



Western Health and Social Care Trust

EQUALITY AND HUMAN RIGHTS SCREENING TEMPLATE

THIS IS A PUBLIC DOCUMENT

Title of Policy: First Aid Policy		
Lead Manager: Shane McCaul	Title: Assistant Director of Quality and Safety	
Directorate: Medical	Department: Quality and Safety	
Contact details: Address: MDEC Building, Altnagelvin Hospital, Glenshane Road, Londonderry Tel: 028 71 345171 Ext:214125 Email: Shane.McCaul@westerntrust.hscni.net		
Short Description of Policy The purpose of this policy is to set out the requirements for providing adequate first-aid arrangements to cover all staff within the Western Health and Social Care Trust (hereinafter referred to as the 'Trust'). Determining the level of First-aid provision needed would be supported by the completion of the First-Aid Needs assessment for each workplace (see Appendix 1 for Assessment Checklist). This policy applies to all Trust staff, agency staff and contractors and any other person under the care of the Trust, or who may require First-aid whilst on premises owned or occupied by the Trust. The Health and Safety (First-Aid) Regulations (NI) 1982, do not oblige employers to provide first-aid for anyone other than their own employees. Indeed, regulations requiring first-aid provision for members of the public cannot be made under the Health and Safety at Work (NI) Order 1978. However, it is strongly recommended that employers include non-employees e.g. the public, in their assessment of first-aid needs and make provision for them.		
Final Recommendations: (please tick as appropriate)		
1.	GREEN: No equality issues/impact: no further action	X
2.	AMBER: Minor equality issues/impact: actions identified	
3.	RED: Major equality issues/impact: full EQIA recommended	
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.		
Final Approval Date:		

1.0 INFORMATION ABOUT THE POLICY OR PROPOSAL

1.1 Title of policy or proposal

First Aid Policy

1.2 Description of policy or proposal

The purpose of this policy is to set out the requirements for providing adequate first-aid arrangements to cover all staff within the Western Health and Social Care Trust (hereinafter referred to as the 'Trust'). Determining the level of First-aid provision needed would be supported by the completion of the First-Aid Needs assessment for each workplace (see Appendix 1 for Assessment Checklist). This policy applies to all Trust staff, agency staff and contractors and any other person under the care of the Trust, or who may require First-aid whilst on premises owned or occupied by the Trust. The Health and Safety (First-Aid) Regulations (NI) 1982, do not oblige employers to provide first-aid for anyone other than their own employees. Indeed, regulations requiring first-aid provision for members of the public cannot be made under the Health and Safety at Work (NI) Order 1978. However, it is strongly recommended that employers include non-employees e.g. the public, in their assessment of first-aid needs and make provision for them.

The policy provides help and guidance to all staff on first aid and sets out the duties and responsibilities of senior managers, first aiders, appointed persons, medical staff and staff from all other areas. The policy lays out the duties of employees of the Trust according to the legislation.

The policy also provides guidance on completion of the first aid risk assessment and the placement of first aid equipment, guidance on what equipment should be provided and what shouldn't be provided, information on personnel trained and location of equipment, guidance and links to first aid training and records and links to incident reporting.

The policy provides information on first aid training and specifies the agreed parameters for procurement of training.

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).

This is a statutory obligation and the policy is dictated by legislation.

Staff

Service Users

Agency Staff

Contractors

General Public

Kingsbridge Training Academy – Sarah Jane Hilland -

hillandsj@kingsbridgehealthcaregroup.com

Emergency Medical Supplies, Services and Training Limited NI - Tom Gourley -

Tom@emsst.co.uk

Global Horizon Skills Ltd - Catherine McGeady – catherine@ghskills.com

Paul Berry Group Training - Ciara Turley – ciara@pberrygroup.co.uk

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

The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982 (Health and Safety Executive)

The Health and Safety (First Aid) (Amendment) Regulations (NI) 2017 (Health and Safety Executive)

Health and Safety at Work (NI) Order 1978 (Health and Safety Executive)

Health and Safety Policy (WHSC, Quality and Safety Department)

Adverse Incident Policy (WHSC, Quality and Safety Department)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997(RIDDOR) (Health and Safety Executive)

RIDDOR Reporting Policy 2021 (WHSC, Quality and Safety Department)

First Aid Policy March 2019 (WHSC, Quality and Safety Department)

(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.

HSE First Aid at Work guidance on the regulations L74 document at weblink <http://www.hse.gov.uk/pUbns/priced/l74.pdf>

All incidents requiring First-aid treatment are reportable under the Trust's Adverse Incident Policy at Web-link: [Incident Policy \(n-i.nhs.uk\)](http://n-i.nhs.uk/IncidentPolicy)

First Aid Policy March 2019

Health and Safety at Work (NI) Order 1978 and the Health and Safety (First-Aid) Regulations (NI) 1982.

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 was shared at Medical Directorate SMT:

Medical Director (Chair)

Assistant Director for Quality and Safety

Corporate Risk Manager

Assistant Director HR

Trust Bereavement coordinator
 Associate Medical Director
 Medical Directorate Business Manager
 NI Research Operation Lead
 Head of Service – Medical and Dental Education
 Governance Manager
 Financial Management Accountant

The policy was shared with the policy group for consideration before final approval:

Governance Manager (Chair)
 Risk Manager
 Corporate Risk Manager
 Assistant Director for Governance of Quality, Safety and Patient/Service User Experience (Social Work/Social care) in AMHD
 Senior Accountant, Financial Management, Finance
 Assistant Director of Healthcare & Lead Nurse within Women and Children's Services
 Head of AHP
 Head Of Service Recovery/Supported Living & Day-Care
 Head of Workforce Planning and Analytics
 W&C Business Manager
 Acting Assistant Manager for General Surgery, Urology, OPD, Acute Services
 CIS- Service Delivery Lead
 ICT Programme Manager

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.	Staff (Workforce Planning can provide this information) as at August 2023
Gender	Sex: Female 148,366 Male 146,051	Female 11,315 Male 2,900 Total 14,215
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	16 - 24 = 860 25 – 34 = 3046 35 – 44 = 3612 45 – 54 = 3476 55 – 64 = 2652 65+ = 569 Total = 14,215

	75 – 84: 12,301 85 – 89: 2,878 90+: 1,333	
Religion	Religion: Catholic: 182,996 (32.16%) Presbyterian: 29,353 (9.97%) Church of Ireland: 37,154 (12.62%) Methodist: 4,900 (1.66%) Other Christian: 7,212 (2.45%) Other religions: 1,475 (0.50%) No religion: 12,199 (4.14%) Religion not stated: 19,128 (6.50%)	Protestant 3055 Roman Catholic 7758 Not Determined 3402 Total 14,215
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 Unionist 821 Broadly Nationalist 1737 Other 1375 Do Not Wish to Answer/Not known 10282 Total 14,215
Marital Status	Marital Status: All usual residents aged 16 and over (229,329) Single: 87,557 Married: 106,383 In registered same-sex civil partnership: 161 Separated but still legally married: 9,678 Divorced or formerly in a same-sex civil partnership which is now legally dissolved: 11,063 Widowed or surviving partner from a same-sex civil partnership: 14,487	Married 7653 Single 5164 Other 1398 Total 14,215
Dependent Status	Dependents: All families in households: 77,758 Households with no dependent children: 37,650 Households with children: 76,204 Residents who: Provide 1-19 hours unpaid care per week: 17,538 Provide 20-49 hours unpaid care per week: 5,859 Provide 50+ hours unpaid care per week: 9,096 Provide no unpaid care: 261,924	Yes 2825 No 3309 Not Known 8081 Total 14,215
Disability	Disability: Persons with: Long-term health problem or disability: Day-to-day activities limited a lot: 37,988 Long-term health problem or disability: Day-to-day activities limited a little:	Yes 318 No 7643 Not Known 6254 Total 14,215

	26,351 Long-term health problem or disability: Day-to-day activities not limited: 230,078	
Ethnicity	Ethnicity: The policy will be made available in alternative languages if and when requested. White: 290,923 (98.81%) Chinese: 486 (0.17%) Mixed: 740 (0.25) Irish Traveller: 251 (0.09%) Indian: 893 (0.30%) Other Ethnic Group: 294 (0.10%) Pakistani: 99 Black African: 115 (0.04%) Black Caribbean: 64 (0.02%) Black Other: 58 (0.02%) Bangladeshi: 21 (0.01%) Other Asian: 473 (0.16%)	The policy will be made available in alternative languages if and when requested. Black African 11 Bangladeshi 3 Black Caribbean 2 Chinese 6 Indian 116 Irish Traveller 3 Pakistani 21 White 9615 Mixed Ethnic Group 14 Other 64 Filipino 35 Black other 1 Not Assigned 4324 Total 14,215
Sexual Orientation	Sexual orientation: Rainbow Research (2008) estimates that approximately 10% of the population is LGB. This equates to approx. 29,442 people in the Western area.	Attracted to: Opposite sex 6992 Same sex 140 Same and Opposite Sex 35 Do not wish to answer/Not known 7048 Total 14215

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	No Identified Issues	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.	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.
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.	The policy will be made available in alternative languages if and when requested
Sexual Orientation	No Identified Issues	No Identified Issues
Other Issues: e.g. Rurality	No Identified Issues	No Identified Issues

2.3 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.

The policy will be made available in alternative languages if and when requested.

2.4 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
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 staff who have indicated that they have a disability. Sign Language interpreters will 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

2.5 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?

Not Applicable

(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? * Yes/No
	Not Applicable		

****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)

Please tick:

GREEN: No impact	X
AMBER: Minor impact	
RED: Major impact	

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

Please tick:

Yes	
No	X

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

The policy has been developed in accordance with the Trust legal obligations under Health and Safety at Work (NI) Order 1978 and the Health and Safety (First-Aid) Regulations (NI) 1982.

The policy has been developed for staff and gives clear guidance on the roles and responsibilities of all staff involved.

The policy contains one material change from the previous policy i.e. the procurement of 4 training organisations from which to avail of training.

The Western Trust is part of a Regional First Aid Contract, which has secured 4 training Organisations to provide First Aid training. The following providers are the only First Aid Training Organisations that you are now able to choose from.

Kingsbridge Training Academy
Emergency Medical Supplies, Services and Training Limited NI
Global Horizon Skills Ltd
Paul Berry Group Training

Managers are to be aware of the following stipulation within the Regional contract that may potentially affect your budget expenditure for first aid training

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.

The effectiveness of this policy will be monitored by the Assistant Director of Clinical Quality and Safety, supported by the Corporate Risk Manager, and will be reviewed every three years or earlier as necessary.

➤ **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?

This policy will be monitored by the Assistant Director of Clinical Quality and Safety, supported by the Corporate Risk Manager, and will be reviewed every three years or earlier as necessary.

This policy will be reviewed in line with the review date stated.

The information will be reviewed if material changes are made to the policy.

If amendments are necessary, up to date information on staff and population data will be collated and provided.

Approved Lead Officer:

Mr Shane McCaul

Position:

Assistant Director of Quality and Safety

Policy/Proposal Screened By:

Joanne Cassidy

Date:

07/06/2023

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.