



INITIAL SCREENING TOOL

Title of policy/service/function/procedure/programme/ or strategy being assessed: Incident Reporting 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 __John Selby_____

Department Health, Safety & Risk_____

Section __HR Directorate_____

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
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Andy Street	Health, Safety & risk	S&R Advisor
Harry Day	Health, Safety & risk	S&R Advisor
Martin Nicholas	Health, Safety & risk	LSMS
Howard Saltman	Camden Ambulance Station	Critical friend

Date of screening 25/06/2012

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

To enable the Trust to identify areas of Risk. To demonstrate how and when an incident should be reported, and to what level an investigation should be completed. To learn from the outcomes of those investigations. Provide guidance on Statutory obligations such as RIDDOR

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

All members of Staff, Contractors working on Trust premises. Patients and Members of the Public receiving care and using Trust vehicles

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	Is there likely to be a	If the impact is adverse, can this be justified on the grounds of
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Characteristic Group”	positive or neutral impact in regard to:	promoting equality of opportunity for a “protected characteristic” group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender Reassignment	Neutral	
Marriage and Civil Partnership (duty only applies to elimination of discrimination)	Neutral	
Pregnancy and Maternity	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sex	Neutral	
Sexual Orientation	Neutral	

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?

Not applicable

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.

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Not applicable

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.

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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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: Caron Hitchen

Signature:



Date: 29 June 2012

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