

Equality Impact Assessment Form

Please ensure you have read the EIA Policy and Guidance document before completing this form.
If you need assistance please contact the EDU. Please return the completed form to the EDU.

STEP 1 - Define policy/ practice
i. Name of policy/ practice/ significant change
Introduction of new PGR training room on 1st floor of no. 11 the square
ii. Owner of policy/ practice (College, School or Service)
Research and Innovation Services
iii. Date of policy/ practice approved
30-Jun-18
iv. Approved by? (Committee, College, School or Service)
Service

STEP 2 - Description of policy/ practice
i. What are the aims?
A new training room has been established for PGR training workshops. This means that the majority of PGR workshops will now be held in one location on campus, in a room that has windows and appropriate furniture, AV, drinking water etc.
ii. Who does it cover?
PGRs and staff
iii. How often is this policy / practice reviewed?
Annually

STEP 3 - Could there be any implications for a protected characteristic group (as defined by the Equality Act 2010) in this (or the development of) policy/ practice?
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STEP 3a - Yes, there is a potential implication or barrier for a protected characteristic group.		Go to Step 4
Please tick all that are relevant <input checked="" type="checkbox"/>		
Age	Notes	
Disability	x	
Gender Reassignment	<input type="checkbox"/>	
Marriage and Civil Partnership	<input type="checkbox"/>	
Pregnancy and maternity	<input type="checkbox"/>	
Race	<input type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	

STEP 3b - No, there is no potential implication for a protected characteristic group.	Go to Step 8
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STEP 4 - What evidence do you have for this conclusion (potential implication for a protected characteristic group)?
Briefly explain:
Accessibility issues.

STEP 4a - Does the evidence show a positive impact?	Go to Step 5
Please provide an example and attach evidence:	

STEP 4b - Does the evidence show a negative impact?	Go to Step 6
You need to consult with relevant stakeholders - the EDU will assist with this process	
Please provide brief details and attach evidence:	
We recognise the room is not accessible for some disabled students.	

STEP 4c - Does the evidence show no impact?		Go to Step 8
Attach evidence to this form		
STEP 5 - Continue to promote good opportunity for all people		Go to Step 8
Promote and implement as exemplar policy/ practice		
STEP 6 - Involve and consult stakeholders to address any negative impacts		Go to Step 7
EDU will assist with this process Please provide brief details of involvement and consultations:		
STEP 7 - Outline any changes made to the policy/ practice as a result of the consultation		Go to Step 8
Please provide details of changes:		
Process in place - students receive notification from my campus on course booking, highlighting that this is not an accessible venue and saying that they should get in touch with course organiser to let us know of any special requirements. Students also normally receive an email from course organisers the week prior, reminding them of this. We have a written procedure stored in a communal staff drive, showing where we can look for alternative rooms on campus, should we need to move to an accessible venue.		
STEP 8 - Publish results (as required by law)		Go to Step 9
Please return this form, once completed, along with copy of amended policy or practice and any relevant information, to the EDU for annual reporting and for inclusion on the University website. Please note items sent to EDU here:		
STEP 9 - Regular review		
Regular reviews ensures that policy and practice is kept up to date and meets the requirements of current equality legislation. Where a negative impact has been identified and remedial actions is being implemented, the policy owner should define a timescale for review.		
Please give details of review process:		We will monitor the number of times we have to move and will review annually (April each year) at the time of planning courses
SIGNING OFF PROCESS		
Name of EIA Owner		Elizabeth Adams
Signature		
College/ School/ Service		Research and Innovation Services
Date of Completion		24-Sep-18
Date received by EDU		
Approved in principle?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Any actions required? Please specify		
Signed on behalf of EDU Date:6/6/2019		Signature Mhairi Taylor