



EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

THIS IS A PUBLIC DOCUMENT

Title of Policy: Moving and Handling Policy	
Lead Manager: Mr Shane McCaul	Title: Assistant Director of Quality and Safety
Directorate: Medical Directorate	Department: Risk Management
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Short Description of Policy This policy outlines the leadership and accountability arrangements for ensuring that appropriate systems are in place throughout the Trust to manage and control risks associated with the moving and handling of patients/clients and loads to ensure the health, safety and welfare of staff and patients/clients. All decisions in relation to patient/client moving and handling will consider their best interests, their dignity and their independence.	
Final Recommendations: (please tick as appropriate)	
1.	GREEN: No equality issues/impact: no further action <input checked="" type="checkbox"/>
2.	AMBER: Minor equality issues/impact: actions identified <input type="checkbox"/>
3.	RED: Major equality issues/impact: full EQIA recommended <input type="checkbox"/>
<p style="text-align: center;">Please send draft completed form for quality assurance to equality.admin@westerntrust.hscni.net For further information on quality assurance see page 3, section 3.</p>	
Final Approval Date:	

(1) INFORMATION ABOUT THE POLICY OR PROPOSAL

1.1 Title of policy or proposal

Moving and Handling Policy

1.2 Description of policy or proposal

Safe moving and handling is recognised as being an essential component in the provision of high quality healthcare. Manual handling is the lifting, lowering, pushing, pulling, carrying or supporting of a load by or by bodily force. A load is a person, object or animal (Manual Handling Operations Regulation 1992 as amended 2002).

The purpose of this policy is to provide managers and staff with clear information on their legislative responsibilities, to ensure safe moving and handling is employed as far as is reasonably practicable. Compliance with the Manual Handling Operations Regulations 1992, as amended in 2002 and associated legislation implementing Directive 90/269/EEC will be achieved through a systematic ergonomics approach.

The aims and outcome of this policy are to:-

- Safeguard the health, safety and welfare of staff and service users.
- Maintain and promote safe moving and handling of both service users and inanimate loads.
- Provide moving and handling training to staff, appropriate to their role.
- Ensure all staff are aware of the arrangements and responsibilities for the management of safe manual handling.
- Ensure that the Western Trust complies with the relevant Health and Safety legislation, approved codes of practice, associated guidelines and Controls Assurance Standards.
- Ensure that resources are available and used appropriately.
- Ensure the process of incident reporting and moving and handling risk assessment is used for the establishment of safe systems of work.

The ultimate responsibility of ensuring the health safety and welfare of staff and others who may be affected by the Trusts' activities rests with the Chief Executive. -The responsibility passes on through the line management structures to all staff who should familiarise themselves with this policy and procedural arrangements.

-It is the responsibility of the manager to monitor staff with regards to the adherence to safe moving and handling practices, completion of risk assessments, and compliance with training and reporting / investigating incidents.

-In conjunction with the above the effectiveness of the policy will be monitored via the following arrangements: Moving and handling training records, Audit, Adverse Incident Reporting records, RIDDOR reportable moving and handling incidents and Serious Adverse Incident (SAI) records.

-Staff can access the policy on the Trust's Intranet/SharePoint site.

1.3 Main stakeholders affected (internal and external)

For example, staff, actual or potential service users, other public sector organisations, GPs, primary care providers, voluntary and community groups, trade unions or professional organisations or private sector organisations or others. **Start to consider how you might involve them in the development of the policy/decision.** This will also help you to meet the Trust's obligations under Personal and Public Involvement (PPI).

-Trust Staff including bank and agency staff with the exception of training provision which does not apply to agency workers.

-Service Users

-Trust Link workers

-Occupational Health

-Corporate Management team

-Trust board

-Trade Unions

-The Trust requires third party organisations from which it commissions services to comply with the approach described in this document. This includes agency staff (Domiciliary Care providers) and equipment suppliers. They are expected to have suitable and sufficient moving and handling training provided by their employers.

1.4 Other policies or decisions with a bearing on this policy or proposal

From 1 April 2023, a statutory duty of quality was placed on Health & Social Services (now Health & Social Care) Trusts.

ISO 31000:2018 standard for managing risk

WHST Complaints Policy (Medical Directorate)

WHST Claims Management Policy (Medical Directorate)

WHST Health and Safety Policy (Medical Directorate)

WHST Adverse Incident Policy (Medical Directorate)

WHST Moving & Handling of the Bariatric Patient (Medical Directorate)

WHST Zero Tolerance Policy (Performance & Service Improvement Directorate)

WHST Policy to Support Reduction of Slips, Trips and Falls for Adult inpatient/resident within Western Health (Primary Care & Older People Directorate)

WHST Policy for the Management of Medical Devices (Primary Care & Older People Directorate)

WHST Using Bedrail Safely and Effectively Policy (Primary Care & Older People Directorate)

WHST Waste Manual Policy (Performance & Service Improvement Directorate)

WHST Infection Prevention Control Standard Precaution Policy (Medical Directorate)

DHSSPSNI Dress Code Policy (Department of Health)

(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

2.1 Data Gathering

2.1.1 What information did you use to inform this equality screening? For example, previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints, etc.

Manual Handling Policy Aug 2012
Moving & Handling Policy Aug 2015
Moving & Handling Policy Aug 2018
Moving & Handling Police Oct 2019
WHSCT Corporate Plan 2019-2021
Workforce planning information regarding staffing as at 29th March 2023

2.1.2 How did you involve people?

The Trust requires evidence of engagement with stakeholders to fulfil its statutory obligations under its Equality scheme, Consultation Scheme and Personal and Public Involvement strategy. Provide details of how you involved stakeholders e.g. views of colleagues, service users, carers, Trade Unions, Section 75 groups or other stakeholders.

Consultation and Engagement Statement: In your policy/proposal include a paragraph titled Consultation and Engagement and summarise this section. If there was no engagement, please explain why.

The Policy will be considered by the WHSCT Policy Group
The Policy will be shared with Trade Unions for consultation

2.2 Equality Profile

Who is affected by the policy or proposal? What is the makeup (%) of the affected group? Please provide a statistical profile. Could you improve how you gather Section 75 information? Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group? If the policy affects both staff and service users, please provide information on both. If not, merge the 2 columns.

Category	Service Users, etc. (Census 2011)	Workforce Planning Staff 29 March 2023
Gender	Female: 148,366 Male: 146,051	Female: 11,287 Male: 2,889
Age	0-4 20,445 5-7 11,322 8-9 7,668 10-14 21,186 15 4,467 16-17 9,266 18-19 8,097 20-24 19,865 25-29 20,097 30-44 61,230 45-59 56,781 60-64 15,380 65-74 22,101 75-84 12,301 85-89 2,878 90+ 1,333	16-24 860 25-34 3,041 35-44 3,616 45-54 3,473 55-64 2,623 65+ 563
Religion	Catholic: 182,996 (62.16%) Presbyterian: 29,353 (9.97%) Church of Ireland: 37,154 (12.62%) Methodist: 4,900 (1.66%) Other Christian: 7,212 (2.45%) Other religion: 1,475 (0.50%) No religion: 12,199 (4.14%) Religion not stated: 19,128 (6.50%)	Roman Catholic: 7,852 Protestant: 3,088 Not determined/not know: 3,236
Political Opinion	Based on first choice votes held by electoral office. Nationalist: 86,834 (53%) Unionist: 61,995 (38.06%) Other: 14,025 (8.62%) Overall Total: 162,854	Broadly Nationalist: 1,753 Broadly Unionist: 835 Other: 1,394 Do not wish to answer/ not know: 10,194
Marital Status	All usual residents aged 16 and over(229,329) Single: 87,557 Married : 106,383 In registered same-sex civil	Married: 7,645 Single: 5,119 Other: 1,412

	<p>partnership: 161</p> <p>Separated but still legally married: 9,678</p> <p>Divorced or formerly in a same-sex civil partnership which is now legally dissolved: 11,063</p> <p>Widowed or surviving partner from a same-sex civil partnership: 14,487</p>	
Dependent Status	<p>All families in households: 77,758</p> <p>Households with no dependent children: 37,650</p> <p>Households with children: 76,204</p> <p>Residents who:</p> <p>Provide 1-19 hours unpaid care per week: 17,538</p> <p>Provide 20-49 hours unpaid care per week: 5,859</p> <p>Provide 50+ hours unpaid care per week: 9,096</p> <p>Provide no unpaid care: 261,924</p>	<p>Yes: 2,853</p> <p>No: 3,346</p> <p>Not Known: 7,977</p>
Disability	<p>Persons with:</p> <p>Long-term health problem or disability: Day-to-day activities limited lot: 37,988</p> <p>Long-term health problem or disability: Day-to-day activities limited a little: 26,351</p> <p>Long-term health problem or disability: Day-to-day activities not limited: 230,078</p>	<p>Yes: 323</p> <p>No: 7,723</p> <p>Not know: 6,125</p>
Ethnicity	<p>White: 290,923 (98.81%)</p> <p>Chinese: 486 (0.17%)</p> <p>Mixed: 740 (0.25%)</p> <p>Irish Traveller: 251 (0.09%)</p> <p>Indian: 893 (0.30%)</p> <p>Other Ethnic Group: 294 (0.10%)</p> <p>Pakistani: 99</p> <p>Black African: 115 (0.04%)</p> <p>Black Caribbean: 64 (0.02%)</p> <p>Black Other: 58 (0.02%)</p> <p>Bangladeshi: 21 (0.01%)</p> <p>Other Asian: 473 (0.16%)</p>	<p>Bangladeshi: 3</p> <p>Black African : 12</p> <p>Black Caribbean: 2</p> <p>Black Other: 1</p> <p>Chinese: 6</p> <p>Filipino: 35</p> <p>Indian: 118</p> <p>Irish Traveller: 3</p> <p>Mixed Ethnic Group: 14</p> <p>Not assigned: 4174</p> <p>Other: 65</p> <p>Pakistani: 21</p> <p>White: 9722</p>
Sexual Orientation	<p>Rainbow research (2008) estimates that approximately 10% of the population is LGB. This equates to approx.29, 442 people in the Western area.</p>	<p>Opposite sex: 7,075</p> <p>Same sex: 141</p> <p>Same and opposite sex: 35</p> <p>Do not wish to answer/ Not known: 6,925</p>

2.3 Assessing Needs/Issues/Adverse Impacts, etc.

What are consequences of the policy/proposal on Users/Carers and staff? What are the different needs, issues and concerns of each of the equality groups? Are there any adverse impacts? If the policy affects both staff and service users, please specify issues for both. If not, merge the 2 columns. Please state the source of your information, e.g. colleagues, consultations, research, user feedback, etc.

	Needs and Experiences	
Equality Group	Service Users, etc.	Staff
Gender	No identified issues	No identified issues
Age	No identified issues	No identified issues
Religion	No identified issues	No identified issues
Political Opinion	No identified issues	No identified issues
Marital Status	No identified issues	No identified issues
Dependent Status	All decisions in relation to moving and handling will consider the best interests of the Service User, their dignity and the promotion of their independence.	No identified issues
Disability	The policy will be made available in alternative formats e.g. large font, Braille, etc., if and when requested. Sign language interpreters can also be provided in line with Trust Guidelines.	Information will be made available to them in alternative formats e.g. large font, Braille, etc., if and when requested.
Ethnicity	The policy will be made available in alternative languages if and when requested. Foreign language interpreters can also be provided in line with Trust Guidelines.	Information will be made available in alternative languages if and when requested. Foreign language interpreters can also be provided in line with Trust Guidelines.
Sexual Orientation	No identified issues	No identified issues
Other Issues: e.g. Rurality	Equipment identified through the client handling risk assessment is provided to Service Users throughout the Trust, regardless of location.	No identified issues

2.4 Multiple Identities:

When considering this policy/proposal, are there any additional issues relating to people with multiple identities? For example: older women, disabled minority ethnic people, young Protestant men, disabled people who are gay, lesbian or bisexual.

No additional issues have been identified.

2.5 Making Changes: Promoting Equality of Opportunity/Minimising Adverse Impacts

Based on the equality issues you identified in 2.2, 2.3 and 2.4, what do you currently do that meets those needs? What additional changes do you intend to make that will improve how you promote equality of opportunity or minimise adverse impacts?

Equality Group	Actions that promote equality of opportunity or minimise (mitigate) adverse impacts
Dependent Status-Service Users	All decisions in relation to moving and handling will consider the best interests of the Service User, their dignity and promotion of their independence.
Disability - staff	This policy and any associated information will be made available in alternative formats, e.g., large Font, Braille, audio etc., for staff who have indicated that they have a disability.
Disability – Service Users	This policy and any associated information will be made available in alternative formats, e.g., large font, Braille audio etc., for Service Users who have indicated that they have a disability. Sign Language interpreters can also be provided in line with trust Guidelines.
Ethnicity – staff	The policy will be made available in alternative languages if and when requested. Foreign language interpreters can also be provided in line with Trust Guidelines.
Ethnicity – Service Users	The policy will be made available in alternative languages if and when requested. Foreign Language interpreters can also be provided in line with Trust Guidelines.
Other issues: e.g. Rurality	Equipment identified through the risk assessment is delivered by the Procurement and Logistics Service (PaLS) to all locations within the Trust.

2.6 Good Relations

Does the policy/proposal have any impact/consequences for Good Relations? What changes to the policy or proposal or what additional measures could you suggest to ensure that it promotes good relations (if any)? (Refer to Guidance Notes for guidance on impact).

Group	Impact/Consequences	Suggestions
Religion	Not applicable	
Political Opinion	Not applicable	
Ethnicity	Not applicable	

(3) CONSIDERATION OF DISABILITY DUTIES

How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?

The aim of the policy is to ensure that all decisions in relation to moving and handling will consider the best interests of the Service User, their dignity and the promotion of their independence. This is balanced with ensuring, so far as is reasonably practicable, the health, safety and welfare of the staff involved.

(4) CONSIDERATION OF HUMAN RIGHTS

**4.1 Does the policy or proposal adversely affect anyone's Human Rights?
Complete for each of the Articles.**

Article	Positive Impact	Negative Impact - human right interfered with or restricted	Neutral Impact
Article 2 – Right to life			X
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment	X		
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			X
Article 5 – Right to liberty & security of person			X
Article 6 – Right to a fair & public trial within a reasonable time			X
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			X
Article 8 – Right to respect for private & family life, home and correspondence.	X		
Article 9 – Right to freedom of thought, conscience & religion			X
Article 10 – Right to freedom of expression			X
Article 11 – Right to freedom of assembly & association			X
Article 12 – Right to marry & found a family			X
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			X
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			X
1 st protocol Article 2 – Right of access to education			X

If you have answered either 'Positive Impact' or 'Neutral Impact' to all of the above, please move on to Section 5.

4.2 If you have identified any potential negative impacts to any of the articles, please complete the following table.

Article Number	What is the negative impact and who does it impact upon?	What do you intend to do to address this?	Does this raise any further legal issues?*
	Not applicable		Yes/No

**It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this.*

4.3 Outline any further actions which could be taken to promote or raise awareness of human rights or, to ensure compliance with the legislation in relation to the policy or proposal.

Not applicable

(5) SHOULD THE POLICY OR PROPOSAL BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?

A full Equality Impact Assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity. Base your decision on information from sections 2.2, 2.3, 2.4 and 2.5.

How would you categorise the impacts of this proposal or policy? (refer to Guidance Notes for guidance on impact)

Do you consider that this policy or decision needs to be subjected to a full Equality Impact Assessment?

Please tick:

GREEN: No impact	<input checked="" type="checkbox"/>
AMBER: Minor impact	<input type="checkbox"/>
RED: Major impact	<input type="checkbox"/>

Please tick:

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

Please give reasons for your decision. (See Guidance Notes, page 28, for sample paragraph).

The policy has been developed in accordance with the duties.

The policy has been developed for staff and gives clear guidance on the roles and responsibilities of staff at all levels of the organisation in relation to identifying, managing, reviewing risks in line with governance processes.

Effective risk management is afforded a high priority within the Trust, which is underscored by a process committed to the systematic identification, analysis and control of risk.

The Trust will continue to raise awareness of risks in general and is committed to the establishment of a supportive, open and learning culture that encourages staff to report mistakes, adverse events/incidents and near misses, and to continuously learn and improve from these, in accordance with the Trust's Incident Reporting Policy and Procedures.

The policy will be communicated to staff via Trust Communication and shared by the risk management when necessary. It will also be available on the staff intranet.

➤ **NOTE: Equality and Human Rights Statement:** The policy/proposal that this screening relates to **MUST** include the above paragraph. In addition, this paragraph should be used in the briefing note to Trust Board and will also be included in the Trust's Equality Screening Report.

(6) EQUALITY AND HUMAN RIGHTS MONITORING

What data will you collect in the future in order to monitor the effect of the policy or proposal, on any of the equality groups, for equality of opportunity and good relations, disability duties and human rights?

Incidents will be reviewed and monitored through the Trust's Datix system
This policy will be reviewed every 3 years

Approved Lead Officer: Mr Shane McCaul

Position: Assistant Director of Quality and safety

Policy/Proposal Screened By: Pauline Lavery, Cara McGurk & Caroline M.Sweeney

Date: 17.04.2023

Quality Assurance: Please send the final draft for quality assurance to the Equality and Human Rights Unit, Tyrone and Fermanagh Hospital, Omagh, BT79 0NS or email: equality.admin@westerntrust.hscni.net. **Quality Assurance can take up to three weeks.**

Directorate SMT Approval: The completed Equality Screening Form **MUST** be presented along with the policy/proposal to your Directorate SMT for approval.

Quarterly Equality Screening Reports: When final Trust approval is received, ensure that you send the completed screening form and associated policy/proposal, etc. to the Equality and Human Rights Unit, for inclusion in the WHSCT's quarterly equality screening reports. As a public document, the screening form will be available for downloading on both the Trust's website and intranet site.