

For more information about the equality impact assessment process in commissioning, please see the EIA Guidance 2018 located in **Y:\HULLCCG\Corporate Templates and Forms\Equality and Diversity Information before completing your EIA.**

Equality Impact Assessment (EIA) - Service Specification

Please briefly describe the service

Hull CCG Health & Safety (CHCP)

The purpose of this service specification is for CHCP provide a Health and Safety Advisor who works to ensure all Hull CCG staff, volunteers and contractors have access to professional advice support and guidance on all health and safety matters within the scope of the following Regulations;

- Management of Health & Safety at Work Regulations 1999;
- Workplace (Health, Safety & Welfare Regulations) 1992;
- Control of Substances Hazardous to Health (CoSHH) Regulations 2002;
- Provisions and Use of Work Equipment Regulations 1999;
- First Aid at Work Regulations 1989;
- Display Screen Equipment (DSE) Equipment Regulations 1992;
- Regulatory Reform (Fire Safety) Order 2005;
- Safety Representatives & Safety Committee Regulations 1997;
- Reporting of injuries, diseases and Dangerous Occurrences Regulations(RIDDOR) 1995;
- NHS Litigation Authority (NHSLA) Risk Management Standards 2016;
- Care Quality Commission (CQC) Standards 2016
- NHS Hull CCG Health and Safety Policy
- NHS Hull CCG Maternity, Maternity Support (Paternity), Adoption and Parental Leave Policy
- NHS Hull CCGs Data Protection & Confidentiality Policy

Name & roles of person / people completing the EIA:

Kate Memluks, Commissioning Lead – Quality – Hull CCG

Date of assessment:	31/10/18, 28/02/2019, 30/04/19
Who will be affected by this service / who will be the key beneficiaries?	Hull CCG Staff Volunteers Contractors
What data sources do you have about the population, disaggregated by protected characteristic that is relevant to this service specification? (e.g. research, clinical insight, monitoring data, complaints, engagement feedback etc.)	<ol style="list-style-type: none"> 1. Research – Hull Joint Strategic Needs Assessment (JSNA)/ Hull Adult Health and Lifestyle Survey 2014/ Public Health England Health Profile, Kingston upon Hull 2014. 2. NHS Hull CCG – HR Staff Equality Monitoring Data Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.
Needs and issues	
What does this data tell you about the needs or issues affecting people from different protected characteristic groups, relevant to this service?	
General issues	As the service is for CCG staff, volunteers and contractors only there are limited needs or issues affecting people from different protected characteristic groups.
Race	<p>Relevant issues/ needs</p> <p>Analysis of the employee data indicates the percentage of white employees is reflective of the local population. However, the proportion of BME staff is lower than that of the local population it services.</p> <p>Language needs: no language issues identified for staff as English language competency is an essential criteria of the national NHS recruitment process. Volunteers or contractors may need language support, this should be identified and support provided on a case by case basis.</p> <p>We have not identified any other specific needs or impact on the ground of race identified. The service provided by CHCP must be available and accessible to all regardless of ethnicity. This includes considering language needs if relevant for volunteers or contractors. .</p>


Disability	<p>Relevant issues/ needs The service should ensure that the requirements of those with disabilities are considered and that risk assessments are undertaken and reasonable adjustments implemented to ensure there is no additional risks or discrimination to those with disabilities within the workplace. The staff providing the service are bound by the same confidentiality requirements as the CCG staff. Refer to NHS Hull CCGs Data Protection & Confidentiality Policy.</p> <p>Mental health The service should also advise and support staff regarding stress in the workplace and provide a positive impact of employees who may suffer from mental health conditions. The service should require and advise line managers to support staff who are experiencing mental health issues, and not to create an environment which may cause staff to experience mental health problems.</p>
Gender / Sex	<p>Relevant issues/ needs Female staff who are new or expectant mothers will be supported by this service. Where an employee is pregnant, has recently given birth or is breastfeeding, then a risk assessment of her working conditions will be carried out. These provisions also apply to an employee who is breastfeeding if it is found that her normal duties would prevent her from successfully breastfeeding. Refer to NHS Hull CCG Maternity, Maternity Support (Paternity), Adoption and Parental Leave Policy for more information. No other particular issues or needs identified on the grounds of gender.</p>
Gender reassignment	<p>Relevant issues/ needs The service will be provided to all staff including those transitioning (undergoing gender reassignment) in respect to their health and safety requirements.</p>
Sexual orientation	<p>Relevant issues/ needs All staff regardless of sexual orientation will be in receipt of the service.</p>
Religion or belief	<p>Relevant issues/ needs All staff regardless of religion or belief will be in receipt of the service.</p>
Age	<p>Relevant issues/ needs No issues identified. All staff regardless of age will be in receipt of the service.</p>
Pregnancy and maternity	<p>Relevant issues/ needs All staff regardless of pregnancy and maternity will be in receipt of the service. Reasonable adjustments should be put in place for pregnant or breastfeeding staff should this be required. Refer to the NHS Hull CCG Maternity, Maternity Support (Paternity), Adoption and Parental Leave Policy for more information.</p>
Marriage or civil partnership	<p>Relevant issues/ needs</p>

	No issues identified with respect to marriage or civil partnership
Any other relevant groups (e.g. carers, veterans, asylum seekers and refugees, socio-economic disadvantage)	Relevant issues/ needs All staff regardless of any other relevant group will be in receipt of the service.
How has engagement informed your service specification?	Engagement has taken place with the CCG Health and Safety Committee.
How has engagement reached out to groups representing a diverse range of protected characteristics?	N/A
What has been put in place to ensure the accessibility and acceptability of the service design?	The Provider to undertake equality impact assessment, which should include: <ul style="list-style-type: none"> o Insight into staff profile data & needs
How does service design reflect the insight gained through engagement (of different population groups)?	N/A
Has your equality analysis identified any specific outcomes that need to be incorporated into the service specification (beyond what is required in the standard contract)?	Equality analysis will be discussed with CHCP at a review specification meeting. The provider is also required to complete and store their own EqiA.
How will you feedback to the groups you have engaged about service design?	N/A

Follow up actions

Action required	By whom?	By when?
Review equality analysis at review specification meeting	Hull CCG Director of Nursing and Clinical Governance	July 2019
The NHS Hull CCG Health and Safety Policy is due for review 14 June 2019	Hull CCG Health and Safety Advisor	July 2019

Signoff

Signed off by: Name & Role	 <hr/> Mike Napier Associate Director of Corporate Affairs	Date:	<hr/> 01.05.19
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