South Central Ambulance Service NHS
NHS Foundation Trust

OPERATIONAL POLICY & PROCEDURE

Water Incident Policy
(Including Mud/Slurry/Ice)

DOCUMENT INFORMATION	
Author: **James Amos** **Resilience & Specialist** **Operations Department**	Consultation & Approval 1. Staff consultation 21 days 2. Operations Health & Safety Group 3. Executive Team
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Amendments record:

Date	Amendment number	Amendment	By Who
3rd May 2016	001	Change from Emergency Operations Centre (EOC) to Clinical Coordination Centre (CCC) to reflect changes of Control Room designations.	James Amos (Resilience Manager)
3rd May 2016	002	Change in Actions from Talk to Shout to match national guidance.	James Amos (Resilience Manager)
3rd May	003	Next review date June 2018	James Amos (Resilience Manager)
4th May 2018	004	Reviewed and updated to Version 2 Updated HART capability as all Level 3	James Amos (Resilience Manger)
12th July 2018	005	Addition of Dynamic Risk Assessment definition on page 3.	James Amos (Resilience Manager)

Policy

South Central Ambulance Service will respond to water-related incidents and control such incidents in accordance with dynamic risk assessments that have been completed until the arrival of the Fire and Rescue Service, Coastguard or appropriately trained Hazardous Area Response Team where a more formal Task Specific Risk Assessment is undertaken and documented.

The Operational Risk Philosophy of the trust states that it is important to **"think before you act rather than act before you think"** before proceeding with any task.

As an emergency service we have adopted the following approach in that

- **In a highly calculated manner we will accept risk to ourselves to save saveable life.**
- **We will not take additional risk to try to save lives that are already lost.**

Note: Acceptable Risk is considered to be <u>not putting yourself or others</u> at risk of serious injury or Death

With this in mind it is understood that staff will base their dynamic risk assessment on prior experience, knowledge, training and competency to do the task, some of which may not have been facilitated by the trust ie. Lifeguards, ex Armed forces divers etc.

A Dynamic Risk assessment is exactly that and staff who make decisions based on this will be supported in that decision. The approach to any incident should still always be one of safety first.

Dynamic risk assessment definition

The term 'Dynamic Risk Assessment' is used to describe a process of a risk assessment being carried out in an actual or potentially changing environment/circumstances, where what is being assessed is changing and developing as the dynamic risk assessment process is being undertaken. Usually, because the assessment is dynamic, it would not be written down. As such, **a dynamic risk assessment could be defined as:**

The continuous and on-going process of identifying hazards and any associated controls, and from this assessing the level of risk, whilst at the same time taking actions to eliminate, control or reduce the level of risk whilst on scene, in an actual or potentially rapidly changing circumstances or environment.

Because it is dynamic it would not be written down, however, dynamic risk assessments should be supported by an actual 'task' based risk assessment on the activity being carried out at scene.

Appendix 1 outlines immediate actions to be taken by Clinical Coordination Centre (CCC) and Frontline responders in responding to incidents in and around water (including on boats, quaysides, pontoons etc) **until the arrival of Level 2 & 3 trained responders**, primarily being either HART or Fire Service.

The level of intervention at incidents will be graded according to the DEFRA competency levels of the responding personnel all of which have to be updated on a three yearly basis. Levels 2 and 3 must also be assessed by a qualified Level 3 Instructor.

1. It is the intention that all SCAS frontline staff will be trained to DEFRA Level 1 Water Awareness.
2. The Hazardous Area Response Team (HART) staff are trained to Level 3 Swift Water Technician within SCAS.
3. Tactical Advisors and some HART staff are trained to Level 5 Water Incident Manager.

Incident Commanders must incorporate into their risk assessments the hierarchy of control measures contained in this document ensuring wherever possible operations are conducted without ambulance staff entering the water.
Following a risk assessment Incident Commanders are authorised to permit those who are suitably equipped and trained to Water First Responders (Level 2) or above to enter water to a depth where the operations are not likely to result in the automatic deployment of the life Jacket being worn. This, to all intents and purposes limits commitment to about the top of the thighs. This allows wearers or their colleagues to bend over and release a potential foot entrapment.
Additionally, for Water First Responders, whilst walking in water a third point of contact should be utilised for depth checking and support.
Entry into water at Water First Responder level may only be authorised where the flow of water is slow enough to be confident that the responding staff will not be swept off their feet. The same flow of water can exert different pressures on the responder depending on the depth of the wearer. Even seemingly static flood waters often will have some degree of flow.
Following a risk assessment Incident Commanders are authorised to permit those trained to Water Rescue Technicians (Level 3) to enter flowing or still water, including when this will take them out of a standing depth.

Scope
This policy addresses the attendance of crews to water-related incidents where people are in or on water and in need of medical assistance including rescue.

This scope of these applies to:

- Working in water,
- Working near water,
- Working on water,

The principles can also be applied to incidents involving ice, mud, slurry pits, sewers and sand.

This policy should be read in conjunction with the Trust's Health and Safety and Human Resources Policies.

Risk Assessment Considerations

Flow and Current

- Minimum 3m safety corridor (warm zone).
- Water First Responder (Level 2) not to enter water to a depth where automatic activation of flotation device may occur.
- Safety assessment by the personnel attempting the rescue and briefing prior to water entry.
- Designated upstream spotter.
- Downstream safety and exit point as rescue backup and spotting.
- 3rd point 'wading pole' to probe for obstacles.
- Inflatable hose length from Fire and Rescue Service, throw line.
- Medical equipment.

Submerged Obstacles

- Look for surface indicators such as standing/cushion waves, or changes in flow rate.
- 3rd point to probe for obstacles.
- Mark safe routes to a scene using barrier tape.
- Inform personnel through safety briefing.

Partially/Fully Submerged Vehicles

- Ensure vehicle is stabilised by Fire and Rescues Service.
- Vehicle may move – downstream risk to rescuers.
- Flow may drag rescuer under vehicle – upstream risk to rescuers.
- Vehicle may become buoyant as casualties are released
- Secure vehicle before beginning to work downstream.
- Consider breaking glass and associated sharps

Strainers & Weirs

- Inform personnel through safety briefing
- Use safety lines
- Avoid wherever possible

Hazardous Materials

- Strict hygiene procedures- No hand to mouth.
- Alcohol hand rub.
- Decontamination procedures.
- HazMat paperwork & monitoring.
- Clean equipment at scene if necessary.
- Shower on return to station.

Panicking casualty

- Talk, Reach, Throw before entering the water.

- Offer additional buoyancy aid to casualty.
- Avoid direct physical contact with conscious casualty.

Public Utilities
- Visual inspection, especially for power lines.

Darkness
- Proactive requesting of additional lighting/ glowsticks held on Incident Support and HART vehicles
- Assess areas in shadow due to flood lighting.
- Light water surface.
- Liaise with Fire and Rescue Service water rescue unit.
- Flood lighting affects natural night vision.
- Limit lone-working, especially in darkness.

- Maintain visible or radio communication.
- Work restraint if unavoidable
- On-site ‘freelance’ rescue attempts (members of the public attempting rescue)
- Designate outer cordons with tape.
- Control access (possibly with Police).
- Freelance rescuers may become casualties.

Unstable ground close to water
- Increase size of Safety Corridor (warm zone).
- Work restraint equipment.
- Inform personnel through safety briefing.
- Enforce the correct wearing of water PPE

Fatigue
- Rotate crews.
- Use of mutual aid for Water Rescue Technicians.
- Staff welfare
- Use of regional and national resources.

Water Rescue Do's and Don’ts

Do
- Carry out a Risk Assessment (Dynamic or otherwise)
- Use the correct equipment.
- Plan self-rescue as a first priority.
- Wear a Personal Flotation Device/Lifejacket.
- Keep it simple.
- Have a back-up plan.
- Deploy upstream spotters.
- Have multiple downstream safety staff.
- Stand on upstream side in vicinity of any rope.
- Use poles for depth gauging and support.

Don't

- Enter water unless trained to do so for that type and flow of water, and even then don't enter unless absolutely necessary.
- Work as a Water First Responder in depths where you are unable to bend over to release a trapped foot without the lifejacket inflating.
- Rely on victim helping in their rescue.
- Use a strapped-up SCAS trust safety helmet for water rescue.
- Tie a rope around a rescuer.
- Tension a rope at right angles to the current. (45 degrees is ideal angle).
- Put feet down if swept away and swimming. (Can lead to foot entrapment in flowing water.)
- Use breathing apparatus under water.
- Use non-floating lines.
- Use compass points to name operational sectors
- Allow public in vicinity of ropes, downstream safety staff or casualty recovery points.

Casualty Care & Cold Water Immersion

Anyone who has been immersed in cold water must be treated as casualties. If there is any doubt, seek further medical attention.
Any person who has been revived or was near to drowning will be conveyed to hospital.
Ambulance Service staff should control the care provided in line with current JRCALC Guidelines and Clinical Directives.
When possible, individuals who have been immersed for significant periods of time (particularly those who are hypothermic or have a reduced level of consciousness) should be removed from the water in a horizontal position. It is well documented that sitting or standing extrication from water risks cardiac arrest and death in these circumstances.

HEMS should be considered for additional Critical Care support and transportation to a Trauma Centre.

Subsurface Rescues

This is not within SCAS operational capabilities. The PPE will not allow this to occur and should never be relaxed to allow subsurface rescues to occur.

Officer/Responder Lone Working
As a principle, staff should not work on their own where there is a risk of drowning and entrapment in water. Where there is doubt the member of staff should request assistance.

Organisation of Incident
All water-related incidents must adopt a **zoned-approach.**

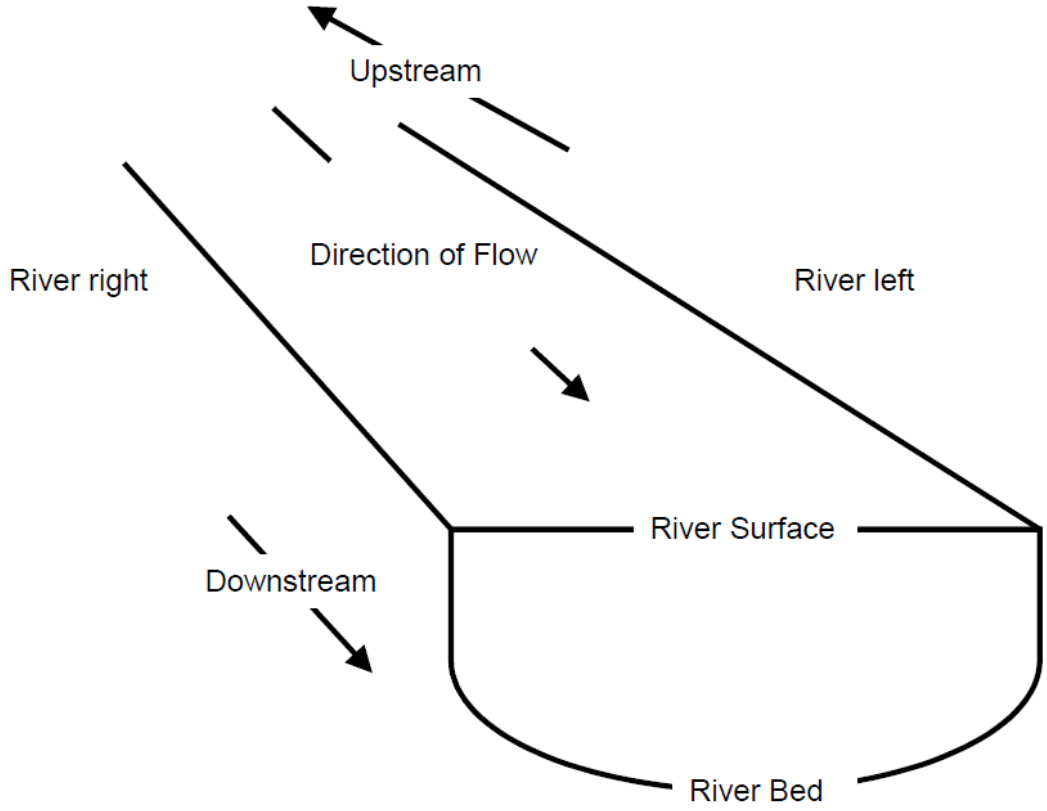
- **Hot Zone –** This is the water area itself. All Trust personnel in the water itself must be dressed in dry suits with buoyancy aids / life jackets and appropriate head protection as a minimum.

- **Warm Zone –** This is the area close to the water where there is the risk of a person falling into the water. It is a minimum of three metres from the water's edge but is terrain dependent and will often be extended as required. All personnel in this zone must wear the minimum protection of a life jacket. Helmets, if worn, must be with chinstraps undone. This is also the limit for personnel trained to Water Awareness (Level 1) with the appropriate PPE.

- **Cold Zone –** This zone is anywhere outside of the Warm Zone. Personal protection for water hazards is not required in this zone.

Operational Sectors

At river incidents, crews may be working on separate banks and designated as separate sectors. The diagram below illustrates the six-sided river terminology may assist. So as an example the Incident Commander may nominate a River Left sector or a Downstream Sector.



Awareness of Hazards

Current & Flow

The relationship between the speed of the water and the force it exerts on an object follows the ‘square law’. So as the speed of water doubles the force it exerts on a rescuers legs/body will quadruple.
Waves on the sea tend to move and the water stays still but in a river the waves remain in one place and the water moves. Therefore, eddies, currents and other hydrological features can often be detected by the presence of such static waves.

There are two types of current generated as water flows along a river: Helical Flow and Laminar Flow.

- Helical Flow - The hazard provided by this current is that an object in moving water will tend to be swept away from the bank into the centre of the river often seen on man-made waterways.
- Laminar Flow does not provide a particular hazard in itself, but it is worth noting that it causes water near to the surface to move more quickly than water near the riverbed.

Furthermore, at a bend in the river, water on the outside of the curve will travel faster than that on the inside.
In any fast flowing water stream, various currents and eddies will be formed by obstructions in or under the water, thus changing the direction and speed of the flow. These eddies can have adverse effects on a rescuer although to a trained rescuer can be used to advantage.

Cold Water
Cold water rapidly reduces the ability of muscles to work properly. Hypothermia is a risk in British water, even in summer.

Symptoms are:
- Shivering (this will cease in the advance stages of hypothermia),
- Slurred speech,
- Lack of co-ordination,
- Cold to the touch.

Cold-water immersion cools the body 27 times faster than static dry air temperature; this is multiplied tenfold when swimming. Incident commanders should not assume that immersion in water in the summer will not carry such risks. Summer inland water temperatures are known to average between 10 and 15^{0}C (50^{0}F - 59^{0}F).
Approximate survival times for people on the surface of the water (up to water temperature of 15^{0}C / 59^{0}F are:

Cold Water Reflex 2-3 minutes to Drowning
Swimming Fatigue 2-15 minutes to Drowning
Hypothermia 15-30 minutes to Death
Buoyancy aids will not prevent hypothermia.

Weirs and Stoppers
Where the water falls from a weir it creates a wave called a ‘stopper’. This stopper wave can create currents that will draw a casualty back upstream towards the face of the weir and then force the casualty under the surface, to be flushed out further

downstream. In many cases the person or object is again caught by the tow back and circulated in a similar manner, rapidly becoming disorientated and fatigued.

Obstacles
The force exerted by moving water can pin a person or boat against an obstacle that is in or under the water. In many cases the person or boat will flow around it, especially where the obstacle is designed to do this such as a bridge pillar. In other cases such as a submerged vehicle or rocks and tree roots, the force of the water may be sufficient to hold the person there.

Strainers
Anything that allows water to pass but not solid objects is known as a strainer. Examples of strainers are tree branches, gratings and drain covers. As with entrapment, strainers have the effect of pinning solid objects, such as humans, against them.

Debris
Debris in the water may create an entrapment hazard or interfere with the progress of a rescue. Debris in the water may be subsurface or visible and it may be moving with the flow or fixed in position.

Subsurface Holes
The pressure of flood waters can lift manhole covers off leaving a hole large enough for people to fall through. As the flood recedes, the pressure reduces and the hole can then draw in surrounding water and objects (including people).
Missing or loose drain covers can present further hazards to staff working at and enroute to an incident.

Surface Vessel Movements
River traffic may affect personal safety. If rescues are being attempted or work undertaken a surface vessel may interfere with the placement of equipment such as lines or the waves generated may interfere with operations.

Submerged Vehicles
Vehicles in water present an extremely high risk to rescue personnel. A vehicle exposed side-on to the current is more likely to roll. Movement of the vehicle could entrap a rescuer downstream. The flow of the water may drag an upstream rescuer under the vehicle.
Removal of casualties or cutting operations may make the vehicle more buoyant. Breaking of windows and the removal of air pockets may make the vehicle less buoyant.

Utility Hazards
Electricity cables may be close to the water level in severely flooded areas.
The power of a flood may rupture gas mains.
LPG and oil tanks can become free floating in flooded areas and float downstream.

Hazardous Materials
During a floodplain flood chemical and biological materials are more likely to be present in the water. This includes fuels, household waste, human waste (from flooded sewers or treatment works), chemicals from vehicles, dead animals and washed pesticides and other chemicals.
Weil's disease (Leptospirosis) can be contracted from contact with water. The more still the water the greater the risk. The pathogen can enter the body through eyes, nose, throat and cuts.
In floodplain floodwater there is an increased risk of Hepatitis A, which may be present in untreated sewage that has entered the flood water.

Blue-green algae.
This is usually green although this algae may actually be blue, black, dark brown or red. It makes the water look like paint and sometimes jelly-like. Inland, it is found more commonly in stagnant areas. It produces toxins that can lead to death although this is extremely rare. Symptoms of exposure are dermatitis, eye irritation, gastroenteritis, muscle and joint pain, pneumonia, liver damage and neurological damage.

Darkness
The nature of water-related incidents often make it difficult to fully light at night. So although the other hazards are the same, the risk they present at night increases.

Conversely, lighting an area at night may also create difficulties for rescuers as some areas will be in shadow and the rescuers eyes will not be adjusted for night vision. Thermal image cameras are of limited-use as they do not see through the water.

Freelancing
Onlookers, relatives and other emergency responders may be attempting their own rescue attempts. Ill-prepared rescuers including staff may themselves become casualties. Members of the public can often apply increased pressure for the first arriving resources to act quickly.

Actions to be taken by responders

- Conduct Dynamic Risk Assessment prior to committing crews to identify incident type.
- Establish a 3 metre safety cordon from risk area
- Ensure appropriate PPE is worn
- **Water Awareness (Level 1) - Action Hierarchy =** Shout – Reach – Throw.
- **Water First Responder - Action Hierarchy =** Shout – Reach – Throw – Wade.
- **Water Rescue Technician - Action Hierarchy =** Shout – Reach – Throw – Wade – Row - Swim. (consider Don't Go)
- **Water Rescue Boat - Action Hierarchy (FRS only in SCAS area) =** Shout - Reach - Throw - Wade –Row Craft - Swim - Power Craft.
- Consider request for Search and Rescue helicopter via CCC. (for Winch Capability)
- Rescue protocols are only to be instigated when appropriate equipment and PPE is present.
- Liaise with other agency representatives if in attendance.
- Request attendance of Fire and Rescue Service.
- Minimum personnel committed with full safety briefing.

Considerations

♦ Decontamination.
♦ Hydrostatic squeeze – life risk to casualty, keep casualty horizontal.
♦ Consider treating as crime scene. Preserve evidence accordingly.

Risks

♦ Slips trips and fall injuries when traversing around incident site.
♦ Falls into water.
♦ Entrapment by immersion or submersion of personnel by unstable surface (mud, silt, ice, etc).
♦ Falls in water due to obscured changes in water levels.
♦ Entrapment by visible and obscured objects.
♦ Harm to rescuer from non compliant casualty.
♦ Biohazards from contact with soiled or contaminated substances.
♦ Rapid uncontrolled rises in water levels and flow rates.
♦ Exposure to extremes of temperature.
♦ Manual handling.

♦ Intimidation / violence from members of the public / affected person.
♦ Inappropriate use of equipment.
♦ Craft struck by obscured and hidden obstructions, water surface vessel movements and water borne debris.
♦ Additional resource requirements

Dedicated Water Safety Officer.

This is a member of appropriately trained staff (Usually a Level 3 water trained operative) with the only role of monitoring safety of those staff in the HOT and WARM zones.

Actions
♦ Report to incident commander.
♦ Don tabard & lifejacket.
♦ Get brief from the incident commander & HART Team Leader
♦ Survey the incident area, or the part you are briefed to watch over.
♦ Carry out risk assessments record the results on form.
♦ Make your presence known to those you will be monitoring, restrict access to authorised personnel only.
♦ Minimise lone working-**prohibit** during darkness

Considerations
♦ Check immediately for obvious unsafe practises
1 All personnel to have donned & correctly adjusted life jackets.
2 3 metre safety corridor has been designated & marked.
3 Helmet chinstraps are released or helmets are removed as appropriate
4 Upstream & downstream safety personnel are positioned
5 Minimise personnel within the safety corridor
♦ Stand back & evaluate the situation.
♦ Liaise with HART Team Leader
♦ Monitor the weather conditions affecting safety
1 Water levels can rise & change conditions rapidly
2 Ground can deteriorate & become slippery under foot due to rainfall.
3 Crews working in cold conditions in the water can suffer from the effects of cold & also exhaustion.
4 Heat can affect personnel in dry suits resulting in heat exhaustion.
5 Confirm that Fire and Rescue services attending the incident are aware of our attendance and procedures, with the possibility of personnel being committed into the water.
6 Be aware Fire and Rescue services outside of the SCAS area could have different Water Safety procedures to that of SCAS.
7 Confirm that Water agencies are aware of Ambulance Service presence at the incident.
♦ If the incident becomes protracted into hours of darkness consider extra lighting.
♦ Welfare of personnel at the incident.
♦ Make sure all personnel wash prior to leaving the incident or prior to designated rest or food breaks.

Risks

♦ Ensure personnel do not use specialist equipment & PPE for which they haven't been trained or remained competent in its use.
♦ When things go wrong, they usually do so very quickly & without warning.
♦ Poor lighting, Slips, Trips and Falls.
♦ Incorrect manual handling practises cause many injuries & ill health

Operational Risk Information

Crews are encouraged to gather risk information regarding the water risks in their areas.
For particular areas of water in the county, crews may notice features that may assist operations in the event of a water-related incident. The locations of boat launching points are already known to the Fire and Rescue Service. The suitability of these should be regularly reviewed.
The Environment Agency has produced online flood maps that can be accessed using post codes. The station post code can be used and then once into the map the correct zoom level can be set and arrows can be used to move around. These maps may assist crews in planning which roads are more likely to be impassable in a major flood.
HART Teams are also encouraged to visit locations during hours of darkness to get an appreciation of the likely conditions at night. Clearly closer supervision of staff is required in such circumstances.

Training and development

SCAS adopts a standardised modular approach to water incident training.
Module: Level 1 Water Awareness
Description: General water safety awareness training for personnel who may be expected to work near water as part of their normal role. Designed to train personnel to be aware of the dangers and hazards associated with working near water, to don correct PPE (lifejacket), set up safe systems such as spotters and cordons.
Applies to: All operational staff.

Module: Level 2 Water First Responder (HART/Tac Advisor only)
Training to enable staff to work safely in shallow water including flooding.
Also to carry out land based rescues and to self rescue from the water.

Module: Level 3 Water Rescue Technician (HART/Tac Advisor only)
Specialist training to enable Paramedics to carry out rescues from water including entering fast moving water and beyond standing depth. Also enables working on unstable surfaces.

Module: Level 4 Water Rescue Power Boat Operator (Fire service)
For Level 3 Water Technicians to develop to rescue boat operators and crew.
Allows use of boat as a rescue platform in varied water conditions. (Fire Service helmsmen)

Module: Level 5 Water Rescue Incident Management (HART/Tac Advisor only)
A module for personnel who may be required to manage a water incident. The course makes delegates aware of water specific issues relating to command, control, welfare and other agencies.

As with all operational competence issues, ongoing training needs to be planned and assessed each year.
SCAS staff and officers should programme awareness of water-related hazards into their training programme. Visiting some water sites may assist in discussing the hazards encountered. Crews are also encouraged to experience the risk sites in darkness to appreciate how this affects the risk (in a controlled manner). Situational training needs to be risk-assessed.

HART training that plans to involve realistic scenarios in water must be formally risked assessed as a training venue. All water rescue training venue risk assessments must be additionally validated by the HART water rescue instructors as follows:

- Is the location suitable? For example, downstream hazards can be avoided in the training environment?
- Suitable emergency access in a timely manner
- Will there be sufficient visibility?
- The need for downstream and upstream safety?

Review

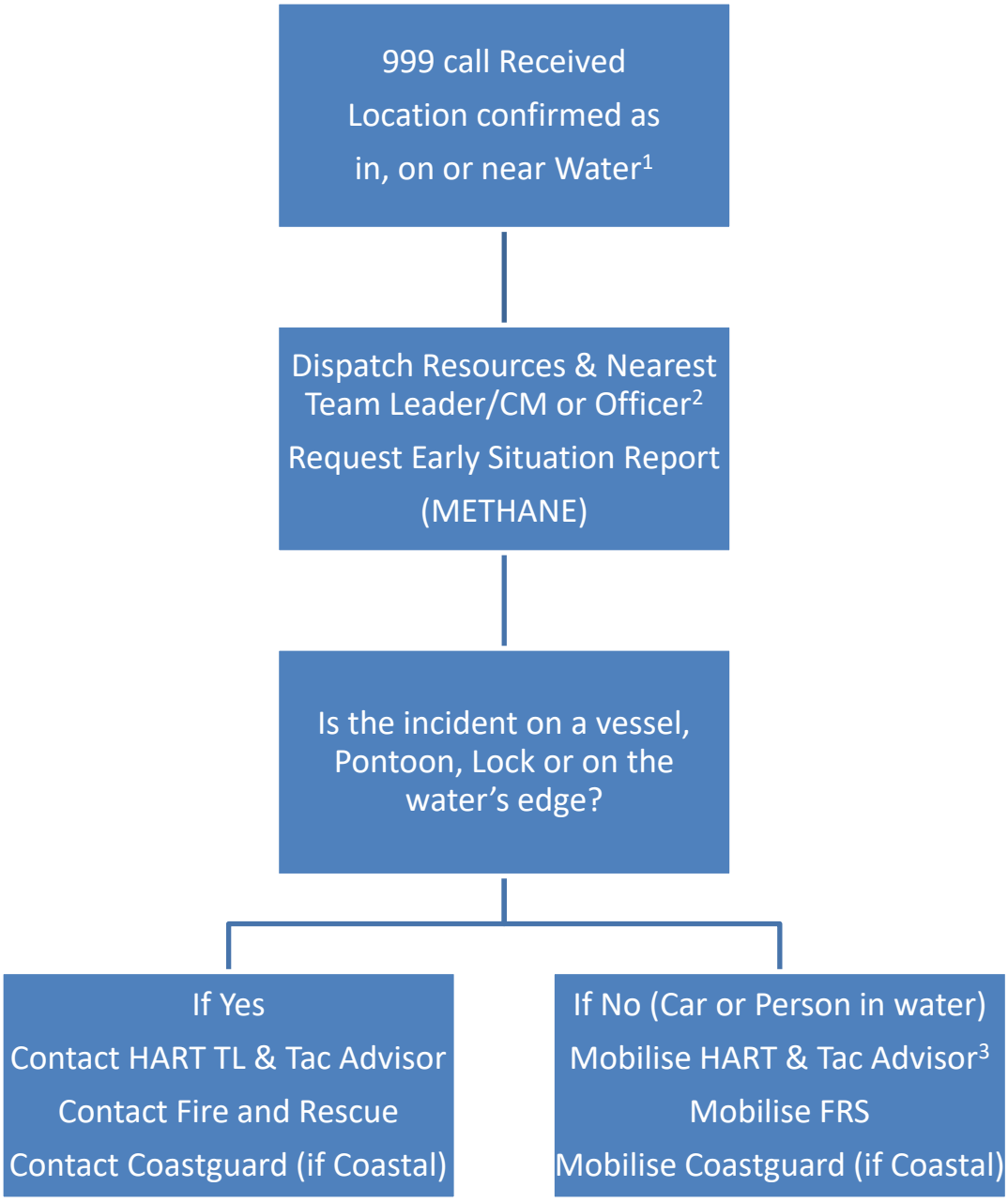
This policy will be reviewed upon the following criteria:

- Changes to national Generic Risk Assessments.
- The issue of national guidance such as updates to DEFRA guidance.
- Following a near miss or accident in SCAS or notified to SCAS that relates to this policy.
- Following corrective action being identified through Incident Debriefs.
- Upon the instruction of the Chief Executive or Chief Operating Officer.
- In any event, every two years.

Notwithstanding the review policy, users of this policy may have comments they wish to raise. Feedback is welcomed but is requested to be in e-mail format. Line management should be used to progress comments to the document author and/or owner

Appendix 1

Immediate Actions for CCC:



Note 1: This includes Ice, Mud, Slurry, Flood water, Pontoons and Marinas.

Note 2: Any officer on the Trust on Call rota including Tactical Advisors

Note 3: Consider mobilisation of HEMS for Critical Care capability

Actions for first and subsequent resources on scene:

1. Don PPE – Lifejacket and helmet (chin strap released) if within 3 metres of water including if on a boat or Pontoon.
2. Assess situation (has patient been seen to show signs of life within past 90 minutes – as per JRCALC Guidelines) and SITREP to CCC
3. In order to attempt a rescue can **you** answer **Yes to all** the points below
    - Is attempting a rescue within your capability?
    - Lifejacket worn?
    - Can depth of water be assessed? (can you see the bottom)
    - Depth less than mid thigh level of rescuer?
    - Is the water still? (not moving)
    - Are there 2 or more Emergency Services responders on scene?
    - Will your intervention effect rescue? (Physical entrapment)
    - Can you achieve the task with minimal risk of Hypothermia?

If you can answer yes to all of the above and none of the exclusions below are present a rescue may be attempted if the rescuer has completed a dynamic risk assessment and updated CCC with their specific intentions (using lifebouys if available).

If **any** exclusion below is present or any of the above answers are **no** then **no rescue attempt** should be made until arrival of specialist rescue resources from HART, Police, Coastguard/RNLI or FRS.

Exclusions

1. Ice
2. Mud/Slurry/Quicksand
3. Lone Working
4. No Life Jackets
5. Moving Water
6. Loss of Communications with CCC

Remember:

The Operational Risk Philosophy of the trust states that it is important to **"think before you act rather than act before you think"** before proceeding with any task.

In any case the approach to any incident should still be one of safety first.

Equality Impact Assessment Form: Section One – Screening

Name of Function, Policy or Strategy: SCAS Water Incident Policy

Officer completing assessment: James Amos

Telephone: 07714 657439

1. What is the main purpose of the strategy, function or policy?
This policy aims to ensure that South Central Ambulance Service NHS Foundation Trust (SCAS) has an integrated approach to management of incidents involving water. It is designed to ensure that all frontline responders are trained to the same level and understand the capabilities of specialist response to incidents on or in water. It also aims to provide a shared perspective amongst responders to help deliver the best possible response to any particular emergency / incident.
2. List the main activities of the function or policy.
To ensure that all levels of responders are trained to the National competence level designated for their role.
3. Who will be the main beneficiaries of the strategy/function/policy?
All SCAS frontline staff, CCC and SCAS as an organisation.
4. Use the table overleaf to indicate the following:
a. Where do you think that the strategy/function/policy could have an adverse impact on any equality group; i.e., it could disadvantage them? b. Where do you think that there could be a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relations within equality target groups?

Protected Characteristic		Positive Impact	Negative Impact	Reasons for impact
GENDER	Women	N/A	Yes	Work-life balance – participating in an on call rota
	Men	N/A	Yes	Work-life balance – participating in an on call rota
RACE	Asian or Asian British people	N/A	Yes	Possible language difficulties for those whose first language is not English
	Black or Black British people	N/A	Yes	
	Chinese people and other people	N/A	Yes	
	People of Mixed Race	N/A	Yes	
	White (inc Irish) people	N/A	Yes	
	Disabled People	N/A	Yes	Possible learning difficulties and problems with understanding. Unable to under take the role as it can be physical and long hours
	Lesbians, gay men and bisexuals	N/A	N/A	
AGE	Older People (60+)	N/A	N/A	Possible age-related health issues
	Younger People (17 to 25) and children	N/A	N/A	
	Faith Groups	N/A	N/A	
	Equal Opportunities and/or improved relations	N/A	N/A	Yes – ensuring that a fair and consistent process is followed for all Trust staff that are eligible to apply that are not in the Operational Directorate

Notes:

Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs and Hindus. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and to the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

5. If you have indicated that there is a negative impact, is that impact:

	Yes	No
Legal *(it is not discriminatory under anti-discriminatory law)*	X	
Intended		X

Level of Impact	High	Low
		X

If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.

6a) Could you minimise or remove any negative impact that is of low significance? Explain how below:

Line managers support and guide their staff to understand what has been written in the policy and the impact/effect it would have on them. Evaluate the % of time required to be on call within the system.

6b) Could you improve the strategy, function or policy positive impact? Explain how below:

No. This is a requirement under the agreed Rule 43 with the Portsmouth Coroner following the Warpole lake incident.

7. If there is no evidence that the strategy, function or policy promotes equality, equal opportunities or improves relations – could it be adopted so it does? How?

N/A

Please sign and date this form, keep one copy and send one copy to the Trust's Equality Lead.

Signed: **James Amos**

Name: **James Amos**

Date: **21/01/2014**

Equality Impact Assessment Form Section Two: Full Assessment

Name of Function, Policy or Strategy: SCAS Water Incident Policy

Officer completing assessment: James Amos

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Part A

1. Looking back at section one of the EIA, in what areas are there concerns that the strategy, policy or project could have a negative impact?

Gender	
Race	✓
Disability	✓
Sexuality	
Age	✓
Faith	

2. Summarise the likely negative impacts:-

Possible difficulties with physical aspects of a role at all levels

Possible difficulties with understanding relating to language

Possible additional / increased stress levels when dealing with an extended/complex incident

3. Using the table below, give a summary of what previous or planned consultation on this topic, policy, function or strategy has or will take place with groups or individuals from the equality target groups and what it noted about the likely negative impact?

Equality Target Groups	Summary of consultation planned or taken place
Gender	None – conclusions based on experience and discussion with HR peers, including E&D Manager .
Race	As above

Equality Target Groups	Summary of consultation planned or taken place
Disability	As above
Sexuality/Transgender	N/A
Older People	As above
Younger People	N/A
Faith	N/A

4. What consultation has taken place or is planned with Trust staff including staff that have or will have direct experience of implementing the strategy, policy or function?

Standard 21-day consultation with all staff is planned prior to policy being approved and signed off.

5. Check that any research, reports, studies concerning the equality target groups and the likely impact have been used to plan the project and guide or indicate what research you intend to carry out:-

Equality Target Groups	Title / type of / details of research/report
Gender	
Race	
Disability	
Sexuality/Transexuality	
Older People	
Younger People	
Faith	

6. If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues?

☐ Yes *(Please list them and explain how you will obtain their views)*

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☐ No

Part B

Complete this section when consultation and research has been carried out

7a. As a result of this assessment and available evidence collected, including consultation, state whether there will be a need to be any changes made/planned to the policy, strategy or function.

7b. As a result of this assessment and available evidence, is it important that the Trust commissions specific research on this issue or carries out monitoring/data collection?

(You may want to add this information directly on to the action plan at the end of this assessment form)

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8. Will the changes planned ensure that negative impact is:

Legal? ☐
(not discriminatory, under anti-discriminatory legislation)

Intended? ☐

Low impact? ☐

9a. Have you set up a monitoring/evaluation/review process to check the successful implementation of the strategy, function or policy?

Yes ☐ No ☐

9b. How will this monitoring/evaluation further assess the impact on the equality target groups/ensure that the strategy/policy/function is non-discriminatory?

Details:

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Please complete the action plan below, sign the EIA, retain a copy and send a copy of the full EIA and Action Plan to the Trust's Equality Lead.

Signed: James Amos

Name: James Amos

Date: 21/01/14

EIA ACTION PLAN

Issue	Action Required	Lead Officer	Timescale	Resource Implications	Comments
Difficulties of understanding	Plain English, simple language	policy author/ reviewer	During consultation	Built into process	
Ditto	Managers to support staff to understand	policy author/ reviewer	During consultation	Time	
Age	Managers to support staff to understand	policy author/ reviewer	During consultation	Time	

Please continue on another sheet if you need to.