

## Fire Safety Policy

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<b>Reference No</b>	CO05

### Policy Validity Statement

This policy is due for review on the date shown above. The policy will remain valid, but must be reviewed within each 3 year period.

Policy users should ensure that they are consulting the currently valid version of the documentation.

## Version Control

Version	Release Date	Author	Update comments
V1	1 April 2013		Policy adopted by Clinical Commissioning Group (CCG) as part of policy suite developed by NECS.
V1.1	13 May 2014	Lee Crowe	Review and refresh
V2.0	14 August 2014	Lee Crowe	Policy agreed at Governance and Risk Committee
V3	12 July 2017	Lee Crowe	Reviewed in line with expiration date minimal amendments made to grammar only as no changes to legislation.

## Approval

Role	Name	Date
Governance and Risk Committee	Simon Gregory	14 August 2014
Governance and Risk Committee	Simon Gregory	12 July 2017

## Review

This document will be reviewed every 3 years from the date of issue. The policy will remain valid during its review period.

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## **1. Introduction**

- 1.1 For the purposes of this policy NHS South Tees Clinical Commissioning Group will be referred to as “the CCG”.
- 1.2 The CCG recognises it has a statutory duty towards the safety of its employees and others working in or visiting their premises, including contractors and visitors who might be subject to fire risk.
- 1.3 The main statutory requirements are found in the Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work Act 1974, Management of Health and Safety Regulations 1992. The CCG will also comply with current Department of Health Policy on fire precautions as set out in the ‘Firecode’.
- 1.4 This document sets out the CCG’s approach to minimising the incidence of fire within its premises and the impact of fire on life safety, delivery of service, the environment and property. It applies to all CCG staff, functions, actions and services.
- 1.6 The purpose of the policy is to ensure that on all sites:
  - The risk of fire will be reduced through good housekeeping measures being implemented throughout the CCG, raising staff fire safety awareness, fire training, appointing fire wardens and carrying out fire risk assessments.
  - Trained personnel will respond to fire alarm calls. They will take initial control of fire procedures with regard to the safety of visitors, staff and premises.
  - The CCG has in place appropriate fire response and control measures, and fire alarm incidents are recorded, monitored and managed in order to minimise the number of incidents over time.

## **2. Definitions**

- 1.1 Nominated Officer of Fire is the most senior person on site who will take charge in the event of an emergency.
- 1.2 Fire Warden is the appointed person who will assist with the safe evacuation of premises and who may also be asked to undertake other specific site-related fire duties.

### **3. Policy for Fire Safety**

The Secretary of State for Health has mandated that all NHS organisations:

- have a clearly defined Fire Safety Policy covering all buildings they occupy;
- comply with legislation;
- nominate a board level executive accountable to the accountable officer for fire safety;
- nominate a Fire Safety Manager to take the lead on all fire safety activities;
- implement fire safety precautions through a risk management approach;
- comply with monitoring and reporting mechanisms appropriate to the management of fire safety; and
- develop partnerships initiatives with other agencies and bodies in the provision of fire safety.

#### **3.1 Fire Risk Assessments**

3.1.1 In order to comply with statutory requirements Fire Risk Assessments will be carried out for all CCG premises. To achieve this outcome a 'Fire Risk Assessment' form must be completed to identify all fire risks and where a risk cannot be removed, to indicate what control measures have been implemented to reduce the risk to an acceptable level.

3.1.2 Where an individual risk cannot be reduced to an acceptable level, the risk should be added to the risk register.

3.1.3 The Fire Risk Assessment form and other supporting documentation must be kept in the relevant premises and be available for inspection by external auditors and the Fire and Rescue Service. A copy must also be kept by the CCG for review purposes.

#### **3.2 Fire Training**

3.2.1 Suitable and relevant training will be provided for all staff. This will be achieved by induction training for all new staff and also regular specific fire training as set out in the Statutory and Mandatory Training requirements. Fire warden training will also be provided where appropriate.

3.2.2 Managers must ensure that practice fire drills intended to test communications, staff reaction and the effectiveness of training will be carried out at regular intervals in all CCG premises (at least once annually). The CCG will be provided with a copy of drill details and actions for record purposes.

### **3.3 Arson Prevention and Control**

3.3.1 The CCG will comply with the Fire Practice Note 6 “Arson Prevention and Control in NHS Health Care premises” issued under Firecode, but will consider other related guidance that may be published over time.

### **3.4 Fire Precaution Schemes**

3.4.1 The Governance Manager Health and Safety from the Commissioning Support Organisation in consultation with NHS Property Services and CCG will identify on-going measures needed to improve standards in fire precautions. This will be added to on-going programmes of work.

### **3.5 Unwanted Fire Signals (False Alarms)**

3.5.1 The NHS has imposed a duty on NHS organisations to reduce the number of false alarm calls to the Fire & Rescue Service. In order to achieve this requirement a fire alarm will be investigated to determine if the alarm is an actual fire or a false alarm. If it is discovered to be a false alarm the Fire and Rescue Service would be informed of this.

3.5.2 Given the disruption of any false alarm, whether the Fire and Rescue Services has been called or not, it is incumbent on all staff to ensure that the principles of good fire safety housekeeping are followed and that it is reported as an Incident on the relevant reporting system.

### **3.6 Fire Risk Assessment for Furniture, Furnishings and Apparel**

3.6.1 The CCG must comply with Firecode HTM05-03 regarding furniture, furnishings and apparel.

#### 4. Duties and Responsibilities

<b>Council of Members</b>	The Council of Members has delegated responsibility to the Governing Body (GB) for setting the strategic context in which organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents.
<b>Governance and Risk Committee</b>	The Governance and Risk Committee has delegated responsibility from to the Governing Body (GB) to review and approve policies on its behalf. for setting the strategic context in which organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents. The Governance and Risk Committee has responsibility for monitoring compliance with the Moving and Handling policy. It will receive reports on fire safety performance and will ensure that any issues of significant risk are actioned appropriately.
<b>Chief Officer</b>	The Chief Officer, as Accountable Officer, has overall responsibility for the strategic direction and operational management, including ensuring that CCG process documents comply with all legal, statutory and good practice guidance requirements. In addition, the Chief Officer is required to have appropriate fire safety policies and programmes of work in place in order to improve and maintain fire procedures within the organisation's premises.
<b>Chief Finance Officer</b>	<p>The Chief Officer, as Accountable Officer, has overall responsibility for the strategic direction and operational management, including ensuring that CCG process documents comply with all legal, statutory and good practice guidance requirements.</p> <p>The responsibilities of the Chief Officer are discharged through the Nominated Executive for Health and Safety.</p> <p>They will ensure that:</p> <ul style="list-style-type: none"> <li>• the CCG complies with all statutory obligations in relation to health and safety.</li> <li>• mechanisms are in place to effectively monitor performance on behalf of the Governing Body and that they are fully implemented.</li> <li>• the Governing Body and appropriate committees are informed and advised regarding action needed on any significant health and safety event and actual or potential risk.</li> <li>• the establishment and maintenance of an effective health and safety advisory service to the CCG through the appointment and/or training of adequate numbers of Competent Persons.</li> <li>• the availability of adequate health and safety training</li> </ul>

	<p>programmes for all levels of staff.</p> <ul style="list-style-type: none"> <li>• adequate resources are made available to ensure compliance with statutory health and safety obligations.</li> <li>• update and review with the Health and Safety team the Health and Safety Policy in accordance with the Health and Safety at Work etc. Act 1974 and the associated regulations issued by the Health and Safety Executive.</li> <li>• the appropriate committees function in accordance with statutory and mandatory health and safety regulations.</li> <li>• so far as is reasonably practicable that all Managers are aware of their responsibilities.</li> <li>• a management system exists for reporting and investigating incidents.</li> <li>• health, safety and welfare performance is measured, strategic targets set and progress monitored and reviewed.</li> </ul> <p>adequate provision for health and safety is included in any service level agreements/contracts</p>
<p><b>Governance Manager Health and Safety</b></p>	<p>The Governance Manager will:</p> <ul style="list-style-type: none"> <li>• Advise and assist management in the interpretation and application of all fire legislation and give relevant guidance in liaison with the Executive lead and Nominated Officer of Fire for premises.</li> <li>• Organise Fire Risk Assessments and reviews where required.</li> <li>• Lead in the development of Personal Emergency Evacuation Plans when required.</li> <li>• Ensure that appropriate individuals have been identified as Fire Wardens to be responsible for each premise occupied by the CCG.</li> <li>• Ensure that adequate fire safety training is provided for staff and that the training is documented accordingly. Staff should receive fire training as set out in the CCG's mandatory training schedule.</li> <li>• Ensure that regular testing and servicing of fire precautions (fire detection systems, firefighting equipment etc.) is carried out.</li> <li>• Implement workplace fire safety procedures and develop a written fire plan for their area in conjunction with the relevant Governance Manager.</li> <li>• Ensure that an appropriate investigation is carried out and a report is prepared following a fire in conjunction with the CCG.</li> <li>• Consult the relevant parties in advance of any proposed changes to either room occupancy levels and/or room use.</li> <li>• Ensure fire wardens are appointed for their area and they attend appropriate training.</li> <li>• Ensure that suitable fire drills are carried out and recorded on an annual basis within their service area.</li> </ul>



	<ul style="list-style-type: none"> <li>• Monitor compliance with fire safety training.</li> <li>• Provide advice and support to all staff with regards to all fire safety issues and initiate appropriate actions.</li> <li>• Liaise with NHS Property Services staff, local building control and the Fire &amp; Rescue Service in the specification of fire precautions in new and existing premises.</li> <li>• Prepare specific fire safety training programmes and ensure delivery of this training.</li> </ul> <p>The CCG has a responsibility to ensure the safety of its staff working in buildings owned by a third party. The Governance Manager Health and Safety along with CCG colleagues must therefore discuss fire safety issues with the relevant organisation and gain assurance that appropriate fire safety systems are in place and that staff have access to, for example relevant information and training.</p> <p>This should include:</p> <ul style="list-style-type: none"> <li>• Instruction and information before occupying the building on Fire Safety issues and procedures: <ul style="list-style-type: none"> <li>○ How to raise the alarm.</li> <li>○ Access/egress routes.</li> <li>○ Position of fire extinguishers and “information” on their use.</li> <li>○ Information on any fire prevention measures in place.</li> <li>○ Any responsibilities staff have e.g. to ring 999, or to aid in the evacuation of other people, e.g. patients.</li> </ul> </li> <li>• Access to Fire Safety training at the location if available.</li> <li>• Access to any risk assessments that have been undertaken.</li> </ul>
<b>Nominated Officer of Fire/All Fire Wardens</b>	<ul style="list-style-type: none"> <li>• Act as focal point on fire safety issues for local staff.</li> <li>• Organise and assist in the fire safety regime within local areas.</li> <li>• Raise issues regarding local area fire safety with line management.</li> <li>• Assist with co-ordination of the response to an incident within the immediate vicinity.</li> <li>• Be responsible for roll-call during an incident.</li> <li>• Be trained to tackle fire with first aid fire-fighting apparatus where appropriate.</li> <li>• Support line managers and the responsible person on fire safety issues.</li> </ul>
<b>All managers</b>	<ul style="list-style-type: none"> <li>• Assist the Executive lead responsible for fire safety and the responsible people in the day-to-day implementation of the Fire Safety Policy throughout their areas.</li> <li>• Ensure that any fire safety hazards are brought to the attention of the Health and Safety Team within the Commissioning Support Organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that local fire procedures are brought to the attention of all their staff, particularly new starters as part of local induction.</li> <li>• Ensure that provision is made for all their staff to attend fire training sessions when required and to ensure that they do so in line with the organisational requirements.</li> <li>• Ensure that staff co-operate with the implementation of the policy and adhere to procedures.</li> <li>• Ensure that new starters carry out the Core Mandatory training.</li> <li>• Inform “new starter” employees of the relevant fire evacuation procedures, means of escape, location of fire alarm points and firefighting equipment on their first working day.</li> </ul>
<b>All Staff</b>	<p>CCG employees are responsible for actively co-operating with managers in the application of this policy to enable the CCG to discharge its legal obligations and in particular;</p> <ul style="list-style-type: none"> <li>• Actively co-operate in the application of fire procedures.</li> <li>• Ensure they are aware of and understand evacuation procedures and any operational procedures relating to specific places of work and events and comply fully with them at all times.</li> <li>• Ensure they are aware of specific hazards relating to fire and the procedure to be followed.</li> <li>• Inform managers of any failure or shortcoming in any fire safety measures which come to their attention.</li> <li>• Ensure they are familiar with fire procedures including location of fire exit routes, the positions of fire alarms, manual operation points and first aid and firefighting equipment.</li> <li>• Undertake fire safety training as per the CGG mandatory training requirement.</li> <li>• Be aware of all fire risks within their premises and act accordingly at all times as per this policy.</li> <li>• Liaise with the Nominated Office of Fire to ensure effective co-ordination of the situation where Fire &amp; Rescue services personnel arrive on site.</li> </ul>
<b>CSU staff</b>	<p>Whilst working on behalf of the CCG, CSU staff will be expected to comply with all policies, procedures and expected standards of behaviour within the CCG, however they will continue to be governed by all policies and procedures of their employing organisation.</p>

## 5. Implementation

5.1 This policy will be available to all staff for use.

- 5.2 All managers are responsible for ensuring that relevant staff within the CCG have read and understood this document and are competent to carry out their duties in accordance with the procedures described.
- 5.3 On the first day of employment to either the organisation or the department, each new member of staff will receive a local induction from their line manager which will include a walk-through of the following fire safety points:
- Actions to be taken on discovering a fire.
  - Actions to be taken on hearing the fire alarm.
  - The location of the nearest fire alarm break glass call points.
  - The location of the nearest fire exit.
  - The location and type of the nearest fire extinguisher.
  - The location of assembly points.

## 6. Training Implications

- 6.1 The sponsoring Executive will ensure that the necessary training or education needs and methods required to implement the policy or procedure(s) are identified and resourced or built into the delivery planning process. This may include identification of external training providers or development of an internal training process.
- 6.2 It is mandatory for all CCG employees to undertake fire safety training sessions as per mandatory training requirements.
- 6.3 All Fire Wardens are required to attend a Fire Warden training session.

## 7. Related Documents

### 7.1 Other related policy documents

- Health and Safety Policy
- Incident Reporting and Management Policy
- Health, Safety and Wellbeing Strategy

### 7.2 Legislation and statutory requirements

- Cabinet Office (1974) *Health and Safety at Work Act 1974*. London. HMSO.  
General duties of employers and employees.
- Cabinet Office (1998) *Human Rights Act 1998*. London. HMSO  
Rights and freedoms protected under the European Convention on Human Rights.
- Cabinet Office (2000) *Freedom of Information Act 2000*. London. HMSO

CCG policies and procedures are subject to disclosure under the Freedom of Information Act 2000 (FOI). From January 2005 the Act allows anyone, anywhere to ask for information held by organisations, although some information, such as patient identifiable information, is exempt.

- Cabinet Office (2006) *Equality Act 2006*. London. HMSO  
Provisions relating to Human Rights and discrimination on grounds of race, religion or belief sexual orientation; sex; amends the Disability Discrimination Act 1995.
- Cabinet Office (2007) *Corporate Manslaughter and Corporate Homicide Act 2007*. London. HMSO  
Enables the prosecution of companies and other organisations where there has been a gross failing throughout the organisation in the management of health and safety with fatal consequences.
- Cabinet Office (2008) *Health & Safety Offences Act 2008*. London. HMSO  
Amends Section 33 (Prosecutions for criminal offences) of the Health and Safety at Work Act 1974.
- Management of Health & Safety At Work Regulations 1999  
Generally make more explicit what employers are required to do to manage health and safety under the Health and Safety at Work Act. Requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- Regulatory Reform (Fire Safety) Order 2005  
Requires a fire safety risk assessment to be carried out and that reasonable steps be taken to reduce the risk from fire and ensure occupants can safely escape if a fire does occur.

### **7.3 Best practice recommendations**

- Department of Health “Records Management: NHS Code of Practice” 2006.
- NHS Litigation Authority “Standard for Primary Care Trusts”: guidance on minimum policy and procedure requirements.
- Firecode – Department of Health (NHS Estates) Management of Fire Safety in Healthcare (Firecode consists of a number of Health Technical Memoranda (HTM) which consider policy, technical guidance and specialist aspects of fire precautions)

## **8. Monitoring, Review and Archiving**

### **8.1 Monitoring**

The Governing Body will agree a method for monitoring the dissemination and implementation of this policy. Monitoring information will be recorded in the policy database.

### **8.2 Review**

8.2.1 The Governing Body will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. No policy or procedure will remain operational for a period exceeding three years without a review taking place.

8.2.2 Staff who become aware of any change including legislative change, which may affect a policy should advise their line manager as soon as possible. The Governing Body will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

8.2.3 For ease of reference for reviewers or approval bodies, changes should be noted in the 'version control' table on the second page of this document.

NB: If the review consists of a change to an appendix or procedure document, approval may be given by the Executive lead and a revised document may be issued. Review to the main body of the policy must always follow the original approval process.

### **8.3 Archiving**

The Governing Body will ensure that archived copies of superseded policy documents are retained in accordance with Records Management: NHS Code of Practice 2009.

## 9. Equality Impact Assessment



### ***Introduction - Equality Impact Assessment***

An Equality Impact Assessment (EIA) is a process of analysing a new or existing service, policy or process. The aim is to identify what is the (likely) effect of implementation for different groups within the community (including patients, public and staff).

We need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

This is the law. In simple terms it means thinking about how some people might be excluded from what we are offering.

The way in which we organise things, or the assumptions we make, may mean that they cannot join in or if they do, it will not really work for them.

It's good practice to think of all reasons why people may be excluded, not just the ones covered by the law. Think about people who may be suffering from socio-economic deprivation or the challenges facing carers for example.

This will not only ensure legal compliance, but also help to ensure that services best support the healthcare needs of the local population.

Think of it as simply providing great customer service to everyone.

As a manager or someone who is involved in a service, policy, or process development, you are required to complete an Equality Impact Assessment using this toolkit.

<b>Policy</b>	A written statement of intent describing the broad approach or course of action the Trust is taking with a particular service or issue.
<b>Service</b>	A system or organisation that provides for a public need.
<b>Process</b>	Any of a group of related actions contributing to a larger action.



**STEP 1 - EVIDENCE GATHERING**

<b>Name of person completing EIA:</b>	Lee Crowe
<b>Title of service/policy/process:</b>	Fire Safety Policy
Existing: <input checked="" type="checkbox"/> New/proposed: <input type="checkbox"/> Changed: <input type="checkbox"/>	
<b>What are the intended outcomes of this policy/service/process? Include outline of objectives and aims</b>	
The aim of the policy is to ensure CCG considers Health and Safety along with its other business objectives and to ensure that the CCG follows the details stipulated within H&S Regulations.	
<b>Who will be affected by this policy/service /process? (please tick)</b>	
<input type="checkbox"/> Consultants <input type="checkbox"/> Nurses <input type="checkbox"/> Doctors <input checked="" type="checkbox"/> Staff members <input type="checkbox"/> Patients <input type="checkbox"/> Public <input type="checkbox"/> Other	
<b>If other please state:</b>	
<b>What is your source of feedback/existing evidence? (please tick)</b>	
<input type="checkbox"/> National Reports <input type="checkbox"/> Internal Audits <input type="checkbox"/> Patient Surveys <input type="checkbox"/> Staff Surveys <input type="checkbox"/> Complaints/Incidents <input type="checkbox"/> Focus Groups <input type="checkbox"/> Stakeholder groups <input type="checkbox"/> Previous EIAs <input checked="" type="checkbox"/> Other	
<b>If other please state:</b>	
<ul style="list-style-type: none"> <li>• Health and Safety at Work Act</li> <li>• Management of Health and Safety at Work Regulations</li> <li>• Health and Safety Guidance HSG65</li> <li>• Feedback from CCG staff and regular service line meetings between NECS/CCG.</li> </ul>	

Evidence	What does it tell me? (about the existing service/policy/process? Is there anything suggest there may be challenges when designing something new?)
National Reports	Not applicable
Patient Surveys	Policy has no impact on patients
Staff Surveys	Staff Surveys to include questions around H&S
Complaints and Incidents	This policy will ensure that systems are in place should there be any complaints received or Incidents regarding Health and Safety and that the CCG has robust systems in place around H&S Management
Results of consultations with different stakeholder groups – staff/local community groups	Only applicable to staff within CCG
Focus Groups	Only applicable to staff within CCG
Other evidence (please describe)	



## **STEP 2 - IMPACT ASSESSMENT**

<b>What impact will the new policy/system/process have on the following: (Please refer to the 'EIA Impact Questions to Ask' document for reference)</b>
<b>Age</b> A person belonging to a particular age The Policy will ensure that individuals of all ages are considered in relation to Health and Safety tasks.
<b>Disability</b> A person who has a physical or mental impairment, which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities This Policy has a positive impact on any staff who have a physical/Mental impairment by considering their needs regarding H&S and the subsequent policies and procedures that underpin the Health and Safety Strategy.
<b>Gender reassignment (including transgender)</b> Medical term for what transgender people often call gender-confirmation surgery; surgery to bring the primary and secondary sex characteristics of a transgender person's body into alignment with his or her internal self perception. As far as we are aware there are no members of staff to whom this applies. Should there be a member of staff undergoing gender reassignment/transgender the content within the policy does not include vocabulary that should cause offense.
<b>Marriage and civil partnership</b> Marriage is defined as a union of a man and a woman (or, in some jurisdictions, two people of the same sex) as partners in a relationship. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters The Policy has no impact on marriage or civil partnership.
<b>Pregnancy and maternity</b> Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. The Policy can be accessed by all staff via intranet and policies/procedures are in place which underpin the policy's aims. The CCG also has New and Expectant mothers risk assessment documentation in place to ensure all risks are considered.
<b>Race</b> It refers to a group of people defined by their race, colour, and nationality, ethnic or national origins, including travelling communities. There are no requirements for translation within the current staff group should the staff group characteristics change then versions and signage within the CCG in other languages can be obtained.
<b>Religion or belief</b> Religion is defined as a particular system of faith and worship but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition. Risk assessments and training can be arranged for staff unavailable due to religious or other reasons.
<b>Sex/Gender</b> A man or a woman. There is no discriminations between males and females within the policy
<b>Sexual orientation</b> Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes Policy uses appropriate language no additional considerations are required.
<b>Carers</b> A family member or paid helper who regularly looks after a child or a sick, elderly, or disabled person Risk assessments and training can be arranged for those staff that have caring responsibilities and there is also online training which can be accessed whilst working within the CCG or at home.
<b>Other identified groups</b> such as deprived socio-economic groups, substance/alcohol abuse and sex workers Other groups have been considered however as the Policy is for staff there are no additional impacts on health inequalities.



## **STEP 3 - ENGAGEMENT AND INVOLVEMENT**

<b>How have you engaged stakeholders in testing the policy or process proposals including the impact on protected characteristics?</b>
<b>Please list the stakeholders engaged:</b> Shared policy with Governance Colleagues within CCG. Regular service line meetings with CCG to discuss any H&S issues that arise.





#### **STEP 4 - METHODS OF COMMUNICATION**

<b>What methods of communication do you plan to use to inform service users of the policy?</b>
<input checked="" type="checkbox"/> Verbal – stakeholder groups/meetings <input checked="" type="checkbox"/> Verbal - Telephone <input type="checkbox"/> Written – Letter <input type="checkbox"/> Written – Leaflets/guidance booklets <input checked="" type="checkbox"/> Email <input type="checkbox"/> Internet <input type="checkbox"/> Other
<b>If other please state:</b>

#### **ACCESSIBLE INFORMATION STANDARD**

The Accessible Information Standard directs and defines a specific, consistent approach to identifying, recording, flagging, sharing and meeting the information and communication support needs of service users.

<b>Tick to confirm you have you considered an agreed process for:</b>
<input type="checkbox"/> Sending out correspondence in alternative formats. <input type="checkbox"/> Sending out correspondence in alternative languages. <input type="checkbox"/> Producing / obtaining information in alternative formats. <input type="checkbox"/> Arranging / booking professional communication support. <input type="checkbox"/> Booking / arranging longer appointments for patients / service users with communication needs.
<b>If any of the above have not been considered, please state the reason:</b>
As this is a staff policy needs have been considered internally and appropriate recommendations made.



#### **STEP 5 - SUMMARY OF POTENTIAL CHALLENGES**

Having considered the potential impact on the people accessing the service, policy or process please summarise the areas have been identified as needing action to avoid discrimination.

Potential Challenge	What problems/issues may this cause?
1 Workforce Characteristics	May require other formats such as braille, size of font etc. May also need to consider if face to face training takes place that accessibility of training venues is sufficient.



#### **STEP 6- ACTION PLAN**

Ref no.	Potential Challenge / Negative Impact	Protected Group Impacted (Age, Race etc)	Action(s) required	Expected Outcome	Owner	Timescale/ Completion date
1	Staff unable to access Policy	Age, Disability	Alternative formats provided if required, font size adjustment. As part of reasonable adjustments on appointment.	All staff can access the policy for reference	CCG/ NECS H&S	On receipt of individual request

Ref no.	Who have you consulted with for a solution? (users, other services, etc)	Person/ People to inform	How will you monitor and review whether the action is effective?
1	CCG Governance Colleagues	NECS Health and Safety Team	Regular Service Line Meetings



**SIGN OFF**

<b>Completed by:</b>	<b>Lee Crowe</b>
<b>Date:</b>	<b>June 2017</b>
<b>Signed:</b>	
<b>Presented to: (appropriate committee)</b>	<b>Governance and Risk Committee</b>
<b>Publication date:</b>	<b>July 2017</b>