

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 – Preparation		
1.	Title of Policy - what are you equality impact assessing?	Prevention and Management of Falls in Vulnerable Adults Procedures
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	To provide procedures for staff for the prevention and management of falls and promote appropriate action
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Vulnerable Adults Risk Management Working Group
4.	Who is Involved in undertaking this EqlA? - who are the key contributors to the EqlA and what are their roles in the process?	Denise Shanahan: Consultant Nurse for Vulnerable Adults Rachael Sykes: Health and Safety Advisor Amanda Ryan: Falls and Bone Health Programme Manager

Step 1 – Preparation

5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	Incident Reporting and Investigating Procedure Safe and Effective use of bed rails Falls Risk Indicator tool and Prevention of Falls Intervention Pathway Trust Procedure for Communication with Partner Services/agencies regarding vulnerable adult patient transfer and discharge from hospital
6.	Stakeholders - Who is involved with or affected by this Policy?	All staff providing care for patients Patients, carers and relatives
7.	What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes? These could be internal or external factors.	Education Staffing levels Increasing levels of frailty and patients with cognitive impairment Relatives expectations and understanding

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.										
Race		Eliminating Discrimination and Eliminating Harassment		Promoting Equality of Opportunity		Promoting Good Relations and Positive Attitudes		Encouraging participation in Public Life		Take account of difference even if it involves treating some individuals more favourably*		
Disability	The How to Guide for Reducing Harm from Falls (NPSA, 2009)											
Gender												
Sexual Orientation												
Age	The How to Guide for Reducing Harm from Falls (National Patient Safety Agency, 2009) National Service Framework for Older People in Wales (Welsh Assembly Government, 2006) Interventions for preventing falls in older people in nursing care facilities and hospitals. Cochrane Database of Systematic Reviews (Cameron ID, Murray GR, Gillespie LD, Robertson MC, Hill KD, Cumming RG, Kerse N., 2010)											
Religion or Belief												
Welsh Language												
<p>People have a human right to: life; not to be tortured or treated in a degrading way; to be free from slavery or forced labour; to liberty; to a fair trial; not to be punished without legal authority; to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion; to freedom of expression and of assembly; to marry and found a family and to not be discriminated against in relation to any of the rights contained in the European Convention.</p>												

Human Rights	Mental Capacity Act (2005) Code of Practice (2005)
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*** This column relates only to Disability due to the specific requirement in the DDA 2005 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.**

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	1	0	0
Disability	3	+1	3
Gender	1	0	0
Sexual Orientation	1	0	0
Age	3	+1	3
Religion or Belief	1	0	0
Welsh Language	1	0	0
Human Rights	3	+1	3

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

Scoring Chart C: Impact Decision

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	The Prevention and Management of Falls in Vulnerable Adults Procedures
Organisation:	Cardiff and Vale University Health Board
Name: Title: Department:	Amanda Ryan Falls and Bone Health Programme Manager Primary, Community and Mental Health
Summary of Assessment:	The Part A Equality Impact Assessment has shown that there is a positive impact
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">/No</p> <p style="text-align: center;">Please record reason(s) for decision</p> <p>Part A has shown a positive impact for the policy</p>

Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqIA?	N/A	N/A	N/A	N/A	N/A
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?	N/A	N/A	N/A	N/A	N/A

3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	N/A	N/A	N/A	N/A	N/A
4. Describe any mitigating actions taken?	N/A	N/A	N/A	N/A	N/A
5. Provide details of any actions planned or taken to promote equality .	Training will be made available to staff on the Procedures which will include the importance of not using the procedures in a discriminatory or disproportionate way.	To reinforce the Procedures message that the prevention and management of falls needs to be individually assessed.	UHB patients and staff, will understand the principles of reducing harm from falls.	Divisional managers and nurses will ensure processes are in place to ensure access to training.	From the Procedure being approved by the UHB in Spring 2011 onwards

Date:	3.2.10
Monitoring Arrangements:	Divisions are required to audit the incidence and outcomes from falls using the clinical incident reporting (Datix) and the Ward Dashboard.
Review Date:	A minimum of 3 years or sooner if needed in light of Response to Rapid Response Reports or lessons learned form incidents or investigations.
Signature of all Parties:	Denise Shanahan Rachael Sykes Amanda Ryan 17.2.10

Form 5: Equality Impact Assessment

Step 4 - Assemble evidence		
1.	Do you have adequate information? Refer to Form 2 (Part A, Step 2: <i>Evidence Gathering</i>) If not, can the Policy go ahead during this process?	Yes
2.	Does the evidence relate to all strands? (please explain)	Evidence has not been found other than for the stands of disability and age.
3.	What additional information is required?	None
4.	State which representative bodies of relevant groups you will liaise with for support. Is the information representative?	N/A