Equality Impact Assessments (EqIA)
Screening Tool to decide if an EqIA is needed

1. What is your Service Area and Directorate?

Service area: Health and Safety

Name of Initiative: Incident Reporting Procedure

Directorate: Nursing Directorate

2. What initiative are you screening for relevance to equality?

New Service	☐	Project	☐
Service Review	☐	Care pathway	☐
Service change	☐	Financial decision/	
Strategy	☐	Efficiency saving	☐
Policy	☒		
Other			

Please write in:

3. Please give a brief description of the initiative including the aims, objectives, who will be affected and what you are trying to achieve

Please write in

This Procedure has been introduced to ensure that all incidents, no matter how minor are reported, recorded, and an appropriate investigation undertaken. The reporting of incidents is the first important step in ensuring that lessons are learnt and action is identified to avoid recurrence.

The primary purpose of incident reporting is to provide an opportunity for learning for the individual and for the Health Board, which will contribute to continuous improvement.

4. What does the initiative mainly relate to?

Direct frontline service delivery e.g. face to face contact with service users ☒

Please explain why

Incident reporting is a key aspect of the process of the identification of risks and is the responsibility of all staff. Accurate and concise completion of forms is essential to ensure the effectiveness of the system.

The Health Board seeks to promote an open reporting culture with a focus that encourages staff to look critically at their own action and those of their teams, with an emphasis on learning and not blame. However, serious breaches of professional practice, raised as part of an incident report cannot be ignored, but every effort will be made following an investigation, to utilise counselling and/or capability process rather than the disciplinary procedure.

Indirect front line service delivery e.g. support service provided at a distance ☒

Please explain why

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Indirect back room service delivery e.g. support service with no patient contact ☒

Please explain why

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5. Would this initiative be delivered in partnership with other public sector partner organisations or contractors?

Yes ☐   No ☒

6. What is the potential impact on the following groups of people including patients or the wider community?

Group	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
Different racial groups	☐	☐	☐	☒	☐	☐
	Please describe what existing evidence you have for your assessment					

Group	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
	No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Different age groups	☐	☐	☐	☒	☐	☐
	Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Children	☐	☐	☐	☒	☐	☐
	Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Men, women	☐	☐	☐	☒	☐	☐
	Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
People with disabilities	☐	☐	☐	☒	☐	☐
	Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Different religions or beliefs	☐	☐	☐	☒	☐	☐
	Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Different sexual orientations	☐	☐	☐	☒	☐	☐
	Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Gender reassignment	☐	☐	☐	☒	☐	☐
	Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Welsh language speakers	☐	☐	☐	☒	☐	☐
	Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					
Pregnant women/women who have recently given birth to children	☐	☐	☐	☒	☐	☐
	Please describe what existing evidence you have for your assessment					

Group	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
	No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.					

Group	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
Marital or civil partnership status	☐	☐	☐	☒	☐	☐
Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.						
Carers	☐	☐	☐	☒	☐	☐
Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.						
Different socio-economic groups	☐	☐	☐	☒	☐	☐
Please describe what existing evidence you have for your assessment No impact identified. This policy complies with regulatory and legislative requirements and is equally applicable to all.						

7. What is the potential impact on staff?

Staff Group	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
	☐	☐	☐	☒	☐	☐
Please describe what existing evidence you have for your assessment This procedure applies to all Swansea Bay University Health Board employees and 'others' working within Swansea Bay University Health Board premises including temporary and agency staff, contractors, volunteers, students and those on work experience. This document will deal with the incident **reporting** aspect only. The reporting element is common to all incidents – both patient safety and non-patient safety. There are specific steps and legislation which cover the subsequent management of patient safety incidents – these are described in the Putting Things Right Policy.						

8. What is the potential impact on the Human Rights of individuals and in particular to the principles of:

Principle	High Negative	Medium Negative	Low negative	Neutral	Positive	Unknown
Dignity	☐	☐	☐	☒	☐	☐
Please describe what existing evidence you have for your assessment						
Respect	☐	☐	☐	☒	☐	☐
Please describe what existing evidence you have for your assessment						

Fairness	☐	☐	☐	☒	☐		☐
	Please describe what existing evidence you have for your assessment						
Independence	☐	☐	☐	☒	☐		☐
	Please describe what existing evidence you have for your assessment						

9. How visible is this initiative to the general public?

High visibility to general public   ☐
Medium visibility to general public   ☐
Low visibility to general public   ☒

10. Does this proposal identify potential negative impacts?

Yes   ☐   No   ☒   Unable to decide   ☐

If yes

Please explain why. Have you fully mitigated these in your plans? If there are residual issues, you will need to proceed to a full EqIA

If no

*Please explain why and attach an action plan, **if necessary**, indicating how you will ensure that you will have enough information to review this decision in the future.*
Incident reporting is a core element of quality performance management and is included as a standing item on the agenda for the Health and Safety Operational group.

If unable to decide

Please explain why and indicate what steps you are going to take to be able to reach a conclusion either way.

11. Decision

Full EqIA required   ☐   Full EqIA not required   ☒

12. Sign off

Assessment team
      a. Mark Parsons
      b. Huw George

          c.

          d.

Lead for the initiative: Mark Parsons

Signature:

Date: 14 August 2019