

South East Coast Ambulance Service NHS Foundation Trust

Equality Analysis Record

The EA Record below must be completed by the EA Lead, who will be the document owner / author. The EA Record will inform the final decision by the EA checkpoint for approval.

Name of EA Lead and role	Aide Hogan / Infection Control Lead		
Directorate	Clinical	Date of analysis:	14/01/2016 – 23/02/2016
What is being analysed?	Infection prevention and Control Manual		
Aim(s) of this piece of work	The Infection Prevention and Control Manual has been developed as part of South East Coast Ambulance Service NHS Foundation Trust's (the Trust) ongoing commitment to promoting optimal standards of infection prevention and control (IPC) within the organisation. This manual supports the Trusts Infection Prevention and Control Policy.		

Summary of the decision:

- Aims and objectives
- Key actions
- Expected outcomes
- Who will be affected and how?
- How many people will be affected?

Aims and Objectives; All staff have a responsibility to protect themselves, as well as making all reasonable efforts to safeguard the welfare of their patients and all other persons encountered in their daily duties. Adherence to the guidance and procedures within the Infection Prevention and Control Manual will significantly assist staff in achieving this goal.

Information and research:

- Outline the information and research that has informed the decision.
- Include sources and key findings.
- Include information on how the decision will affect people with different protected characteristics.

This was a review of the manual and involved updates to titles and roles for Band 8 staff following their restructure and a new A to Z guide which was referenced - Heymann, D. (2008) Control of Communicable Diseases Manual 19th Edition. APHA Press

Consultation and Involvement:

- Has there been specific consultation on this decision?
- What were the results of the consultation?
- Did the consultation analysis reveal any difference in views across the protected characteristics?
- Can any conclusions be drawn from the analysis on how the decision will affect people with different protected characteristics?

Please give a summary below to describe who you consulted and involved in the EA, when and how. Please also list any existing guidance or documentation referred to.

The manual has undergone review from the following groups of people; Infection Control Team, Infection Control Sub Group, Clinical Quality Working Group, Public Health England,

National Ambulance Services Infection Prevention and Control Group and there have been no comments on any possible differences which will affect people with protected characteristics.

Is the decision relevant to the aims of the equality duty? Does it:	Yes/No
1. Eliminate discrimination, harassment and victimisation?	Yes
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it?	Yes
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it?	Yes

Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.
 When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

Protected characteristic	Relevance to decision High/Medium/Low/None	Impact of decision Positive/Negative/Neutral
Age	None	Neutral
Disability	None	Neutral
Gender reassignment	None	Neutral
Marriage and civil partnership*	None	Neutral
Pregnancy and maternity*	None	Neutral
Race	None	Neutral
Religion or belief	None	Neutral
Sex	None	Neutral
Sexual orientation	None	Neutral
Human Rights	Relevance to decision High/Medium/Low/None	Impact of decision Positive/Negative/Neutral
	None	Neutral

* Only applies in terms of internal policies, for staff and HR functions.

Mitigating negative impact:	Yes/No
Have any negative impacts been identified? If yes, an Equality Analysis Action Plan must be completed and attached to the EA Record. A template for the action plan is available in the Equality Analysis Guidance on the Trust's website.	No

Conclusion:

- Consider how due regard has been given had to the equality duty, from start to finish.
- There should be no unlawful discrimination arising from the decision.
- Advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact.

This EA has been carried out on an existing document. The document ensures that all staff are aware of their individual responsibility to protect themselves, as well as making all

reasonable efforts to safeguard the welfare of their patients and all other persons encountered in their daily duties and do not therefore act in a way that disadvantages any person, taking into account protected characteristics, infringes on human rights.

Consultation has taken place on the manual and identified no adverse impact on people with protected characteristics and no infringements on human rights. No unlawful discrimination has been identified.

Once approved by the EA Checkpoint, this EA Record and, if appropriate, EA Action Plan must be attached to any Board, Committee or Working Group document relating to the decision.

EA Approval

EA checkpoint

Angela Rayner, Inclusion Manager

Outcome / Decision

No major change required

Reason for decision

The EA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.

If approved: I have reviewed this Equality Analysis and to the best of my knowledge it and the document it relates to are non-discriminatory and support the aims of the Equality Act 2010.

Signed:

Angela Rayner

Date: 26/02/2016