good working relations across stakeholders, it seeks to prevent any harm coming to ambulance and medical personnel. As this procedure is safety critical, its priority is on safety.

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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.

The initial findings during the review of operational procedures and educational material identified poor communications. One of the key aims of this procedure is to encourage a clear command and control structure with other stakeholders to ensure safety of LAS staff is paramount.

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.

The LA52 does not currently incorporate the type of information upon which to undertake a full analysis of any negative impact. A recommendation from the group was that the LA52 is reviewed and becomes more equality focused and incorporates more data to better inform equality analysis.

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.

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N/A

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:

21/3/12

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