

Part A: Preparation and Assessment of Relevance and Priority

Part A is a three step process which will help you to prioritise work and prepare for EqlA.

Step 1 - Preparation:
identify the title of the Policy/function/strategy, the main aims and the key contributors
(see **Form 1**)



Step 2 - Gather Evidence:
collect, but do not analyse information at this stage - just see what evidence is available
(see **Form 2**)



Step 3 - Assessment of Relevance and Priority:
determine whether or not the evidence demonstrates high, medium, low, or no relevance and priority across the core dimensions of the equality duties, by each of the equality strands
(see **Form 3**)

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?	Violent Warning Marker Procedure
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	The Violent Warning Marker Procedure is designed to improve the organisations ability to tackle violent and aggressive incidents. The purpose of this procedure is to risk manage workplace violence perpetrated by patients / service users throughout Cardiff and Vale University Health Board via the use of patient violent makers placed on the patient electronic records know as Paris and PMS.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Case Manager, Health & Safety Department Head of Health & Safety Executive Director of Planning
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	Case Manager Case Management Officers

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?	Health & Safety Policy Management of Violence and Aggression Policy & Procedure Care of Adult Patients with Capacity who are Violent or Abusive
6.	Stakeholders - Who is involved with or affected by this Policy?	UHB Staff Service Users
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.	IT access Implementing a change of working practices

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	See attached	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	See attached							
Gender	See attached							
Sexual Orientation	See attached							
Age	See attached							
Religion or Belief	See attached							
Welsh Language	See attached							
<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	See attached							

* 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	N
Disability	1	0	N
Gender	1	0	N
Sexual Orientation	1	0	N
Age	1	0	N
Religion or Belief	1	0	N
Welsh Language	1	0	N
Human Rights	1	0	N

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:	Patient Violent Warning Marker Procedure
Organisation:	Cardiff and Vale University Health Board
Name: Title: Department:	Carl Ball Case Manager Health and Safety
Summary of Assessment:	No evidence to suggest Violent Warning Markers will impact on any of Equality Strands, however, it is suggested that implementation of Violence Markers will have a positive impact on the safety and wellbeing of UHB staff, Patients and Visitors to be treated in a safer environment with robust management processes in place to manage such incidents.
Decision to Proceed to Part B Equality Impact Assessment:	No No evidence or suggestion that implementation of violent warning markers will impact on any of the equality strands

Date:	June 2013
Monitoring Arrangements:	Reviewed in line with Procedure (every 3 years) or sooner if required under legislation or best practice
Review Date:	June 2016
Signature of all Parties:	<i>C Ball</i>

Attachment

Violent Warning Markers EqIA – Evidence of Research

<u>Date</u>	<u>Search Words</u>	<u>Organisation</u>	<u>Web address</u>	<u>Impact</u>
1/5/13	Violent warning markers EIA	Ipswich Borough Council	https://democracy.ipswich.gov.uk/Data/Executive/20100622/Agenda/E-10-05_Be_Aware_List.pdf	No
1/5/13	Violent warning markers EIA	South London and Maudsley Clinical Records Policy	http://www.slam.nhs.uk/media/107383/clinical%20record%20policy%20v7%201%20-%20september%202011.pdf	No
1/5/13	Violent warning markers EIA	South West Yorkshire NHS Foundation Trust - Violence, Abuse, Harassment and Aggression at Work Policy inc section 10 Violent Warning Markers	http://www.google.co.uk/url?q=http://www.southwestyorkshire.nhs.uk/documents/1002.doc&sa=U&ei=7yuBUYGRAoer0AXmxYG4Dg&ved=0CCEQFIAB&usq=AFQjCNGBhpNS_NLokO5hChqU821AY0_Lw	No
3/5/13	Violent Warning Markers	MDDUS -	<p>http://www.mddus.com/mddus/news-and-media/notice-board/november-2012/risk-alert-violence-warning-markers.aspx - It does not matter whether the violence was deliberate or a result of a medical condition or response to treatment or medication, and markers need not apply only to the patient but may refer to a violent friend, relative or guardian, or even a dangerous family pet.</p> <p>In some exceptional cases there may be justification for not notifying the individual – particularly if this may provoke a violent reaction and put staff at further risk. Any such decision should be recorded in detail along with the rationale.</p>	No
3/5/13		Information Commissioners Office (ICO)	http://www.scimp.scot.nhs.uk/wp-content/uploads/documents/use_of_violent_warning_markers.pdf	No
3/5/13		HSE -	http://www.hse.gov.uk/foi/internalops/ocs/200-299/213_2.htm#para49	No
3/5/13		General Medical Services (GMS)	http://www.wales.nhs.uk/sites3/docmeta/data.cfm?orgld=480&id=41864	No
3/5/13	Violent Warning Markers	The Highland Council	http://www.highland.gov.uk/NR/rdonlyres/F583C259-0F80-4747-80E2-5DFB1630839E/0/Item15RES1412.pdf	

	Equality			
3/5/13	Violent Warning Markers Equality	NHS Foundation Trust EqlA for Violent Waning Markers Policy	http://hoe.ioko.com/upload/PDFs/equality/Use%20of%20Violent%20Marker%20Procedure%20Apr%202010.pdf	No
3/5/13	Equality Impact Assessments Violent warning markers	NHS Direct – Violence and Aggression Policy	http://www.nhsdirect.nhs.uk/about/freedomofinformation/foipublicationscheme/~media/Files/FreedomOfInformationDocuments/OurPoliciesAndProcedures/Policy-Documents-Aug2012/20120415NHSDirectViolenceAgressionPolicy.ashx	No
3/5/13	Equality Impact Assessments Violent warning markers	Peninsula Community Health Organisational Procedures for the Placement of an Alert Marker on Community Clinical Records.	http://www.rcht.nhs.uk/DocumentsLibrary/PeninsulaCommunityHealth/Estates/Security/AlertMarkeronRecords.pdf	No