Non-protected

Equality impact assessments

Template



# Name of policy: Fire Safety Toolkit

## Introduction

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| Lead officer | Alison Gardiner |
| Others involved in the assessment | Vicki Scaife, Lisa McGregor |
| Date(s) of assessment | 23rd March 2015 |

## Description of policy

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| Background | **sport**scotland is statutorily obliged under the terms of the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 to put in place appropriate arrangements to ensure the safety in the event of a fire of employees and visitors whilst on **sport**scotland premises. It is also required to ensure that safe systems of control are in place to ensure the avoidance of fire.  The sportscotland Fire Safety Toolkit seeks to provide guidance and direction for staff on the policies and procedures in place across the sites (with detailed site specific information available locally). |
| Purpose and outcomes | The purpose of the Fire Safety Toolkit is to to ensure that there is full awareness of the arrangements in place to both avoid the incidence of and ensure the safety of people in the event of fire. |
| How it links to sportscotland corporate and business plans | The Fire Safety Toolkit is part of 2013-15 Business Plan Action : G3 (Health & Safety) Continue to improve the processes, systems, facilities and services that are essential to an effective and efficient national agency that adds value to the sports sector. |
| How we intend to implement the policy | The Fire Safety Toolkit is made available to all staff via the **sport**scotland Corporate Document Management System (SharePoint) and covered in day one of induction for all staff and contracted staff members. |

## Who policy is likely to impact on and how

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| Who will the policy benefit (i.e. who is the customer?) | This policy will apply to all individuals working for and contracted to **sport**scotland which includes **sport**scotland Board members and all employees, contractors, consultants and/or related personnel of **sport**scotland acting in any capacity or activity sanctioned by **sport**scotland as determined by one of **sport**scotland’s Executive Directors in writing. The policy will benefit all staff and visitors on **sport**scotland’s sites. |
| Which partners will be involved and how? | **sport**scotland has identified that there are no specific requirements for partner involvement in respect of the Fire Safety Toolkit as these are internal arrangements which have been subject to internal consultation with **sport**scotland staff. |
| Is it designed to impact on one/some/all people who share a protected characteristic? How? | The Fire Safety Toolkit has been developed to impact on all staff and does not focus on any specific protected characteristics/equality groups protected under the Equality Act 2010. It should be noted that a core element of the Fire Safety Toolkit is the policy of having a personal emergency evacuation plan in place for anyone with specific individual requirements, which requires a comprehensive consideration of any and all issues on a bespoke basis, which starts with the one-to-one meeting with a Health and Safety Officer (non gender specific). |
| How will/are different customers involved in development and roll out of policy? If no involvement mechanism how will needs be identified and addressed? | The Fire Safety Toolkit was developed by the Head of Office Support Services and consulted on within the Health and Safety Committee. The Fire Safety Toolkit was subject to internal audit review of Health and Safety arrangements during 2014 and assessed as fit for purpose. |

## Think about the impact the policy/practice will have on eliminating discrimination, promoting equality of opportunity and fostering good relations between different groups. Also consider whether there is potential for discrimination.

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| Protected characteristic | What do we know about this group in the context of this policy?[[1]](#footnote-1)  What further evidence should we collect? | Potential impact (positive and negative) on people who share the characteristic? | What could we do to reduce any negative impacts, maximise positive impacts and ensure quality information? |
| Age | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | The access and egress issues associated with either younger or older people are taken account of in the initial one to one meeting with the Health and Safety Officer and individual arrangements put in place to ensure safety. **sport**scotland will continue to monitor and mitigate any potential negative impact of the policy on staff because of age. | N/A |
| Disability | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)).  The Equality Act 2010 requires employers to provide information in accessible formats and makes it clear that staff cannot be charged for any adjustments.  In addition, sportscotland is required to make reasonable adjustments to working environments to ensure equality of opportunity. | The Personal Emergency Evacuation Plan procedure ensures that any and all impacts of disability are taken account of and any reasonable adjustments made, e.g. the installation and use of EvacChairs.  All visitors are required to advise of any disabilities on arrival at reception, when receiving their Visitor ID pass.  If the Toolkit is not provided in accessible formats it will not be readable by staff with disabilities.  **sport**scotland will continue to consider research and evidence and to take account of the outcome of Display Screen Equipment assessments (as covered within the Health & Safety Toolkit) to establish and mitigate any potential negative impact of the policy on staff because of disability.  **sport**scotland provides a range of ICT equipment (including ergonomic options) to ensure equality of access to information/ applications, e.g. large monitors, ergonomic keyboards. | Continue to provide one-to-one health and safety inductions to all new staff.  Improve reference to guidance available to visitors, e.g. hearing loops, evacuation plans, etc.  Staff are advised that if they if they require the Plan in a different format they should contact their local H&S Officer.  Staff awareness should continue to be raised around the availability of a range of ICT equipment to mitigate the impact of any disability (through the DSE assessment process and general workplace monitoring). |
| Gender reassignment | **sport**scotland has no information on gender reassignment. | **sport**scotland is not aware of any adverse impact of the Fire Safety Toolkit on gender reassignment. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of gender reassignment. | N/A |
| Race | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | There is a potential that people with English as a second language may not understand safety notices, however, signage is in picture form to avoid any negative impact. | Staff are advised that if they require the guidance in another language they should contact their local H&S Officer.  Visitors to be identified on arrival on site for any challenges in understanding written signs. |
| Religion or belief | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Fire Safety Toolkit on religion or belief. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of religion or belief. | N/A |
| Sex | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Fire Safety Toolkit on sex. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of sex. | N/A |
| Sexual orientation | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Fire Safety Toolkit on sexual orientation. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the policy on staff because of sexual orientation. | N/A |
| Pregnancy and maternity | **sport**scotland has no information on pregnancy and maternity. | All **sport**scotland staff who advise they are pregnant are taken through a formal maternity risk assessment which includes specific reference to additional risks posed by pregnancy and includes emergency egress and the need to take additional care and avoid any lone working. | N/A |
| Marriage/civil partnerships | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Fire Safety Toolkit on marriage/civil partnerships. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the policy on staff because of marriage/civil partnerships. | N/A |

## Who will be consulted internally on this EQIA?

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| Consultation will take pace with the Corporate Services Heads of Service and Health and Safety Committee members. . |

## What recommended steps should we take to improve the policy/practice and monitor its equality impact?

In making recommendations, project leads should balance how to maximise the positive impact of the policy or practice on all people who share the protected characteristics, with the requirement to maximise the core outcomes of the policy/practice (i.e. recommendations should be proportional and relevant.) The assessment should take steps to embed ways of monitoring the ongoing impact of the policy and practice.

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| Whilst **sport**scotland recognises that there is limited evidence in relation to the protected characteristics, the equality impact assessment indicated that the Fire Safety Toolkit is expected to have a positive impact on most of the protected characteristics. **sport**scotland will continue to monitor new research findings in this area in order to ensure good practice across all equality strands.  The following actions have been identified at this stage:   |  |  |  | | --- | --- | --- | | Action | Responsibility | Timeline | | Include a section in the Fire Safety Toolkit advising Staff that if they if they require the policy in a different format or language to meet the requirements of their disability they should contact a member of the ICT Helpdesk. | Alison Gardiner | End March 2015 | | Staff awareness should continue to be raised around the availability of a range of ICT equipment to mitigate the impact of any disability (through the DSE assessment process and general workplace monitoring). | Alison Gardiner  Health & Safety Officers | Ongoing, reported to the Health and Safety Committee | | Improve information available at reception areas to ensure visitors are aware of Fire Safety arrangements in place and associated equipment, e.g. Hearing Loop. | Alison Gardiner  Health & Safety Officers | Ongoing, reported to the Health and Safety Committee |   It is important to ensure that further assessment is undertaken by **sport**scotland in the event that the Fire Safety Toolkit is developed further.  Although no significant equality issues were identified during the development of the Fire Safety Toolkit, **sport**scotland’s understanding of the Equality Impact Assessment Process has developed which will allow us to develop better outcomes for staff in the future in relation to equality matters. |

## Sign off

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| Assessment signed off by: | Corporate Services Team Heads |
| Sign off date: | 23rd March 2015 |

1. Best practice would involve gathering evidence through internal and external consultation. [↑](#footnote-ref-1)