

## APPENDIX 1 - INITIAL SCREENING TOOL

OP/009 Procedure for Attendance at calls on the  
Croydon Tramlink

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

(Please remember that even informal policies & procedures need to be impact assessed.)

**Is it new** ☐ **or revised** ☒

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

**Senior Manager Responsible** Jason Killens

**Department** A&E Operations

**Section** \_\_\_\_\_

### EQUALITY IMPACT ASSESSMENT SCREENING TEAM

Name	Department	Role
Steven Kime	A&E Operations	Staff Officer
Jonathan Nevison	Programme & Project Management Office	Programme Manager
Peter Hannell	A&E Operations	Unison Representative

**Date of screening**

29<sup>th</sup> July 2010

- ❖ If the impact assessment shows that some groups within equality strand groups face particular barriers or have different needs, identifying whether these can be addressed either through changing the policy/function/service or through another way

### **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 impact assessment 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 equality strand groups.

### **What happens once you have completed your equality impact assessment?**

The manager, whose service/policy/function is being impact assessed, needs to send this through to her/his Service Director for approval. The impact assessment 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 Impact Assessment e-tool has prompts and learning points to assist managers and teams with completion of the impact assessment. The Equality Impact Assessment 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 impact assessments can be found at:**

- A Practical Guide to Equality Monitoring (Department of Health – [www.dh.gov.uk/dr\\_consum\\_dh\\_digitalassets?@adh/@en/documents/digitalasset/dh\\_411684](http://www.dh.gov.uk/dr_consum_dh_digitalassets?@adh/@en/documents/digitalasset/dh_411684))

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

To ensure all ambulance personnel attending a call on the Croydon Tramlink have up-to-date information about Tramlink's operational procedures and local by laws affecting traffic.

To ensure the safety and welfare of ambulance staff whilst dealing with an incident on or adjacent to the Tramlink network

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

Members of the public protecting their health and safety.  
London Ambulance Staff ensuring their safety and welfare  
Tramlink Network Operator for Croydon Tramlink

**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 summarise 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.

This policy is equality strand natural

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:



Signature:

R. WEBBER

Date:

17/1/11

## APPENDIX 2 - EQUALITY IMPACT ASSESSMENT TOOL

Senior Manager responsible:

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Department:

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Contact no:

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Email:

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## EQUALITY IMPACT ASSESSMENT PROJECT TEAM

Please enter below the names of the project team members who carried out this impact assessment with you and their role in the impact assessment (e.g. team colleague or critical friend).

<b>Name</b>	<b>Department</b>	<b>Role</b>
Steven Kime	Operations	Colleague
Jonathan Nevison	Programme & Project Management	Colleague
Sarah Halliday	A&E Secretariat	Colleague
Peter Hannell	Operations	<b>CRITICAL FRIEND</b>

**Date of completion of the Equality Impact Assessment** \_\_\_\_\_

**From the initial screening undertaken please state below:**

**Key aims of the function/policy/service etc.**

**Its intended benefits and for which equality strand groups**

**Any issues/recommendations identified in your screening**

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**The evidence you are using for this impact assessment**

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**Based on the initial screening, please state below what the positive/negative impact is on equality strand groups**

Equality Strand Group	Positive/negative impact	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity for an equality strand group or for any other reason?	Please set out the steps you will take to remedy any adverse impact and include them in your Action Plan.
Age			
Disability			
Gender			
Race			
Religion/belief			
Sexual Orientation			

Please state when and how you will monitor and review this policy/function/service etc.

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Please insert into the Action Plan below any relevant activities you have identified from the impact assessment

Action	Staff member responsible	Timescale	Outcome

#### SUPPORTING DOCUMENTATION

Please refer to any relevant documentation you have used in carrying out this impact assessment (including reports, surveys, publicity materials etc. where appropriate)

#### Equality Impact Assessment Procedure Flowchart

(Please see next page)





