

<b>POLICY NAME:</b>	Work Placement Policy
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**AT ALL TIMES, STAFF MUST TREAT PATIENTS WITH RESPECT  
AND UPHOLD THEIR RIGHT TO PRIVACY AND DIGNITY.**

## **1 INTRODUCTION**

- 1.1 As the Trust looks for new and innovative approaches to recruitment, observational placements and other supported employment programmes are an opportunity to promote a wide variety of careers within the Trust and the wider NHS. Placements and programmes also support and enable the forging of partnerships with further and higher educational institutions and other organisations in the locality. They also offer the opportunity to forge links in areas of the local community that are not currently reflected in our workforce.
- 1.2 The overall aim of this policy is to support the awareness and future recruitment of people into the Trust. The Trust is committed to providing safe and appropriate work placements/programmes whilst ensuring the safety, security and privacy of patients. This policy has been drawn up to safeguard our placements and patients whilst individuals are placed at Wrightington, Wigan and Leigh NHS Foundation Trust.
- 1.3 Every effort will be made to provide structured placements/programmes which will support an individual to find out about roles which may influence future education, career and employment choices. The placements/programmes may also support individuals with applications for vocational training, qualifications, academic study or in applying for employment.

## **2 POLICY STATEMENT**

- 2.1 The policy covers work placements/programmes at Wrightington, Wigan and Leigh NHS Foundation Trust.
- 2.2 Due to health and safety constraints the Trust will not accept requests or confirm placements/programmes for individuals under the age of 16 years.
- 2.3 This policy does not relate to clinical attachments, medical electives or nursing students.

## **3 KEY PRINCIPLES**

### **3.1 Observational placements**

- 3.1.1 The aims of observational placement will be to work in conjunction with the 5 local further education/sixth form colleges in the Wigan Borough to provide their students with the opportunity to gain insight into how an acute hospital such as WWL operates.
- 3.1.2 The Trust will work with:
  - 3.1.2.1 Deanery 6<sup>th</sup> Form College;
  - 3.1.2.2 St John Rigby College;
  - 3.1.2.3 St Mary's 6<sup>th</sup> Form College;
  - 3.1.2.4 Wigan and Leigh College;
  - 3.1.2.5 Winstanley College.
- 3.1.3 Placements will be observational only and students will not be permitted to undertake work of any kind during the placement.
- 3.1.4 Placements will be for a period of either 4 days or 1 day per week for 4 weeks.
- 3.1.5 Placements will be arranged directly with the further education provider and will be managed under a signed agreement between the Trust and the college(s).

- 3.1.6 Placements for students who wish to pursue a career in medicine will be managed and arranged by the Medical Education Team and all other placements will be managed and arranged by the Recruitment Team.
- 3.1.7 A small number of placements will be made available to friends and family members of the Trust workforce and availability will be advertised on the Trust external website.
- 3.1.8 Placements should not be informally agreed by or between Trust employees and will be considered as in breach of this policy.
- 3.1.9 Where friends and family members of the Trust workforce attend one of the colleges as stated, they will be redirected to arrange the placement through their college and not directly with the Trust.
- 3.1.10 Observational placements are not permitted in:
  - 3.1.10.1 Resuscitation;
  - 3.1.10.2 Endoscopy;
  - 3.1.10.3 Cath Labs;
  - 3.1.10.4 Mortuary;
  - 3.1.10.5 X-Ray;
  - 3.1.10.6 Theatres – cannot observe any sensitive or complex surgical procedures in Theatres and outpatient departments;
  - 3.1.10.7 Maternity/Labour and Gynaecology Wards/Women's Health;
  - 3.1.10.8 Paediatric – Rainbow/Neonates/Paediatric A&E/Paediatric Outpatients.
- 3.1.11 Observational placements may be permitted in A&E (Minors, Majors and the Primary Care Centre) however numbers in these areas will be strictly limited and considered on a case by case basis and not guaranteed if requested.
- 3.1.12 Individuals who are shadowing Consultants must not attend meetings which may involve safeguarding matters or other sensitive patient discussions.
- 3.1.13 Individuals under the age of 18 must not be placed in the following areas:
  - 3.1.13.1 Where there is ionising radiation;
  - 3.1.13.2 Where there is lead or disturbed asbestos;
  - 3.1.13.3 Where there are patients with MRSA and C Difficile.
- 3.1.14 Individuals are not permitted to undertake any 'hands-on' patient care.
- 3.1.15 Placements are of an observational nature only and students will not be requested or required to 'work' and the student will be required to attend between the hours of 9am and 5pm as agreed with the placement supervisor.
- 3.1.16 All individuals on observational placements will be under the supervision of a named Supervisor or delegate.
- 3.1.17 A payment of £20 per placement will be invoiced to the college by the Trust on confirmation of the placement.

## 3.2 Pre-Apprenticeship/employment programmes

- 3.2.1 The aims of the pre-apprenticeship and employment programmes are to raise awareness of the broad range of job roles within the Trust and create opportunities for local people to gain valuable skills and knowledge and information about working at the Trust.
- 3.2.2 The pre-apprenticeship/employment programme opportunities will be created at the start of the Trust recruitment pipeline.
- 3.2.3 The opportunities will support individuals to gain the right skills, values and behaviours in order to make application for job roles at the Trust.
- 3.2.4 The opportunities will support the Trust 'grow your own' approach, the commitments in the People Promise and pay due regard to the Trusts social responsibilities to provide opportunities for local people to experience work based learning within the NHS.

### 3.3 **Public Sector trainee programme (traineeship)**

3.3.1 The public sector trainee programme is an education and training programme delivered and designed for 16-24 year olds. Whilst on placement individuals will gain invaluable experience of working for the Public Sector either in an administration or health and social care role, depending on placements available.

3.3.2 Learners will attend college throughout the traineeship twice a week.

3.3.3 Learners will work towards:

3.3.3.1 Employability Skills – Level 1;

3.3.3.2 Young Person's Health Champion – Level 2;

3.3.3.3 English and Maths Functional Skills up to Level 2;

3.3.3.4 IDEA – Duke of York Inspiring Digital Enterprise Award.

3.3.4 Placements will include:

3.3.4.1 Minimum 100 hours to a maximum of 240 hours placement;

3.3.4.2 Over a maximum of six months on placement over 2/3 days a week;

3.3.4.3 Learners will be allocated a supervisor and a buddy as they are supernumerary staff and will need to work under supervision.

3.3.5 This approach enables the learner to develop skills and behaviours which will give them the confidence to apply for an apprenticeship or employment.

3.3.6 Learners must:

3.3.6.1 Be aged 16 to 24 years;

3.3.6.2 Work 16 hours or less paid work, have little or no work experience and be focused on work or the prospect of it;

3.3.6.3 Not possess qualifications that are higher than Level 2;

3.3.6.4 Be ready to work towards employment or an apprenticeship.

### 3.4 **Pre-employment Programme**

3.4.1 The pre-employment programme is designed and delivered for 19+ year olds claiming universal credit and individuals will attend college for 4 weeks prior to starting a placement.

3.4.2 Work based learning with the Trust enables learners to develop their skills and knowledge and have an opportunity to work in a realistic environment whilst creating an opportunity for the Trust to develop a skilled workforce and meet immediate or future recruitment needs.

3.4.3 Learners will work towards:

3.4.3.1 Customer Service Skills – Level 1;

3.4.3.2 Health and Social care Level 1;

3.4.3.3 IDEA – Duke of York Inspiring Digital Enterprise Award.

3.4.4 A placement will consist of:

3.4.4.1 6 weeks working 30 hours over 4 days;

3.4.4.2 A placement in either an administration or health and social care role;

3.4.4.3 An allocated supervisor and a buddy as they are supernumerary staff and will need to work under supervision.

3.4.5 This approach enables the learner to develop skills and behaviours which will give them the confidence to apply for an apprenticeship or employment.

3.4.6 The Learner must:

3.4.6.1 Be 19+ and claiming universal credit;

3.4.6.2 Be ready to work towards employment or an apprenticeship and qualifications are not required.

## **4 RESPONSIBILITIES**

### **4.1 Trust Board**

- 4.1.1 The responsibility for the provision of a Work Placement Policy rests initially with the Trust Board.
- 4.1.2 The Trust Board will ensure through the management structure that adequate resources and arrangements are put in place to deliver and maintain the requirements of this policy.

### **4.2 Human Resources**

- 4.2.1 To oversee the introduction, and monitoring of this policy.
- 4.2.2 To undertake the pre-screening recruitment checks where applicable to the placement/programmes offered by the Trust under this policy.
- 4.2.3 To support the Trust observational placements for individuals wishing to pursue a career in clinical or corporate job roles and to provide advice and guidance to managers and people on the application of this policy.
- 4.2.4 To provide where necessary training to support the implementation of the policy.
- 4.2.5 Prior to commencement of a placement programme, issue all of the necessary documentation.

### **4.3 Organisational Development**

- 4.3.1 To support the Trust pre-employment and other supported training programmes/placements and to provide advice and guidance to managers and people on the application of this policy.
- 4.3.2 To provide where necessary training to support the implementation of the policy
- 4.3.3 Prior to commencement of a placement programme, issue all of the necessary documentation.

### **4.4 Medical Education**

- 4.4.1 To support the Trust observational placements for individuals wishing to pursue a career in medicine and to provide advice and guidance to managers and people on the application of this policy.
- 4.4.2 To provide where necessary training to support the implementation of the policy.
- 4.4.3 Prior to commencement of a placement programme, issue all of the necessary documentation.

### **4.5 Occupational Health Department**

- 4.5.1 To undertake screening of pre-placement questionnaires and to provide clearance prior to an individual commencing a work placement/programme with the Trust along with appropriate advice regarding reasonable adjustments if required.
- 4.5.2 To maintain the confidentiality of personal/medical information unless explicit written consent is given by the individual assessed.
- 4.5.3 To provide support, advice and guidance to specialist groups i.e. Managers, Staff, Health and Safety Team and/or Human Resources on the Occupational Health aspects of this policy.

### **4.6 Finance**

Financial accounts will invoice the respective education provider at the cost of £20 for each confirmed placement.

### **4.7 Health and Safety Department**

- 4.7.1 To provide advice and guidance on the Trust's legal requirement to undertake risk assessments for placements for students under the age of 18 years in compliance

with this policy. Individual Risk Assessments for work placements over 18 years will only be needed if there is a specific requirement i.e. reasonable adjustment.

- 4.7.2 To provide advice, guidance and support on any of the other Health and Safety aspects of this policy.

#### 4.8 **Managers**

- 4.8.1 To observe and adhere to the requirements of this policy.
- 4.8.2 To ensure that all relevant persons are made aware of the attendance of individuals placed in line with one of the placements/programmes as defined by this policy and adhere to the requirements of this policy.
- 4.8.3 To ensure that any requests for work placements/programmes are directed to the Recruitment Team, Medical Education Team and Organisational Development teams as appropriate in line with this policy.
- 4.8.4 To be responsible for ensuring that all the relevant placement/programme documentation is completed in a timely manner. This includes the completion of a department induction and risk assessment prior to the placement/programme commencing. Records of all risk assessments that have been performed should be kept and be readily available.
- 4.8.5 To seek advice, where appropriate, from relevant services such as Human Resources, Medical Education, Organisational Development, Occupational Health or the Health and Safety team should a significant risk be identified, with such risks either removed or avoided.
- 4.8.6 To ensure that any safe systems or measures introduced following the outcome of the risk assessment process are complied with so as to eliminate or reduce any risks identified to the individual. This should be communicated to all relevant staff involved in the supervision of the individual.
- 4.8.7 To provide suitable and sufficient information, instruction and supervision, and support to individuals that are undertaking placements/programmes.
- 4.8.8 In implementing this policy managers must ensure that all staff and individuals are treated fairly and within the provisions and spirit of the Trust's Equality, Diversity and Inclusion Policy.

#### 4.9 **Placement Supervisors**

- 4.9.1 To observe and adhere to the requirements of this policy.
- 4.9.2 Placement supervisors will be responsible during an observational placement for:
- 4.9.2.1 Undertaking an Identity Check on the first day of the placement;
- 4.9.2.2 Undertaking a department Induction;
- 4.9.2.3 Undertaking a risk assessment to assess the risks to the person including their inexperience and lack of awareness of existing or potential risks, the nature and duration of exposure and the range of equipment used and work undertaken. The outcome of the risk assessment will determine what action needs to be taken. In most cases the existing measure in place will be sufficient to protect everyone. If a significant risk remains, the student must be excluded from that work area;
- 4.9.2.4 Ensuring the Trust observational placement badge is worn at all times whilst on Trust premises and handed back at the end of the placement;
- 4.9.2.5 Supervision for the duration of the placement;
- 4.9.2.6 Introducing the individual to patients where appropriate and obtaining patient consent for students to observe. It must be clearly explained to patients that students are not pre-registration students (i.e. not student nurses, doctors or AHPs). Patient privacy and dignity is paramount;
- 4.9.2.7 Ensuring maintenance of confidentiality;
- 4.9.2.8 Reporting of any accident/incident involving the student;
- 4.9.2.9 Provision of a Placement Certificate at the end of an observational placement.

#### **4.10 Employees**

- 4.10.1 To observe and adhere to the requirements of this policy.
- 4.10.2 To direct any requests for placements/programmes to the Recruitment Team, Medical Education and Organisational Development as appropriate and in line with this policy.
- 4.10.3 To discuss with their manager any concerns they have in relation to an individual on placement/programme with the Trust.

#### **4.11 Individuals**

- 4.11.1 To observe and adhere to the requirements of this policy and any other agreements issued in line with the offer of an acceptance of a work placement or programme.
- 4.11.2 Take reasonable care for own health and safety and that of others who may be affected by their activities.
- 4.11.3 Co-operate with the Trust regarding health and safety issues i.e. comply with policies and procedures of the Trust, take part in the Department Induction; participate in a Risk Assessment and report to the placement Supervisor any accident, incident or near miss in which they are involved.
- 4.11.4 Follow and respect the instructions of the placement supervisor and other Trust staff where appropriate and do not access areas that are prohibited.
- 4.11.5 Do not interfere or misuse any equipment provided for health and safety reasons.
- 4.11.6 To observe the Trust Code of Confidentiality.
- 4.11.7 Where a placement is arranged through the Friends and Family of the Trust scheme, a payment of £20 will be required, made payable at the Cash Office prior to a placement being confirmed.

### **5 LEGISLATION**

- 5.1 Under the Health and Safety at Work Act 1974, organisations have a responsibility for ensuring, so far as reasonably practicable, the health and safety of all staff including young people on placement at the Trust.
- 5.2 The Management of Health and Safety at Work Regulations (1999) as amended place a responsibility on the Trust to ensure that young people are not exposed to risk due to:
  - 5.2.1 Lack of experience;
  - 5.2.2 Being unaware of existing or potential risks and/or;
  - 5.2.3 Lack of maturity.
- 5.3 A young person as defined in Health and Safety law is anyone under 18 years old, a child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16<sup>th</sup> birthday.
- 5.4 Under Health and Safety (training for employment) Regulations (1990), young persons (defined as anyone under 18) on placement are designated as employees for the purpose of Health and Safety legislation. All legal protection that applies to employees is therefore extended to placement students and volunteers.
- 5.5 This policy has been drawn up to safeguard our patients, staff, and individuals whilst on work placements/programmes at Wrightington, Wigan and Leigh NHS Foundation Trust taking into consideration the above.

### **6 RISK ASSESSMENT**

- 6.1 Specific legislative requirements concerned with the protection of young persons' include the management of Health and Safety at Work (1999) as amended and the Working Time Regulations (1998). Under the Management of Health and Safety at Work Regulations, 1999 as amended the Trust must protect persons from any risks to their health and safety,

which are associated with the persons' lack of experience, lack of awareness of existing or potential risks, or lack of maturity

- 6.2 The Management of Health and Safety at Work Regulations requires the Trust, as the employer, to carry out a risk assessment of the risk to persons, ensure certain information is given to employees and to parents/guarding of children, and protect persons from any risks as work. The Trust must consider via risk assessment:
- 6.2.1 The layout of the workplace;
  - 6.2.2 The physical, biological and chemical agents that they will be exposed to;
  - 6.2.3 How they will handle work equipment;
  - 6.2.4 How the work and processes are organised;
  - 6.2.5 The extent of health and safety training needed;
  - 6.2.6 Risks from particular agents, processes and work.
- 6.3 The Trust will not accept individuals onto an observational placement unless a risk assessment has been carried out, or an existing risk assessment is reviewed, prior to the placement commencing in order to ensure that any risks to those persons are identified and addressed.
- 6.4 The Trust will ensure that the appropriate communication takes place with regards to the health, safety and welfare of persons on placement by informing the person(s) and anyone who may be affected by their work activities, of the key findings of the risk assessment and the control measures taken prior to the person(s) starting their placement.
- 6.5 Accidents and/or incidents involving individuals as defined by this policy must be reported to the placement supervisor or delegated person immediately and the Trust's accident/incident reporting procedure should be followed.
- 6.6 The Trust will protect, as far as reasonably practicable, individuals on placement/programmes in the Trust from the risk of accidents or ill health, which they are unlikely to recognise because:
- 6.6.1 They are inexperienced; or
  - 6.6.2 They have not been trained; or
  - 6.6.3 They may not pay enough attention to safety.
- 6.7 The Trust has devised for observational placements a Department Induction checklist and appropriate risk assessment which will need to be completed on the first day.

## **7 PROCEDURE**

### **7.1 Observational Placements**

- 7.1.1 An individual will be required to complete an application form, returned via their further education provider or if a family or friend of a trust member of staff to the either of the following inboxes:
- 7.1.1.1 Medicine: [MedicalWorkExperience@wwl.nhs.uk](mailto:MedicalWorkExperience@wwl.nhs.uk)
  - 7.1.1.2 Clinical and Corporate: [WorkExperience@wwl.nhs.uk](mailto:WorkExperience@wwl.nhs.uk)
- 7.1.2 An occupational health form will be sent to the individual to complete and the individual will be required to return this directly to the Occupational Health inbox as detailed on the form.
- 7.1.3 Upon receipt of occupational health clearance, an acceptance letter will be sent to the student confirming the period of the placement and the supervisor responsible for the placement by either Head of Medical Education or Recruitment Manager (or their designated delegate) depending on the type of observational placement allocated in line with this policy.

- 7.1.4 Medical Education or Recruitment Team will advise Financial Accounts of the number of placements and an invoice and remittance for confirmed placements will be sent to the education provider for payment.
- 7.1.5 Where a placement is confirmed as part of the Friends and Family of Trust staff scheme, a copy of the payment receipt will be required before confirmation of placement is provided by either Medical Education or the Recruitment Team.
- 7.1.6 Individuals will be supported by a Placement Workbook which will set out the expectations of the student whilst they on placement at the Trust. In being accepted for a placement students will be agreeing to the conditions of the placement.
- 7.1.7 Individuals who are placed via their further education provider will be issued with the Placement Workbook by them and will be required to bring this on their first day.
- 7.1.8 Individuals who are placed via the Family and Friends request will be issued with then the workbook by either Recruitment or Medical Education.

## 7.2 **Public Sector Trainee Programme (Traineeship)**

- 7.2.1 The programme open day is advertised via work coaches at Job Centre Plus Wigan, Leigh and Ashton in Makerfield, NHS Jobs, Wigan and Leigh College website and Wigan Youth Zone. Wigan Council Jobs page also advertises the programme and send the information to a number of their partner organisations.
- 7.2.2 Applicants are invited to intend an Open Day style Recruitment Event where they complete an application form and are interviewed.
- 7.2.3 Successful candidates will receive an offer letter from the Trust Recruitment Team who proceed to undertake pre-placement checks, which may include, depending on the placement offered, some or all of the following checks:
  - 7.2.3.1 Verification of Identity;
  - 7.2.3.2 Occupational Health Check;
  - 7.2.3.3 References;
  - 7.2.3.4 Disclosure and Barring Service Disclosure.

## 7.3 **Pre-Employment Programme**

- 7.3.1 The programme open day is only advertised via Job Centre Plus, Wigan, Leigh and Ashton in Makerfield.
- 7.3.2 At each open day a presentation is given outlining the programme content and commitments. Candidates who would like to apply complete an application form following the presentation and the applications are then shortlisted.
- 7.3.3 Candidates are invited to attend an interview. Successful candidates will receive an offer letter from the Recruitment Team and undertake pre-placement checks, which may include, depending on the placement offered, some or all of the following checks:
  - 7.3.3.1 Verification of Identity;
  - 7.3.3.2 Occupational Health Check;
  - 7.3.3.3 References;
  - 7.3.3.4 Disclosure and Barring Service Disclosure.

## 8 **DBS CHECKS**

The Disclosure and Barring Service do not permit applications for those under the age of 16, and Criminal Records checks are not normally required for individuals of age 16 to 18 undertaking short-term work experience placements. This advice is in line with NHS Employers guidance and is based on the assumption that students are never left in a one to one situation with patients, and are supervised at all times. However in the case of older individuals, or extended placements, the need for a DBS will be considered on an individual basis.

## **9 IDENTITY BADGES**

- 9.1 Individuals' on observational placements will wear their educational photographic ID badge and be provided with a Trust badge, on the first day of placement, via their supervisor. The ID badge must be worn at all times on Trust sites and returned to the Supervisor or delegate at the end of the placement.
- 9.2 For all other placements/programmes as defined by this policy, individuals will be issued with a Trust photographic ID badge.
- 9.3 Placements must not refer to themselves in any medical or clinical capacity e.g. medical student.

## **10 CONFIDENTIALITY**

The importance of confidentiality will be clearly explained to any individual who is placed in the hospital and they will be required to sign the Trust Confidentiality Code of Conduct.

## **11 INSURANCE COVER**

Individuals' on placements/programmes as defined by this policy will be covered by the Employers Liability and Public Liability Insurance (NHS Litigation Authority Liabilities to Third Parties Scheme.)

## **12 CONCERNS/COMPLAINTS**

Any concerns or complaints with regard to a placement must be referred to the Placement Supervisor/Line Manager in the first instance.

## **13 HUMAN RIGHTS ACT**

Implications of the Human Rights Act have been taken into account in the formulation of this policy and they have, where appropriate, been fully reflected in its wording.

## **14 INCLUSION AND DIVERSITY**

The Policy has been assessed against the Equality Impact Assessment Form from the Trust's Equality Impact Assessment Guidance and, as far as we are aware, there is no impact on any protected characteristics.

## **15 MONITORING AND REVIEW**

This policy will be regularly reviewed through the Policy Development Group and ratified by the Partnership Committee.

## **16 ACCESSIBILITY STATEMENT**

This document can be made available in a range of alternative formats e.g. large print, Braille and audio cd. For more details, please contact the HR Department on 01942 77 (3766) or email [equalityanddiversity@wwl.nhs.uk](mailto:equalityanddiversity@wwl.nhs.uk)

## Equality Impact Assessment Form

### STAGE 1 - INITIAL ASSESSMENT

For each of the protected characteristics listed answer the questions below using  Y to indicate Yes and  N to indicate No	Sex <small>(male/female/transgender)</small>	Age <small>(18 years+)</small>	Race/Ethnicity	Disability <small>(hearing/visual/physical/ learning disability / mental health)</small>	Religion/Belief	Sexual Orientation <small>(Gay/Lesbian/ Bisexual)</small>	Gender Re-Assignment	Marriage/Civil Partnership	Pregnancy and Maternity	Carers	Other Group	List Negative/Positive Impacts Below
Does the policy have the potential to affect individuals or communities differently in a negative way?	N	N	N	N	N	N	N	N	N	N	N	
Is there potential for the policy to promote equality of opportunity for all/promote good relations with different groups – Have a positive impact on individuals and communities.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
In relation to each protected characteristic, are there any areas where you are unsure about the impact and more information is needed?	N	N	N	N	N	N	N	N	N	N	N	If Yes: Please state how you are going to gather this information.
<b>Job Title</b>	<b>Senior HR Business Partner</b>									<b>Date</b>	27.02.19	

**IF 'YES an NEGATIVE IMPACT' IS IDENTIFIED - A Full Equality Impact Assessment STAGE 2 Form must be completed. This can be accessed via <http://intranet/Departments/Equality Diversity/Equality Impact Assessment Guidance.asp>**

Please note: As a member of Trust staff carrying out a review of an existing or proposal for a new service, policy or function you are required to complete an Equality Impact Assessment. By stating that you have **NOT** identified a negative impact, you are agreeing that the organisation has **NOT** discriminated against any of the protected characteristics. Please ensure that you have the evidence to support this decision as the Trust will be liable for any breaches in Equality Legislation.

**POLICY MONITORING AND REVIEW ARRANGEMENTS**

Para	Audit/Monitoring requirement	Method of Audit/Monitoring	Responsible person	Frequency of Audit	Monitoring committee	Type of Evidence	Location where evidence is held
15	Review of policy	Reviewed via Policy Development Group and approved via Partnership Committee	Senior HR BP	Every 3 years or as required	Partnership Committee	Minutes	HR Department