



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: HS011 Incident Reporting Procedure

Is it new or revised

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

Senior Manager Responsible: John Selby (Senior Health, Safety and Risk Advisor)

Department Health, Safety and Risk

Section Human Resources

Equality Impact Assessment Screening Team

Name	Department	Role
John Selby	Health, Safety and Risk	Senior Health, Safety and Risk Advisor
Frances Wood	Governance and Compliance	Audit & Compliance Manager
Victoria Smith	Governance and Compliance	Records Manager (Temp)

Date of screening 11/06/2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



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

Procedure to be carried out when reporting incidents.

1. To provide a safe environment for staff, patients, visitors and contractors
2. To raise awareness of the importance of consistent and accurate incident reporting.
3. To ensure managers and staff at all levels are aware of their personal responsibilities in incident reporting, and investigation, and the actions that need to be taken following an incident.
4. To define the categories of incidents that need to be reported.
5. To describe the Grading System to be used for assessing the impact of each incident, and the likelihood of recurrence, and to use the risk score for establishing the extent of the investigation to be undertaken.
6. To reduce the level of untoward incident levels by developing robust systems for minimising the potential for recurrence.
7. To ensure that everyone in the organisation can learn lessons from Health and Safety and Patient Safety Incidents
8. To reduce staff absence attributed to industrial injury.
9. To ensure that all staff are aware of what constitutes an information security incident and how to report any suspected or known incidents.

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

Staff, patients, contractors, visitors and members of the public through the Trust learning from experience and improving practices.

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand 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 an equality strand group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sexual Orientation	Neutral	

Please provide and summaries below any relevant evidence for your declaration above – 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.

Policy follows best practice and adheres to the following legislation: Health and safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Audit and monitoring of procedure



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.

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

If you have only identified a neutral or positive impact on any equality strand 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: Caron Hitchen

Signature:

Date: 17 November 2010

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