



Equality, Good Relations and Human Rights Screening Template

*****Completed Screening Templates are public documents and will be posted on the Trust's website*****

See [Guidance Notes](#) for further background information on the relevant legislation and for help in answering the questions on this template (follow the links).

(1) Information about the Policy/Proposal

(1.1) Name of the policy/proposal

Manual Handling Policy

(1.2) Is this a new, existing or revised policy/proposal?

Revised

(1.3) What is it trying to achieve (intended aims/outcomes)?

- This policy is designed to provide Managers and Staff with clear guidance on their legislative responsibilities with regard to the prevention and management of manual handling risks and to ensure that safe manual handling is employed so far as is reasonably practicable.
- It is also intended that the Policy will inform staff of the processes in place in SET to support safe moving and handling practice.
- To ensure that manual handling risk assessments are undertaken and controls measures are employed to maintain the health safety and welfare of staff, visitors and patients/ clients.



(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?

All

(1.5) Who owns and who implements the policy/proposal - where does it originate, for example DHSSPS, HSCB?

SET

(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

Financial Constraints

Client's refusal to cooperate with safe systems of work

(1.7) Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (staff, service users, other public sector organisations, , trade unions, professional bodies, independent sector, voluntary and community groups etc)

Patients / clients and staff

(1.8) Other policies with a bearing on this policy/proposal (for example regional policies) - what are they and who owns them?

SET Medical Devices Policy

SET Bariatric Policy

Set Policy on the Prevention of Falls and Essential Care after a Fall



Policy for the Protection of Employees who are New and Expectant Mothers

Policy for Reporting Adverse Incidents under RIDDOR

(2) Available evidence

Evidence to help inform the screening process may take many forms. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

Details of evidence/information

Guidance from the Health & Safety Executive on the Manual Handling Operations Regulations 1992 (as amended) and associated legislation

Collaborative work with the Occupational Health Team aimed at reducing work related musculoskeletal health problems

Ergonomics Team database maintained with up to date information on availability of trained manual handling assessors across the SET

Face to face and written communications with Managers and staff regarding processes for the prevention and management of work related musculoskeletal health problems through the risk assessment process and establishment of safe systems of work

Regional standardisation of manual handling risk prevention processes through the provision of ergonomics training and advisory support and the implementation of risk assessment processes

(3) Needs, experiences and priorities

(3.1) Taking into account the information above what are the different needs, experiences and priorities of each of the Section 75 categories and for both service users and staff.

Category	Needs, experiences and priorities	
	Service users	Staff
Gender	N/A	HSE Guidelines for the handling of loads differ between males and females. Pregnant workers potentially more at risk. This would be identified on a generic risk assessment and prompt the assessor to take this into consideration when establishing a safe system of work. The manager will also need to undertake an individual risk assessment on new and expectant mothers.
Age	N/A	Disability rates rise with age
Religion	N/A	N/A
Political Opinion	N/A	N/A
Marital Status	N/A	N/A
Dependent Status	N/A	N/A
Disability	Patient / client specific moving and handling assessments will be required	Person with pre-existing musculoskeletal problem may be at greater risk. This would be identified on a generic risk assessment and prompt the assessor to take this into consideration when establishing

		a safe system of work. Staff are required to work within their capability, attend training and follow guidance provided. Staff are required to ask for help if required and to report concerns so that further action can be taken if required
Ethnicity	Interpreting Services used for those who are not proficient in	N/A
Sexual Orientation	N/A	N/A

(3.2) Provide details of how you have involved stakeholders, views of colleagues, service users and staff etc when screening this policy/proposal.

Consulation with Ergonomics Advisors when reviewing this Policy

Consultation with District Nursing regarding review and updating community client handling documentation.

Reviewed Policy sent to Scrutiny Group 11th Feb 2022.

(4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?

Section 75 category	Details of policy/proposal impact		Level of impact? Minor/major/none
	Services Users	Staff	
Gender	None	HSE Guidelines will be followed when establishing systems of work for both female and male staff	None

Age	None	None	None
Religion	None	None	None
Political Opinion	None	None	None
Marital Status	None	None	None
Dependent Status	None	None	None
Disability	Guidance followed	Guidance followed	None
Ethnicity	None	None	None
Sexual Orientation	None	None	None

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?

<i>Section 75 category</i>	<i>Please provide details</i>
Gender	Staff Training
Age	Ditto
Religion	Ditto
Political Opinion	Ditto
Marital Status	Ditto
Dependent Status	Ditto
Disability	Ditto
Ethnicity	Ditto
Sexual Orientation	Ditto

(4.3) To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none		
Good relations category	Details of policy/proposal impact	Level of impact Minor/major/none
Religious belief		None
Political opinion		None
Racial group		None

(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?	
Good relations category	Please provide details
Religious belief	Staff Training
Political opinion	Ditto
Racial group	Ditto

(5) Consideration of Disability Duties

(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?
<p>Patient / client level of independence will be promoted. Allows use of a training and risk assessment process to enable people to work more efficiently and improve working systems Safe systems will enable staff with disability to work within their capability</p>

(6) Consideration of Human Rights

(6.1) Does the policy/proposal 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			✓
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment		Patient's sometimes refuse to allow use a piece of manual handling equipment	
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			✓
Article 5 – Right to liberty & security of person			✓
Article 6 – Right to a fair & public trial within a reasonable time			✓
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			✓
Article 8 – Right to respect for private & family life, home and correspondence.			✓
Article 9 – Right to freedom of thought, conscience & religion			✓
Article 10 – Right to freedom of expression			✓
Article 11 – Right to freedom of assembly & association			✓
Article 12 – Right to marry & found a family			✓
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			✓
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			✓
1 st protocol Article 2 – Right of access to education			✓

Please note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit. It may also be necessary to seek legal advice.

(6.2) Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes.

This policy has been considered in the light of the Human Right Act 1998

Balanced decision making is discussed at staff training and risk assessors courses. The patient / clients wishes and needs are considered.

Safe moving and handling practice is employed to provide safe and effective patient / client care

Alternative means of movement will be considered by staff where a patient/client is non compliant.

Referral to the ergonomics advisor can be offered to resolve any issues

(7) Screening Decision

(7.1) Given the answers in Section 4, how would you categorise the impacts of this policy/proposal?

Major impact	
Minor impact	
No impact	✓

(7.2) Do you consider the policy/proposal needs to be subjected to ongoing screening

Yes	
No	✓



(7.3) Do you think the policy/proposal should be subject to an Equality Impact Assessment (EQIA)?

Yes	
No	✓

(7.4) Please give reasons for your decision and detail any mitigation considered.

No impact detected. Mitigation has been introduced in to the risk assessment process eg for people with disability or those who are pregnant.

(8) Monitoring

Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?

Incident Reporting
Complaints
Compliments
Staff feedback

Approved Lead Officer: Cathy Hall

Position: Ergonomics Team Lead

Date: 29.3.2022

Policy/proposal screened by: Cathy Hall

Please forward completed schedule to:

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